

Island House Community Centre



Children & Young People Safeguarding Policy

Safeguarding children is the responsibility of everyone

Policy Statement

The welfare of the child/young person/baby/unborn child is paramount.

All children, regardless of age, disability, gender, ethnicity, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse, therefore by working in partnership with children, young people, their parents, carers and agencies is essential in promoting their welfare.

Island House will aim for children and young people at all times and in all situations, the right to feel safe, enjoy the activities they may be attending or participating in at Island House as individuals or as part of the group, achieve their goals and aspirations in a happy, safe and secure environment.

Island House is committed to foster a welcoming environment for children, young people, staff and visitors and aims to promote a climate where children and adults will feel safe and confident about sharing any concerns that they may have about their own safety or the well-being of others.

NEW

The Children and Social Work Act 2017 introduced significant changes to the safeguarding landscape in England, including the replacement of Local Safeguarding Children Boards with new local safeguarding partnerships (LSP) led by three safeguarding partners – the Local Authority, Clinical Commissioning Group and Police. For more information read the full [Tower Hamlets Safeguarding Children Partnership Arrangements](#).

The Children Act, 1989 defines a child as being up to the age of 18 years old. Extensions of this exist for children or young person who may have SEN and for those in local authority care settings. The Children's Act makes it clear that the welfare of the child is paramount and it gives everyone involved in the care of children a responsibility for the protection of those children.

In LBTH, the [London Child Protection Procedures](#) set out clear and specific actions for staff to take when they [respond to concern of abuse and neglect of a child](#), whereas primary legislation, the *Children Act 2014* set out the strategic and organisational duties of [responding to concerns of abuse and neglect](#). The regulation, Working Together 2018, Chapter 2, takes these duties further and outlines [organisational responsibilities](#) that apply to statutory organisations, voluntary, charity, social enterprise, faith-based organisations and private sectors organisations as well as sports clubs and sport organisations.

Island House will ensure that this is the case by thoroughly implementing this policy.

We aim to do this by:

- Recognising that all children and young people have the right to freedom from abuse and harm
- Promoting joint working with parents and carers in the interest of children and young people's welfare

- Following safe recruitment procedures which ensure that staff are carefully selected, vetted and have the relevant qualifications and experience.
- Ensuring that all staff are aware of and accept responsibility for helping to prevent the abuse of child.
- Designating a safeguarding lead and a Deputy who takes specific responsibility for safeguarding, safety and well-being.
- Supporting all staff in bringing concerns to the Designated Safeguarding Lead or Deputy
- Responding quickly and appropriately to suspicions or allegations of abuse
- Providing parents, carers, and children and young people with the opportunity to voice any concerns they may have.
- Adopting positive behaviour management approaches during any activity or contact which are non-violent and do not impose any form of humiliation
- Reviewing the effectiveness of the organisation's Safeguarding Policy and Procedures,
- Working in partnership with external organisations and professionals to ensure that children and Young people are protected

Types of abuse

Child abuse categories

Physical Abuse

Physical abuse 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 invents the symptoms of, or deliberately causes ill health to, a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child.

Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve making a child feel or believe that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex or non-penetrative acts such as fondling.

Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Signs of Abuse

The signs summarised below **do not** necessarily mean that a child or young person is being abused. Similarly, there may not be any signs; you may just feel something is wrong, or information may be disclosed to you.

It is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about it by reporting.

Signs of Physical Abuse:

Unexplained injuries or burns

- Improbable excuses given to explain injuries
- Refusal to discuss injuries
- Untreated injuries
- Admission of punishment which appears excessive
- Bald patches
- Withdrawal from physical contact
- Arms and legs covered in hot weather
- Fear of returning home
- Fear of medical help
- Self-destructive tendencies
- Aggression towards others
- Running away

Signs of Neglect:

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciated
- Frequent lateness or non-attendance at school
- Untreated medical problems
- Destructive tendencies
- Low self esteem
- Neurotic behaviour
- No social relationships
- Running away
- Compulsive stealing or scavenging

