



## **BRATHAY TRUST**

**CHILD PROTECTION AND SAFEGUARDING POLICY & PROCEDURES  
[INCLUDING SAFEGUARDING VULNERABLE ADULTS]**

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## DOCUMENT MANAGEMENT RECORD

### CHILD PROTECTION POLICY & SAFEGUARDING PROCEDURES

(REPLACES PREVIOUS SAFEGUARDING POLICY, DATED Dec. 2011)

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## **POLICY STATEMENT**

Brathay Trust is fully committed to safeguarding the welfare of all children, young people and vulnerable adults by taking all reasonable steps to protect them from neglect, physical, sexual or emotional harm. All staff, associates, trustees and volunteers will at all times show respect and understanding for the rights, safety and welfare of all children and young people with whom the Trust comes into contact, and conduct themselves in a way that reflects our principles.

The above will be achieved by:

- A proactive approach to safeguarding which constantly reviews our practice and responds to issues and potential vulnerabilities immediately and robustly.
- Close liaison and joint working with statutory child protection agencies to ensure that practice meets the best possible standard for all those we work with.
- ensuring that all staff, trustees, associates, and volunteers are carefully recruited, trained and supervised;
- carefully assessing all risks that children and young people encounter and taking all necessary steps to minimise and/or manage them;
- listening to children, and understanding how their individual circumstances and life experiences may affect their vulnerability and risk. Then taking that into account in planning engagement and activities with that young person;
- informing parents<sup>1</sup>, children and young people how to voice concerns or complaints about anything that they may not be happy with;
- presenting parents, children, young people and accompanying staff with information about what we do and what can be expected from us.

All Brathay's trustees, staff, associates, and volunteers have a duty of care to safeguard and promote the welfare of children and young people. This also applies to third party delivery agents. All of the above groups should be familiar with these procedures, are expected to comply with them and have a duty to report any child protection or welfare concerns to the Chief Executive, who is the Trust's Designated Child Protection Officer.

For the purposes of this policy, the terms 'young people', 'children' and 'child' refer to all children and young people under the age of 18 and also to vulnerable adults. See page 26 for the Home Office's definition of vulnerable adults, which Brathay has adopted.

Child protection and safeguarding responsibilities and arrangements are set out in this document.

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<sup>1</sup> In the context of this policy, 'parents' is taken to also mean guardian(s) and .all those with Parental Responsibility as defined by the Children's Act (2004).

## **Definitions**

By vulnerable the Charity Commission means children or young people under 18 years of age or adults who are in receipt of a regulated activity.

The definition of Regulated Activity for adults defines the activities provided to any adult as those which, if any adult requires them, will mean that the adult will be considered vulnerable at that particular time. These activities are: the provision of healthcare, personal care, and/or social work; assistance with general household matters and/or in the conduct of the adult's own affairs; and/or an adult who is conveyed to, from, or between places, where they receive healthcare, relevant personal care or social work because of their age, illness or disability. Further information can be obtained from the Department of Health factual note on Regulated activity (adults) available on their website.

## **Responsibilities**

### **Job Title**

Responsibility

### **Chief Executive**

Overall responsibility for safeguarding and child protection arrangements throughout Brathay Trust

### **Chief Executive**

Designated Child Protection Officer: responsible for this Policy and associated procedures, including training, implementation and reviewing

### **Lead Signatory**

Responsibility for Disclosure & Barring Service process management

### **All staff, trustees, associates and volunteers**

Responsibility for ensuring that young people and vulnerable adults are safeguarded

## **Other Relevant Brathay Policies**

- Health & Safety statement
- Critical Incident Management Policy & Procedures
- Risk Assessment policy
- Drugs & substance misuse
- Staff Handbook
- Recruitment and selection policy (ref, DBS)
- Working on your own
- Data Protection Policy
- ICT Policy
- Information security
- Whistle-blowing Policy
- Employee wellbeing and stress

## **Information sharing**

Sharing of information amongst practitioners working with children, young people and their families can be essential to safeguarding and promoting their welfare. In many cases it is only when information from a range of sources is put together that a child can be seen to be at risk.

Not all information is confidential. Confidential information is information of some sensitivity which is not public knowledge. It may have been shared in a relationship where the person giving the information understood that it would not be shared with others. Sometimes, however, it will be necessary to share confidential information.

Confidential information should not be passed on to third parties without the consent of the person who provided it or to whom it relates unless the circumstances in which sharing information without consent can be justified in the public interest, e.g. where there is reasonable cause to believe that a child may be suffering or at risk of significant harm. In cases where we have concerns about a child, and believe that we will need to share confidential information, we should explain the problem, seek agreement and explain the reasons if we decide to act against a parent, carer or child's wishes. We should not regard refusal of consent as necessarily stopping us from sharing confidential information. Seeking consent should, however, be the first option.

In making a decision about whether or not to share confidential information, we should weigh up what might happen if the information is shared against what might happen if it is not and make a decision based on a reasonable judgement. The safety and welfare of a child or young person must always be the primary consideration when making decisions about sharing information about them. The amount of confidential information shared and the number of people to whom it is disclosed should be no more than necessary in protecting the health and wellbeing of the child.

## Guidelines

### Introduction

Staff<sup>2</sup> should conduct themselves in such a way as to avoid compromising situations and to protect themselves against allegations of abuse. The following guidelines have been developed to support staff working in all settings to establish safe & responsible environments which safeguard young people<sup>3</sup> and manage the risk of adults being unjustly accused of improper or unprofessional conduct.

### Section 1 - One-to-One Situations

#### Guiding Principle

To ensure that staff can work with young people without the young person feeling vulnerable, and to manage and reduce the likelihood of allegations being made against staff.

One-to-one situations will either be planned or unplanned.

The following guidance is provided to ensure staff are aware of their responsibilities.

#### Unplanned One-to-One Situations

- Staff should avoid being alone with a young person when there is no-one else about;
- On residential, staff should not enter a young person's bedroom or bathroom alone when a young person is present. If this is absolutely necessary, then they should leave the door open;
- Staff should not be in residence or at camp with children of the opposite sex, unless a member of staff or other responsible adult of the child's sex is in residence or nearby.

#### Planned One-to-One Situations

In certain situations it may be unrealistic to state that one-to-one interactions should not take place. Where there is a need to work in one-to-one situations, this should be planned and agreed with a manager beforehand. This will include:

- defining & recording the reason for the meeting;
- identifying the meeting location;
- conducting & agreeing a full risk assessment;
- avoiding conducting one-to-one meetings in remote/secluded areas;
- always informing other colleagues/guardian and assess the need to have them present or close by;
- always reporting situations which are or could be interpreted as child protection incidents.

As one-to-one situations are potentially high risk both for staff and young people, staff are directed to read the Trust's **Lone Working & Safeguarding procedures (Appendix G)**.

### Section 2 - Transporting Young People

When transporting young people, this should be planned so that, whenever possible, staff are not alone in a vehicle with one young person. As far as practicable, it is advisable that transporting of young people is not done in private vehicles. Any emergency or impromptu arrangements must be justifiable and risk-assessed as far as possible in the circumstances. Details of the journey must be reported to a manager within 24 hours.

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<sup>2</sup> In the context of this policy, 'staff' is taken to also apply to trustees, associates and volunteers.

<sup>3</sup> 'Young people', 'child', 'children' are taken to mean those under 18 and vulnerable adults.

**See also 'One to One Situations', page 7.**

In addition staff must:

- be aware that the safety and welfare of the young person(s) is their responsibility until they are safely passed over to a parent / legal guardian / or to a recognised place of safety e.g. police custody, hospital or other responsible authority;
- ensure that their behaviour is appropriate at all times;
- ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety. This includes ensuring that all passengers wear seat belts and also having appropriate insurance cover in accordance with Brathay's Transport Policy.

**Section 3 – Social contact**

Staff should not work with young people 'unofficially' outside Brathay.

This means:

- staff must not take young people to their own homes;
- not having social contact with the young people or their families, unless the reason has been firmly established and agreed with their line manager;
- if a young person or parent seeks to establish social contact or if this occurs coincidentally, the staff member(s) must exercise their professional judgement in making a response but should always discuss the situation with their line manager;
- staff should be aware that social contact in certain situations can be misconstrued as grooming; as such they should advise their manager or in their absence the Duty Manager of any coincidental social contact they have with a young person or parent with who they work which may give rise to concern;
- staff should be aware that the sending of personal communications such as birthday or faith cards should always be recorded and/or discussed with their line manager;
- staff should record & report any situation which may place a young person at risk or which may compromise Brathay or their own professional standing.

*The above are provided as examples and are not intended to be exhaustive.*

**Section 4 - Guidance for engaging young people through digital media**

Communicating effectively with young people in a variety of ways is an integral aspect of youth work. Telephone contact, texting, e-mail, face to face work, outreach work and detached work have all been vital tools for engaging young people in provision over the last few years. Increasing numbers of young people are using electronic methods of communication, congregating in virtual environments, and much of their social interaction and peer education occurs in these spaces. Therefore youth workers need to actively engage with young people in these environments.

Given the pace of change in this area, the principles outlined in these guidelines should be seen as applying to emerging technologies and/or applications.

- Youth workers should ensure young people are using digital methods of communication safely and have appropriate support networks;
- Digital communication methods provide opportunities for promoting services, they encourage young people to participate in positive activities, and to become involved in developing the service;
- However, digital communication methods are also utilised by individual's intent on 'grooming' young people. To protect both individual staff members and the Trust from the consequences of allegations relating to the use of digital media, staff should co-operate fully with any requests or processes instigated to address these risks;

- The following procedures have been prepared with the above principles in mind:

#### **Universal digital media guidelines**

- Staff should apply the same rules and standards of best practice when communicating with young people via digital media as in face to face communication;
- extra diligence must be taken to ensure messages cannot be misinterpreted;
- staff should use messaging via digital media as a method of communicating information and not as a primary communication tool to build relationships i.e. to inform of an event or a change of time;
- if staff receive a message from a young person wishing to engage in a 'social conversation' they must send a message to explain that they cannot engage in social messaging and direct them to a number or website they can use for further help if they should need it;
- if staff receive a verbally abusive or threatening message, or if they worry about the safety of the sender or someone else they must contact their line manager.