Signs of Emotional abuse:

- Physical, mental and/or emotional development slows down
- Admission of punishment which appears excessive
- Over-reaction to mistakes
- Continual self-deprecation
- Sudden speech disorders
- Fear of new situations

- Inappropriate emotional responses to painful situations
- Neurotic behaviour e.g. thumb sucking, hair twisting, etc.
- Self-mutilation
- Fear of parents being contacted
- Extremes of passivity or aggression
- Substance misuse
- Running away
- Compulsive stealing, scavenging

Signs of Sexual Abuse:

- Lack of trust in adults and/or fear of a particular individual[s]
- Over familiarity with adults or provocative behaviour
- Withdrawal and introversion/problems with peer relationships
- Running away from home/sudden behaviour changes eg falling standards, truancy, Stealing etc.
- Low self esteem
- Substance misuse
- Displaying sexual knowledge beyond age group
- Involvement in prostitution
- Over-sexual behaviour
- Sleeplessness, nightmares, fear of the dark
- Bruises, scratches, bite marks
- Depression, suicide attempts
- Anorexia nervosa/eating disorder or a change in eating habits
- Pregnancy, particularly when reluctant to name the father and under age to consent
- Recurring urinary tract problems/vaginal infections

Domestic Violence

The Home Office definition of Domestic violence and abuse was updated in May 2018 as:

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality.

The abuse can encompass, but is not limited to:

- Psychological
- Physical;
- Sexual
- Financial
- Emotional

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

This definition includes so called honour based violence, female genital mutilation (FGM) and forced marriage, and is clear that victims are not confined to one gender or ethnic group.

All agencies need to work together to identify and protect these children/young people.

It has been widely understood for some time that coercive control is a core part of domestic violence and it is important to recognise coercive control as a complex pattern of overlapping and repeated abuse perpetrated within a context of power and control.

The main characteristic of domestic violence is that the behaviour is intentional and is calculated to exercise power and control within a relationship. Seeing or overhearing violence to another person in the home has adverse effects on a child's development and welfare. Unborn children are also at increased risk; domestic violence is a prime cause of miscarriage, still birth, premature birth, foetal psychological damage, foetal physical injury and foetal death.

Children of all ages living with a parent, most often the mother, who is experiencing domestic violence, are vulnerable to significant harm through physical, sexual, emotional abuse and / or neglect.

Significant harm

The legal definition of significant harm includes

“the harm that children suffer by seeing or hearing the ill-treatment of another, particularly in the home”.

Professionals should be aware of the possibility that adolescents could also be experiencing violence within intimate partner relationship.

Guidelines for responding to an allegation or disclosures of abuse from a child

Recording and reporting

Recording is a tool of professional accountability and is central to safeguarding and protecting children. It is not always possible to know whether a small or vague concern held today may increase as the days or weeks pass and later form the substance of a child protection referral. For this reason, it is vital that concerns are recorded accurately so that they can be monitored and any emerging patterns noticed.

As an adult you have a duty to take appropriate action. Recognising and coping with child abuse is very stressful and the person reporting the concern should not worry about what will happen, you will not have to cope alone.

General Points

- Keep calm – do not appear shocked
- Accept what the child says without passing judgment
- Do not actively question the child/ young person about details, but ask just enough to ascertain whether you should act on concerns. Further questioning can undermine any subsequent criminal investigations and needs to be handled with care by a trained professional.
- Be honest – let them know that you will need to tell someone else. Do not promise confidentiality.
- You have a non-negotiable duty to pass on the information and report concerns immediately.
- Be aware the child may have been told (it's a secret) threatened and fear what might happen.
- If at any point a child decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.

Helpful things to say or show

- Show acceptance of what the child says
- *“I take what you are saying very seriously”*
- *“I am pleased that you have told me. Thank you for telling me”*
- *“I am sorry that happened to you”*
- *“I will try my best to help you”*

Things not to say

- “Why didn’t you say something before?”
- “I really can’t believe it”
- “Are you sure this has happened”
- “Why? “Where?” “When?” “Who?” “What?” “How?”
- Don’t make false promises to the child e.g. confidentiality – be honest now, any lies will be further abuse and betrayal
- Never make statements such as “I’m shocked” or “don’t tell anyone else”.