#### **SMS/text messaging**

- Mobile phones will be allocated to staff at the discretion of the CEO;
- Staff must familiarise themselves with the Trust's Mobile Phone Guidance;
- Mobile telephones are issued for business use; any misuse of the phone may be a disciplinary issue. Whilst it is not possible to provide a definitive list of the actions that represent misuse it should be remembered that the equipment is owned by the Trust, for use on Brathay business. If staff fail to consider any of the above or take any other action that could reasonably be considered to be misuse, appropriate action may be taken under the Trust's disciplinary procedure;
- If necessary staff mobile numbers can be publicly displayed i.e. on posters, clearly stating the staff name;
- Under no circumstances should staff give their personal mobile or home number to a young person.

#### **Email**

- All staff will be given an email address on their induction into the Trust;
- Staff must familiarise themselves with Brathay's ICT Security Policy;
- Emails should only be sent to young people during 'normal youth work hours' (8am-10pm);
- Work email addresses can be given to young people who are engaging in youth work with the Trust and need to receive information.
- If necessary staff email addresses can be publicly displayed i.e. on posters, clearly stating the staff name;
- Under no circumstances should a staff member give their personal email address to a young person;
- Materials sent will be selected that are unbiased and meet equal opportunities criteria in terms of ethnicity, sexual orientation, gender, disability, religion and beliefs & age.

#### **Social networking**

- Staff intending to use Social Networking Sites in a work capacity should do so from a separate profile than their personal profile, should they have one;
- Prior consent/sign-off should be sought from Brathay's Marketing & Communications department before first use of Social Networking Sites to communicate with Young People;
- In the event that a member of staff sets up a work profile, they must inform Brathay's ICT Officer of the existence of this profile, and the login details for it;

- In order to protect themselves from risk of allegations, we recommend that staff using Social Networking Sites with a personal profile - in a private capacity - should set their privacy settings so only friends can view their profile;
- Under no circumstances should a staff member with a personal profile add a young person Brathay works with or has worked with within the last five years as a friend on a Social Networking Sites;
- Staff should not put photographs of work activities on their personal profiles.
- Staff must familiarise themselves with the Trust's ICT Security Policy;
- Messages sent via Social Networking Sites should only be sent to young people during 'reasonable' hours, as per emailing above (8am-10pm).

#### **Instant messaging**

- Under no circumstances should staff communicate with a young person through an instant messaging site;
- Under no circumstances should staff give their instant messaging address to a young person;
- If staff receive an instant message from a young person they must not engage – they should inform their line manager. Managers will make a file note following notification from a worker that they have been Instant messaged. This is for the benefit of the worker and ensures that nothing is hidden.

#### **Section 5 – Recording**

We are committed to capturing young people's views and involving them in planning for the future. In order to do this, it is from time to time beneficial to record young people either individually or as a group. We also seek to record activities so we can showcase what we do and why it works. However, in all cases where recording is undertaken, whether audio, video or photographic, prior permission must always be obtained:

- Staff must ensure that where a young person is under 18, or is deemed vulnerable, that permission to record images or voice is obtained from a parent, or other person holding parental responsibility. This will normally be done via the signing of the Personal Information Form (PI form) or the Research consent form where this is appropriate.
- Any restrictions stipulated by parents or other carers i.e. voice recording only, must be respected.
- It is essential that all members of a group have valid permissions obtained before undertaking group recording
- particular care must be taken to ensure that images and recordings are only used for legitimate purposes, and that they are not released to non Brathay staff without specific agreement being obtained about how such images are to be used.

#### **Section 6 - Confidentiality**

Members of staff may have access to confidential information about young people in order to undertake their everyday responsibilities. In some circumstances staff may be given highly sensitive or private information. They should never use confidential or personal information about a pupil or her/his family for their own, or others' advantage (including that of partners, friends, relatives or other schools/services).

Information must never be used to intimidate, humiliate, or embarrass the young person.

Confidential information about a child or young person should never be used casually in conversation or shared with any person other than on a need-to-know basis. In circumstances where the child's identity does not need to be disclosed the information should be used anonymously.

There are some circumstances in which a member of staff may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated child protection responsibilities.

Staff are expected to treat any information they receive about young people in a discreet and sensitive manner. If a member of staff is in any doubt about whether to share information or keep it confidential he or she should seek guidance from a senior member of staff. Any media or legal enquiries should be passed to Marketing & Communications staff or the Chief Executive.

The storing and processing of personal information about young people is governed by the Data Protection Act 1998. Brathay has a designated Data Protection Officer and a related policy, both of which are sources of support in this area.

**The HMG booklet "[What To Do If You're Worried A Child Is Being Abused](#)" contains further guidance on sharing information to protect children.**

### **Section 7 - Ethical conduct in youth work and informal education**

Brathay expects staff to adhere to and uphold the highest standards of professional conduct. Below is a summary of the statement of principles of ethical conduct for youth work, from the National Youth Agency. Practitioners are advised to read the full document (NYA website)

#### **Ethical principles**

*All staff working with young people have a commitment to:*

- I. **Treat young people with respect**, valuing each individual and avoiding negative discrimination.
- II. **Respect and promote young people's rights to make their own decisions and choices**, unless the welfare or legitimate interests of themselves or others are seriously threatened.
- III. **Promote and ensure the welfare and safety of young people**, while permitting them to learn through undertaking challenging educational activities.
- IV. **Contribute towards the promotion of social justice** for young people and in society generally, through encouraging respect for difference and diversity and challenging discrimination.

#### **Professional principles**

*All staff working with young people have a commitment to:*

- V. **Recognise the boundaries between personal and professional life** and be aware of the need to balance a caring and supportive relationship with young people with appropriate professional distance.
- VI. **Recognise the need to be accountable to young people**, their parents or guardians, colleagues, funders, wider society and others with a relevant interest in the work, and that these accountabilities may be in conflict.
- VII. **Develop and maintain the required skills and competence** to do the job.

### **Section 8 - Child Sexual Exploitation**

The nature of child sexual exploitation is that it is a course of conduct rather than an isolated incident leading to a series of serious sexual and other offences. It is best described as a process of involving children in sexual activities through means such as deceit, manipulation, coercion, use of violence and threats of force with cumulative effect on children, families, social systems and the community as a whole. The sexual exploitation of children and young people is a form of child abuse.

The National Working Group for Sexually Exploited Children and Young People define child sexual exploitation as follows:

*The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of performing, and/or others performing on them, sexual activities.*

*Child sexual exploitation can occur through use of technology without the child's immediate recognition, for example the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.*

### **Grooming**

Grooming is an action deliberately undertaken with the aim of befriending and establishing an emotional connection with a child, to lower the child's inhibitions with the intention to sexually abuse them.

Grooming is a carefully planned process with the aim of controlling a young person, to ensure that they do exactly what the perpetrator wants. Initially, a young person may receive gifts and be showered with attention and affection, but this may later turn to blackmail, threats of violence or actual violence.

Perpetrators can be male or female from any background, any age group and any ethnicity. Often, perpetrators are well-liked, articulate and plausible. Sexual exploitation can also happen between young people and within peer groups.

These are the most widely used terms for grooming models as defined by the [Barnardo's Puppet on a String report, 2011](#)

### **Warning signs**

The process of grooming affects children and young people in different ways. It is not easy to recognise the signs because many could be regarded as 'normal' teenage behaviour.

The following list of warning signs is not exhaustive but if you spot them it could indicate that a young person is at risk of sexual exploitation.

- **Low level indicators include:** overtly sexualised dress; going missing; unaccounted-for monies or goods; associated with unknown adults; experimenting with drugs and alcohol; reduced contact with family & friends; poor self-image;
- **Medium level indicators include:** getting into cars with unknown adults; disclosure of sexual assault which is then withdrawn; having a much older boyfriend/girlfriend; staying out overnight without reasonable explanation; self-harming;
- **High level indicators include:** serious self-harming; being taken to clubs and hotels by adults; chronic alcohol or drug use; removed from a known 'red light' district; abduction; disclosure of serious sexual assault which is then withdrawn.

### **What to do if you are concerned that a young person is being sexually exploited**

Given that child sexual exploitation is a form of child abuse, any staff member with concerns that a young person is being exploited should follow the procedures on p.18 of this document.

## **Section 9 - Safeguarding vulnerable people from extremism and radicalisation**

*Extremism* is defined in the Prevent strategy as vocal or active opposition to fundamental British values.

*Radicalisation* refers to the process by which a person comes to support terrorism and forms of extremism leading to terrorism.

As with sexual exploitation, radicalisation is a process of encouraging violent or harmful behaviour through means such as deceit, manipulation, coercion, propaganda and threats. This is often done through grooming techniques, often online, and (as with sexual exploitation) can occur without the individual's immediate recognition, starting with befriending and persuading to become involved in religious or political groups opposing government policy.

Safeguarding people from radicalisation is no different from safeguarding them from other forms of harm. Vulnerability to radicalisation is likely to be similar to other vulnerabilities that might give rise to safeguarding concerns such as:

- Learning difficulties
- Isolation
- Vulnerable to peer pressure
- Low self-esteem
- Problems at home

### **What to do if you are concerned that someone is being radicalised**

If you have any concerns about someone in relation to extremism or radicalisation you should follow the guidelines set out on page 18 of this policy. All concerns must be reported to a senior member of staff, and then referred to the appropriate local authority and recording the details of the concern.