Concluding the conversation

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

What to do after the conversation

- Make notes about the conversation as soon as possible after the discussion. Record exactly what the child said, when he or she said it and what was happening immediately beforehand e.g. (description of the activity). Note the time, date and place of the conversation and the name of any other person present. If the initial record is handwritten, always keep it, even if it is later typed up using the confidential Incident report form and give it ASAP to the Safeguarding Lead or deputy to deal with, In the absence of any/all do not delay a referral to the LBTH Social Care.
- The designated Safeguarding Lead or Deputy should contact the LBTH Social Care Team.
- Never be tempted to discuss with colleagues or try and investigate allegations/suspicious further – this could lead to contamination of evidence and could jeopardize any future /possible police investigation and criminal prosecution activity.

Procedures for Responding to allegations/concerns regarding abuse

We all have a statutory duty to notify relevant agencies if we have a concern about children’s safety and welfare (Working Together to Safeguard Children 2018).

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

All concerns about the welfare of a child or concerns that a child may be suffering, or at risk of suffering abuse should be noted and referred in the first instance to the;

- Designated Safeguarding lead or Deputy who will seek to clarify the nature of the concern and whether immediate action is needed to make them safe from harm.
- Where there is a clear allegation, or strong suspicion or evidence of abuse, there must be no delay in making a referral to the statutory agencies.
- Any disclosure or incident witnessed by a member of staff or volunteer must be recorded and dated with a signature.
- Records must be made of what you have been told to you as soon as possible after the disclosure, citing the person’s actual words when possible in the Confidential Incident Reporting Form.

At the end of any discussion/ disclosure about a child, the referrer (IHCC) and LBTH Social Care should be clear about who will be taking what action or that no further action will be taken.

The decision will be recorded by LBTH Social Care and the agency referrer. There is space on the confidential Incident form to record future action.

Concerns should be discussed with the parent or carer where possible, their agreement should be sought before making referrals to LBTH Social Care, **unless this places a child at increased risk of significant harm. (Concerns should not be alerted to any alleged perpetrator).**

Cases where the allegation of abuse is of a sexual nature, must involve a referral directly to the relevant LBTH Social Care Department or the Police Child Protection Team.
LBTH Social Care should decide on the next course of action within 24 hours.

Under no circumstances should any staff or volunteers attempt to carry out any kind of investigation into an allegation or suspicions of abuse. It is the task of LBTH Social Care to investigate such matters under section 47 of the Children Act 1989.

What might happen after a referral has been made?

Referrals may lead to

- No further action
- Directly to the provision of services or other help, for example, LBTH Early help Hub
- A fuller assessment of the needs and circumstances of the child which may in turn lead to child protection inquiries.
- Emergency action to safeguard the child/young person
- Child protection inquiries being undertaken

If an allegation of abuse is made against a staff member, it could lead to immediate suspension, on full pay, until the matter can be investigated. If the allegations are found to be proven, whether any criminal charges are brought or not, this will be termed gross misconduct and the staff member in question will be subject to immediate dismissal. In the case of a volunteer worker all of the above will apply with the exception of payment

Practitioner has concerns of child abuse

Practitioner completes form / discusses with designated safeguarding lead (Cathy Weir) or identified designated Deputy (Paul Rogers). Practitioner completes the incident record and gives it to the designated safeguarding lead or deputy.

Designated lead starts to action any concerns, any intention to refer to Children's social care, should be discussed with parents **unless** doing so would place the child at further **risk** of harm.

In an emergency, contact the Police –Dial 999

No longer have a Child Protection concern?
Discuss whether **Early Help Hub** is appropriate.
Calls to the Children Services Hotline (020 7364 5006) and the online enquiry form are directed through to the Early Help Hub

Update forms with any concerns regarding decision/outcome. This must be kept confidential and placed in secure file.