The **Channel** process is part of the government's overall strategy of preventing radicalisation. The Channel referral process requires that concerns should be passed on to the local Prevent Officer (Police/Local Authority). If further action is considered appropriate, screening by the police Channel Coordinator might take place, followed by a preliminary assessment by the Local Authority's Prevent Lead and Police Channel Coordinator. If in doubt about whether to refer to Channel, speak to your line manager.

## **Section 10 - Use of Reasonable Force**

### **Summary**

Brathay Trust's policy is not to use physical force against young people if at all possible, except as a last resort in order to discharge a duty of care;

The Chief Executive recognises that in certain circumstances - such as to prevent young people from hurting themselves or others - the use of reasonable force on the part of staff may be justified as an act of care and control;

For any form of physical intervention to be justified, there must be a risk of injury or damage likely in the predictable future, and immediate action deemed necessary;

All members of staff have a legal power to use reasonable force;

Any incidents where staff have used a physical intervention should be followed up with an interview with the young person, and also documented on an Incident Form.

### **What is reasonable force?**

- The term ‘reasonable force’ covers the broad range of actions used by most front line staff at some point in their career that involve a degree of physical contact with young people;
- Force is usually used either to control or restrain. This can range from guiding a young person to safety by the arm through to more extreme circumstances such as breaking up a fight or where a young person needs to be restrained to prevent violence or injury;
- ‘Reasonable in the circumstances’ means using no more force than is needed;
- As mentioned above, control means either passive physical contact, such as standing between young people or blocking a person’s path, or active physical contact such as leading a young person by the arm out of a room;
- Restraint means to hold back physically or to bring a young person under control. It is typically used in more extreme circumstances, for example when two young people are fighting and refuse to separate without physical intervention;
- Staff should always try to avoid acting in a way that might cause injury, but in extreme cases it may not always be possible to avoid injuring the young person.

### **Who can use reasonable force?**

All members of staff have a legal power to use reasonable force (under Section 93 of the Education & Inspections Act 2006 and Section 550A of the Education Act 1996).

### **When can reasonable force be used?**

Reasonable force can be used to prevent young people from hurting themselves or others, from damaging property, or from causing disorder;

The decision on whether or not to physically intervene is down to the professional judgement of the staff member concerned and should always depend on the individual circumstances.

### **Principles**

Staff must ensure that they do not use any form of physical force that may be construed as “assault” to control anyone. The only exception to this is in the use of physical contact to prevent an immediate danger of significant physical injury to, or the damage to the property of, any person.

Instances of staff using force will always be investigated. Staff who use force in a way that conforms to this policy will have the organisation’s support. Staff who use force in a way not conforming to this policy may be subject to disciplinary action and in some cases the matter will be referred to the Police, with criminal proceedings a possibility.

There will be occasions where damage to property may be deemed preferable to the application of physical force as a preventative measure. However, staff should give consideration to the nature of the property in question and whether its damage may place any person at risk of injury or lead to criminal proceedings.

## **Section 11 - Overnight Supervision & Pastoral Care**

### **Overnight Supervision Client Responsibility**

The overnight supervision and pastoral care of young people is the responsibility of staff accompanying the group, except on open programmes or when it is specifically agreed in advance that Brathay staff

will take this responsibility. It is not Brathay's responsibility to ensure that client organisations have proper child protection procedures and that their staff are properly trained and act appropriately. However, if it seems necessary, Brathay staff should provide guidance about, for example, appropriate staff ratios for overnight supervision.

### **Overnight Supervision Brathay Responsibility**

When Brathay is providing overnight supervision, consideration must be given to the gender of staff and participants. Clear behaviour guidelines should be set, which should be aligned with the law (e.g. on the consumption of alcohol). While harm reduction is a valid way of working when done professionally, staff should be aware of the risks they run if they turn a blind eye to certain behaviours, or allow young people to be unsupervised.

### **Overnight Supervision at venues (including camping) other than the Brathay Estate**

When accommodation at venues (including camping) other than the Brathay estate, Low Bank Ground and Hinning House is used with children, a child protection risk assessment should be carried out as part of, or in addition to, a general health and safety risk assessment. As a result, suitable measures should be put in place to ensure that the security and supervision of children meets the standards pertaining at Brathay. For example, if staff from another organisation might have unsupervised access to young people in Brathay's care, then it must be ensured that the organisation has child protection policy and procedures which are equivalent to Brathay's, including proper vetting procedures for staff recruitment and CRB Disclosure checks.

See Brathay policy: 'Overnight Accommodation for Young People in Brathay Buildings'

### **Section 12 - Accommodation Security**

Brathay will provide an appropriate level of security in accommodation used by young people. Normally this will mean that doors and windows can be secured, and that a telephone is provided to contact the emergency services and duty staff. Keys and door codes should only be issued to relevant staff. Refer to policy on Overnight accommodation for Young People in Brathay Buildings.

Door codes are a primary security measure controlling access to various locations around the Brathay Hall site, at the Wigan Centres, and in the locality offices. Every effort should be made to keep these codes secure. Staff who become aware that door codes have become known to unauthorised persons should ensure that managers are made aware, so that codes can be changed.