Designated child protection lead or deputy contacts Duty Worker at:
Multi-Agency Safeguarding Hub (MASH) (Referral Point)
Tel: 020 7364 5601 / 5606

MASH@towerhamlets.gov.uk

MASH@towerhamlets.GCSX.gov.uk

(Secure Email)

Police Child Abuse Investigation Team (CAIT)
Tel: 020 8217 6484

Follow the referral up in writing within 24 hours

Targeted and Specialist Children & Families Service will decide what course of action to follow and inform the referrer.

Maintain concerns tracking record as required.

If concern is of a child suffering significant harm, go straight to making a referral.

Responding to allegations made against a member of staff/volunteer

- Despite all efforts to recruit safely there might be occasions when allegations are made of abuse by staff or volunteers or other persons against children. All staff must be vigilant in relation to inappropriate behaviour displayed by members of staff, or any other person in contact with children. Examples include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual roles and responsibilities; or inappropriate sharing of images.
- Staff should behave in accordance with this policy.
- All concerns about staff should be reported immediately to the designated safeguarding lead or deputy and the whistle-blowing policy should be followed.
- It is the responsibility of this designated safeguarding lead to report allegations to, and otherwise liaise with, the local authority designated officer (LADO) who has the responsibility to manage and have oversight of allegations against people who work with children.

If the allegation concerns the Centre Director /managers/designated Safeguarding Lead, the chair of the board of governors/management committee must be informed without delay.

Please follow instruction in flowchart below.

If an allegation is made that a member of staff has harmed a child; is alleged to have behaved in a way in their private life that may suggest they are unsuitable to work with children and young people; the designated Lead (Cathy Weir) or Deputy (Paul Rogers) or in their absence the Chair of the MC, must be informed immediately.

If the allegation concerns the Centre Director /managers/designated Safeguarding Lead
The chair of the management committee must be informed without delay.

To judge the most appropriate course of action, the following initial information must be collated:

- Date and time of any observation or disclosure of the allegation.
- Exact words spoken by the child/staff/ parent/volunteer or persons, as far as possible,
- Name of the person to whom the concern was reported (with date and time),
- Name/s of any other person present at the time,
- Wider relevant knowledge or background information.

If you are concerned about an adult who works with or has direct contact with children in their place of work, either as a paid staff member or volunteer – please contact the **Local Authority Designated Officer (LADO)** on LADO@towerhamlets.gov.uk or **Tel: 020 7364 0677 / 5290**

If they are unavailable, please contact the **Child Protection Advice Line** on **Tel: 020 7364 3444 / 5601 / 5606**

After discussing the situation with the LADO, it may become clear that a referral to Children’s Social Care Team is required.

After discussing the situation with the LADO, it may become clear that a referral to Children’s Social Care is **not** required and Island House is to follow their own complaints and disciplinary procedures.

Children’s Social Care will contact the setting as to how to proceed. A formal strategy meeting will take place between Children’s Social Care, the settings representative and the police (as appropriate). This meeting will agree what action is required immediately to safeguard and promote the welfare of the child, and/or provide interim services and support.

The member(s) of staff may be suspended on full pay (advice from the LADO will support you with this decision). This overall decision to suspend is vested in the chair of the management committee/trustees. Suspension is an unbiased act and should allow full investigation of facts to take place

Recruitment

All reasonable steps will be taken to ensure unsuitable individuals are prevented from having any involvement with Island House. Employee/volunteer recruitment procedures will include a Disclosure and Barring Service (DBS) check, at the appropriate level, for all staff with access to children and should always include self-declaration and the use of 2 references. This could include all members of the management/ executive committee.

All prospective employees/volunteers should be interviewed, preferably with a least one member of the management/executive committee, for volunteers this need not be a formal interview.

We will aim to ensure that all employees/volunteers have appropriate qualifications, experience and training.