Whilst it is accepted that some codes may be written down for ease of reference, this practice should be kept to a minimum; and particular care should be taken where annotated lists are prepared which identify buildings and codes. Loss or disclosure of codes is a serious matter, and should be reported to a manager immediately.

Door codes for all youth accommodation buildings should be changed three-monthly as a security precaution, sooner if there is any suspicion that codes have been compromised. All other access codes should be changed six monthly.

In community settings staff will endeavour to keep children/young people safe by adhering to any local policies and procedures, for instance, sharing information appropriately through information sharing protocols; ensuring that the police are called to violent incidents that may warrant their attention.

Staff should challenge any strangers who are seen in the vicinity of children/young people in the residential and community settings (in the community setting it may be more appropriate to make more discreet enquiries).

### **Section 13 - Contractors**

In situations where contractors (examples: plumbers, electricians, builders etc.) are required to engage in planned or emergency work on premises where young people are either residing or temporarily working, the following applies:

- Contractors should not have overnight access to accommodation used by young people when it is occupied unless accompanied by a Brathay member of staff;;
- Contractors should be made aware (by whoever commissions them) of the nature of our work with young people, and should be asked to make reasonable adjustments to their working practices to minimise risk to themselves to young people, to staff and the public (e.g. securing tools, plant and materials);
- When using third party premises where contractors not commissioned by Brathay may be present, the most senior member of Brathay staff should manage – or designate another member of staff to manage - the interface between contractors and/or their equipment and young people for whom we are responsible.

Those particular contractors who may work unsupervised in occupied Brathay accommodation should obtain an Enhanced DBS Disclosure through Brathay. Contractors who are not checked in this way should only be given keys or door codes if supervised. Keys must be checked in and door codes changed after use.

In an emergency, it is accepted that contractors and others may need to have access to occupied accommodation. In this instance young people should be supervised by appropriate staff, and door codes changed afterwards. This should also apply to any community facilities utilised by Brathay community programmes.

### **Section 14 - Staff Recruitment<sup>4</sup>**

- All appointments are made following a face-to-face interview that explores attitudes, motivation, temperament and personal qualities as well as skills and experience relevant to the role.
- All offers of employment/work are made conditional to satisfactory references and a DBS check at either standard or enhanced level depending on the nature and responsibilities of the post.
- References are obtained for all candidates before confirming an appointment.
- Referees are selected carefully by Brathay in order to acquire information on the individual's appropriateness to the role they have applied for. Referees are also specifically asked if the individual is suited to work for an organisation that works with young people. Information is obtained in writing and kept confidentially on the individual's personal file.
- All staff/workers are subject to a DBS check at the relevant level. For all staff working directly with young people, this will be at the enhanced level.
- Candidates must provide appropriate proof of identity and their right to work in the UK before appointment is confirmed. This usually includes documents including: a photograph, current address, and confirmation of name and date of birth. Employment status may require passport verification, or EU identity document, and/or National Insurance number.
- If it is necessary for someone to start work at short notice, before checks are completed, a risk assessment is carried out, documented, and kept confidentially. Until their DBS disclosure is received by Brathay, the individual is supervised by a DBS-checked member of staff.
- Where candidates are recruited from overseas, extra care is taken in pursuing references and carrying out the relevant checks. Where appropriate, advice from the DBS Overseas Information Service is obtained.

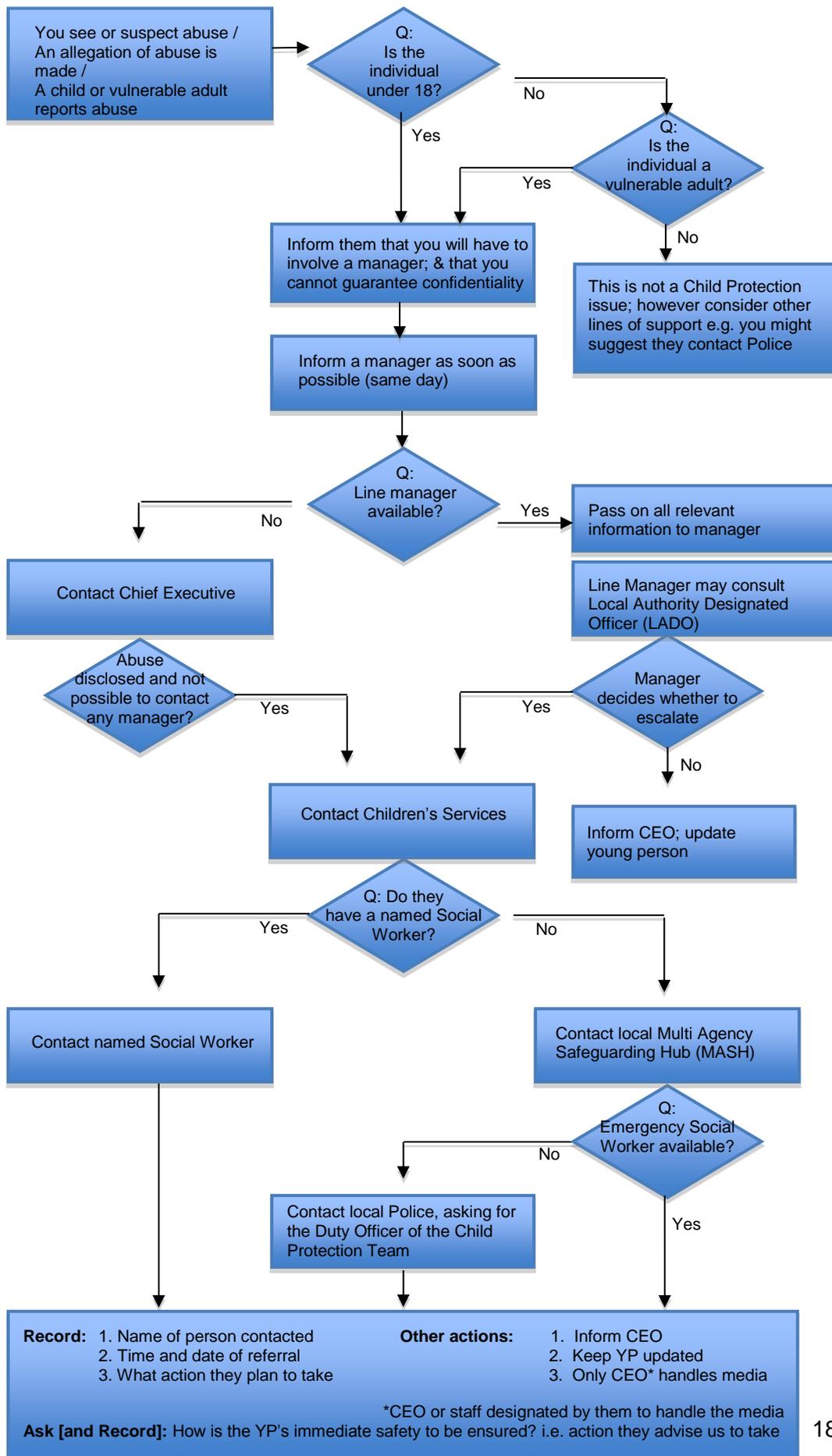
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<sup>4</sup> To include the recruitment of: permanent and fixed-term staff; sessional-, and associate workers; volunteers and trustees.

- All staff/workers are made aware of Brathay's safeguarding policy and procedures, and their obligations regarding child protection, as part of their induction. Staff/workers with face-to-face access to young people will receive additional on-going training as appropriate.
  - In the event of any child protection incidents, the HR Manager is responsible for keeping the relevant records in a confidential manner.
- 

**The next section covers the procedures to be followed in response to key safeguarding incidents**

# YOU ARE CONCERNED ABOUT THE SAFETY OF A CHILD, YOUNG PERSON OR VULNERABLE ADULT



## **APPENDIX A – LONE WORKING PROCEDURES (DELIVERY STAFF)**

### **LONE WORKING & SAFEGUARDING PROCEDURES**

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#### **CONTENTS**

Guidelines for Safe Working Practice

Personal Safety

Lone Working & Safeguarding Risk Assessments

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#### **Guidelines for Safe Working Practice**

##### **1. General**

Most youth training/youth work will be conducted in either a group work setting or on a one-to-one basis with other staff nearby. This policy sets out protocols for working in isolation; i.e. a staff member working on a one-to-one basis with a young person when no one else is present.

##### **2. Management**

All one-to-one meetings with young people must be planned in advance and a senior manager (Operations Manager) made aware of the meeting. Details of the meeting must be recorded in worker's Outlook Calendar and/or a signing out book. This should include:

- Date
- Time frame
- Meeting location
- A project specific risk assessment should be completed and signed by all workers working on the project
- Signed Personal Safety Assessment based on aide memoire on pages 6 & 7 of this document.

##### **3. Guidance on Meeting Locations**

Staff should consider their response to any allegation made against them if they were answering questions from a police officer or a court judge.

Example: "Yes, we met in my car in the supermarket carpark and yes it was dark, Officer" is not as good as "yes we met in the Costa Coffee house on Friday morning, Officer".

Whilst the positive intention will be to support the young person, staff must ensure their own safety is not compromised. Staff should avoid meetings with young people alone and out of sight of another adult. Meeting locations should be 'public and appropriate'

examples include meeting in cafés, coffee shops, bowling alley, or open spaces within larger buildings and not in side rooms with a closed door. Meetings should not take place at the young person's home unless the young person's legal guardian is present in the house and is aware of the meeting.

#### 4. Safety leading up to and following a meeting

Staff should consider any risks associated with young people travelling to and from any arranged one-to-one meetings. E.g. does the young person need to use public transport to attend the meeting, does the transport timetable correspond with the meeting times?