DBS

Should any concerns arise following a Disclosure and Barring Service (DBS) check, this will be discussed by the Safeguarding Lead with the Centre Director on a need to basis.

Any disclosure that causes concern will be considered to establish any level of risk the subject may pose, if any to children, other service users, colleagues, the general public and/or our organisation.

A number of questions will be asked, and any outcome will be decided within any lawful context.

No staff members will be able to complete one to one or home visits until in receipt of a satisfactory DBS.

All new employees/volunteers will go through a probation period and induction process, including relevant training. Ongoing training, supervision and appraisals should ensure all employees /volunteers are adequately supported

Training and supervision of staff and volunteers

New staff and volunteers will have a designated person, which could be Centre Director, Project Managers, to ensure that a proper induction takes place, and provide support and supervision where possible to the new member of staff/ volunteer in all areas of their intended role, including Safeguarding.

All new staff /volunteers will read and understand Island House policies as part of their induction. Staff and volunteers should be able to identify the signs of abuse and will be confident about the steps to take and who to report any concerns. All staff and volunteers will be encouraged to attend relevant external training on safeguarding / child protection provided by the London Borough of Tower Hamlets or other relevant providers.

Creating a Safe and Caring Environment

- All activities should aim to be in the best interest of the child /young person, and should try and include their participation for programmes choices where possible.
- Aiming to provide well thought out comprehensive and creative programmes, offering a varied mix of opportunities to broaden participant's outlooks and aspirations.
- Adult to young person ratios should reflect best practice (1:10 max for 10 years and over, 1:8 max under 10).
- Risk Assessment should be undertaken prior to any offsite visits or new types of activities.
- Staff/volunteers working with children should be appropriately trained and qualified to ensure the safe provision of services, use of equipment, activities undertaken, etc.
- Each group should have at least 2 adults and it is recommended that where possible a gender balance between workers is aimed for and maintained.
- A qualified First Aider should always be present at sessions on and off site, and First Aid Kit should always be carried off site, trips out etc.

- Staff /volunteers working with children should carefully plan any activity sessions with the care and safety of children and young people as their main concern including the use of activities at an appropriate age/ability level.
- Staff /volunteers should never let a child's allegation go either unchallenged and/or unrecorded
- Wherever possible we will encourage an 'open environment' e.g. avoiding private or unobserved situations and discouraging the keeping of secrets. This especially includes employees/volunteers not being alone with a child at any time. When this is unavoidable, it should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's parents/carers.
- Staff /volunteers must treat all children/young people with respect.
- Staff/volunteers must not make racist, sexist or any other remarks which upset or humiliate, and should challenge behaviour of this kind.
- Staff /volunteers must take care to avoid showing any favouritism.
- It is the responsibility of Staff /volunteers to prevent the abuse of younger or weaker children by older or stronger children through bullying, cruelty or any other forms of humiliation.

Behaviour guidelines for employees/volunteers

- Safety of participants and staff /volunteers is of prime consideration at all times. All accidents /incidents involving anyone should be recorded in the incident /accident book immediately or as soon as practicably possible.
- Staff /volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of all first aid equipment.
- Staff /volunteers are responsible for reporting suspected cases of child abuse or risks to the appropriate Safeguarding Lead/Deputy
- Arrangements for parents/carers dropping off and collecting children from activities/trips need to be clearly stated and agreed by parents/carers, children and staff /volunteers.
- Appropriate staff /volunteers should have access to any parent consent/emergency consent forms for all children or young people taking part in any activities [this information should be confidential].
- Staff /volunteers will be expected to keep a daily attendance register for all organised sessions.
- Staff/volunteers should ensure that their activities are well planned, prepared and set up in advance to start and end on time.
- Staff /volunteers are expected to promote, demonstrate and incorporate the values of fair play, trust and ethics throughout their activities, and always work in an inclusive way.
- Island House and Sessional staff / Tutors should ensure that they are adequately insured, to protect against claims of negligence, through their organisation or their own personal insurance if acting as a self-employed agent.
- Staff and volunteers should work in a professional manner whilst representing Island House.

Volunteer code of behaviour when working with children and young people

The aim of these guidelines is to ensure the safety and wellbeing of all children and young people and to support any volunteers in providing a safe, caring environment. Volunteers will work under the direct supervision of an established staff member at all times.

- Volunteers should never be left on their own to deliver sessions or left unattended with children and young people, and should be made aware of their boundaries.
- Volunteers should be acknowledge and valued by all staff, given encouragement and support at all times.
- Positive behaviour should be encouraged.at all times.
- Volunteers should not physically or verbally punish any young person.
- Volunteers should avoid situations in which they risk putting themselves or the young person at risk.

- Volunteers should aim to offer respect to children and young people at all times and strive to be sensitive to their feelings.
- Volunteers should have knowledge of the safeguarding policy and know how to recognise or report suspected cases of child abuse or risks to the appropriate Safeguarding Lead/Deputy

Activities Procedures

When attending any activities staff have a duty to ensure that any premises /venues /equipment used are age appropriate, are in a clean and safe condition, to be used by staff /volunteers and participants. Risk assessments should be carried out prior to activities, or checked online when attending trips etc., and deemed appropriate and fit for purpose.

A register of names, addresses, with next of kin and contact addresses and telephone numbers for emergencies must always be kept whilst on site and a copy should always be left on site with an appropriate staff member.

Parents/carers, and where appropriate older children, will be given and asked to sign a form and written statement which specifies the action taken in the event of a child becoming ill or being taken to hospital.

- Staff should have a well-designed programme planned in advance, and all information should be available well in advance to promote Island House projects, for the community.
- Staff will be expected to keep a daily attendance register for all organised sessions
- Arrangements for parents/carers dropping off and collecting children from activities/trips need to be clearly stated and agreed by parents/carers, children and staff /volunteers.
- Appropriate staff /volunteers can have access to parent consent/emergency consent forms for all children or young people taking part in any activities **[this information should be confidential]**.
- Adult to young person ratios should reflect best practice (1:10 max for 10 years and over, 1:8 max under 10)

We recognise that:

- The welfare of the children/young people who come into contact with our services is paramount and governs our approach to the use and management of information communications technologies

E-safety and use of digital devices

Internet

The internet should not be made available to children or young people when on Island House premises, except on specific occasions for example, training, workshops and at all times only with supervision by a member of Island House staff.

Our aim is to:

- Protect children and young people who receive Island Houses services and who might make use of information technology (such as mobile phones, games consoles and the internet) as part of their involvement with us, for example, when attending play schemes, workshops, training or off site trips.
- Provide staff and volunteers with the principles that guide our approach to e-safety
- Protect staff /volunteers /tutors
- Ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology

Photography, video, etc.

Permission from parent/carers should always be obtained before taking photographs, videos, etc. by them consenting on a registration form.

All staff / volunteers/ should only ever use a work camera or work mobile.

Cameras

It is not the intention to prevent parents/carers from taking pictures, when we might put on events or parties etc., but to ensure that photographic practices are monitored and to reduce the risks of inappropriate photography/filming

No one is permitted to photograph or record images in the following areas:

- Toilet areas
- Children /young people can only be photographed if permission of parents/carers has given written consent- and only if the child /young person agrees, children's/young people's images will not be used for Island House promotional or website / flyer / press releases unless parents/carers have consented
- Personal details which might make a child/young person vulnerable, for example, address, email address, phone number, should never be revealed.
- Those taking photos, including staff/volunteers must identify themselves
- Staff should **never** use personal devices such as mobile phones or cameras to take photos or videos of any children or young person, and only use designated equipment for this purpose, which should be locked securely in IHCC and only download on a work pc with password protection.
- Any outside Photographers will be required to have formal identification which must be worn at all times

Mobile phones and digital devices can present a number of problems when not used appropriately

- Staff should not have personal mobile phones with them in sessions, whilst working with children/ young people at Island House, phones should be kept in bags / in a safe place and used only when staff are on breaks in the staff office or outside the setting.
- Children and young people images could easily be identified, which might put them at risk for example, they could include some children in care proceedings, children of families moved because of Domestic Violence, children with supervised contacts only.
- Phones and personal devices can allow internet access and bypass the centre security settings and filtering
- Mobile Phones with integrated cameras could lead to issues of safety around child protection, bullying and data protection issues with regard to inappropriate capture, use or distribution of images of children or staff.
- Children and young people could take inappropriate images with a mobile of each other or used for cyberbullying or uploaded without consent impacting others wellbeing.
- Staff should remind parents /carers /adults of the policy by asking them to leave any room where children and young people are participating in activities, to take calls in reception when necessary.
- Parents are also requested to avoid giving their children access to mobile phones during activities particularly on play schemes and sessions (they will always be given contact details of staff in case of emergency).
- Island House cannot accept responsibility for the loss, damage or stolen devices which belong children or young people.

Review

Island House will ensure that any issues of Safeguarding Children and Young people receive continuous attention and will regularly review the way that we operate to support this principle.

The children and young people’s safeguarding policy should be viewed as a **working document** and reviewed annually or as and when there are any changes in legislation.

Date policy written

Date approved by MC

Signed by the designated person

Signed by Deputy

Signed by the Chairperson.....

Staff volunteer induction Safeguarding Policy

I confirm that I have read this policy, understand my responsibilities and confirm that I will adhere to the objectives and guidance.

Name _____

Position _____

Organisation _____

Signed _____

Further support and information

LBTH MASH (Multi-Agency Safeguarding Hub)

The multi-disciplinary 'front door' to Children's Social Care. It aims to provide a holistic approach to protecting vulnerable children and families. Monday to Friday, 9am to 5pm **Tel: 020 7364 5601** **Out of hours** **Tel: 020 7364 5006**

Child Protection Advice Line

Available to schools and children's centres, education support staff, parents/carers and pupils and to voluntary and community organisations in Tower Hamlets. If there is a concern about the welfare of a child or young person the Designated Teacher/Person for Child Protection, parent or pupil would like to talk it through then they can contact the Child Protection Advice Line and speak to the Duty Officer. **Tel: 020 7364 3444**

LBTH The Early Help Hub

The single point of access for the public, and all those working with children, young people and their families within the local community and across the authority, offering advice and recommending support for a range of issues: **Tel: 020 7364 5005**

LBTH LOCAL OFFER

This online resource outlines information on services for children, young people and families in Tower Hamlets in one central place. It contains factsheets, useful links, videos as well as an online directory of services.

<http://www.localoffertowerhamlets.co.uk>

Parenting support information and advice for mums, dads, lone parents, new parents and parents-to-be

https://www.towerhamlets.gov.uk/ign/education_and_learning/parental_support/parental_support.aspx

VAWG (violence against women and girls)

https://www.towerhamlets.gov.uk/ign/community_and_living/community_safety_crime_preve/domestic_violence/vawg/VAWG-Service-Directory/VAWG_service_directory.aspx

A **forced marriage** is where one (or both) of the spouses does not want to get married and is forced or coerced into it. In cases where someone has disabilities, they may not have the capacity to consent to marry. Coercion can include physical, psychological, emotional, sexual and financial pressures and abuse

So-called "**honour**" based abuse is a term used to describe violence committed against a woman or a girl (or sometimes men) who the family or the community feels has not followed what they believe is acceptable behaviour and has brought dishonour or shame to the family.

<http://www.dofeve.org> a non-profit organisation that works to protect girls and young women who are at risk from female genital mutilation (FGM)

Information for parents regarding Radicalisation

<https://www.towerhamlets.gov.uk/Documents/Children-and-families-services/Child-protection/TH-Advice-to-Parents-WebVersion.pdf>

Support for young people

The Hideout <http://www.thehideout.org.uk>

A space to help children and young people understand domestic abuse and how to take positive action if it is happening to them. <https://www.childline.org.uk/> call free on 0800 1111