#### 5. Safe Practice During The Meeting

##### 5.1 Note Taking

Staff should make notes, preferably during the meeting. If this isn't possible or appropriate, notes should be written up immediately following the meeting. Staff should be aware that should a safeguarding allegation be made against them following a one-to-one meeting, the notes may be required in any ensuing court case.

##### 5.2 Personal Safety

As part of the Trust's commitment to Safeguarding management, this section provides a procedure designed to assist staff in reducing the likelihood of unjust and unfounded allegations being made against them. To a very significant extent you can control the risks to which they are exposed and thus you have a responsibility to take care of their own safety within your work.

##### 5.3 Personal Safety Assessment

A Personnel Safety Assessment involves a deliberate and focused review for potential safety concerns prior to starting the activity. Taking a few minutes to make this assessment improves your chances of accomplishing the activity without any resultant safeguarding incidents taking place.

##### 5.4 How and when should you conduct a Personal Safety Assessment?

Make sure you are prepared for the one to one session. In addition, once engaged in the session you should watch

out for changing conditions that might warrant taking Time Out (Time Out – stop what you are doing and take a moment to ask yourself or discuss with peers or supervising staff any safety concerns; this could be done via a phone call.

## **PERSONAL SAFETY ASSESSMENT**

### **1. I will prepare for each activity / task by:**

- a) Ensuring that I have prepared for the session;
- b) By wearing my identity badge;
- c) By ensuring that I have my mobile phone with me and that it is fully charged and secure.
- d) By ensuring that I have/will have mobile phone reception at the designated meeting place;
- e) Addressing safety concerns prior to the start of the session (example being comfortable regarding the meeting location);
- f) Considering what could go wrong and preparing accordingly; if I don't know I will ask my manager or an experienced colleague;
- g) Ensure that I have briefed my manager.

### **2. I will stay safe going to, during and after the session by:**

- a) Not deviating from my planned session; by following the provided guidance and procedures;
- b) Looking for unsafe situations and taking action to prevent harm to myself and to reduce the risk of false allegations being made against me;
- c) Observing changing conditions (example young person's peers etc. suddenly turn up during my planned session);

### **3. I will communicate safety / safeguarding concerns to my manager in a timely manner**

### **4. I will remember I can call a Time Out any time I think conditions are unsafe for me or my colleagues or whenever I am not certain that things are going right.**

### **5. Following the one-to-one session I will write up my notes and ensure they are available for my manager to review at my next one-to-one meeting**

## LONE WORKING & SAFEGUARDING RISK ASSESSMENTS

This page gives a general overview of the risk assessment process used to identify and manage the risks involved with lone working. It is not intended to be an instruction manual for conducting risk assessments.

Risk Assessment is nothing more than careful examination of what could cause harm. The overall aim is to ensure that there are suitable measures in place to enable Brathay Staff to manage the risks associated with lone working. It is not the aim of these risk assessment and the control measures to make long working entirely risk free; this would be unrealistic.

The HSE 5 Steps to Risk Assessment approach has been used throughout.

**STEP 1. Identify the hazards:** Hazard is a situation with the potential to cause harm. Hazards are categorised as:

Unsafe conditions – these are the physical conditions of the location or associated resources which render the activity unsafe. Typical examples may include dark night/unlit areas/trouble spots; etc

Unsafe acts – these are the behavioural practices which are hazardous. Examples include: weapon being carried/use of illegal substances/alcohol abuse etc. They also include omissions, the behaviours which are hazardous. Examples include: failing to take care when handling sharps (needles/syringes)/failing to carry mobile phone or letting the battery run flat before travelling to a 1 to 1 meeting etc.

**STEP 2. Decide who might be harmed and how:** Brathay staff; young people, others.

**STEP 3. Evaluation the risks and decide on precautions.** A risk is the likelihood that harm from a particular hazard is realised. The extent or magnitude of the risk covers the number of people affected and the consequences for them. So risk reflects both the likelihood and the severity of the harm.

LIKELIHOOD		CONSEQUENCES	
<b>LOW</b>	Unlikely to happen	Potential or actual allegation	Safeguarding allegation made against staff
<b>MEDIUM</b>	Moderate chance of accident happening	Minor injury	Includes cuts, bruises, abrasions, grazing, bumps etc.
<b>HIGH</b>	Quite likely to happen	Major injury	As defined by RIDDOR
		Single fatality	
		Multiple fatality	

**STEP 4: record the findings and implement them:** Examples of generic lone working risk assessment are contained in this document.

**STEP 5: Review assessments and update when necessary:** it is Brathay policy to review risk assessments annually. In addition assessments will be reviewed following changes to working practice; following significant changes to personnel; following a serious Accident/New miss or incident.

**Example Risk Assessment**

<b>RISK ASSESSMENT</b>		<b>Generic Lone working One to One</b>				
<b>Location:</b>		<b>Applicable to all locations</b>				
<b>Assessed by:</b>						
<b>Assessment Review date:</b>		<b>Next Review date:</b>				
<b>No.</b>	<b>Hazard</b>	<b>Likelihood</b>	<b>Consequences</b>	<b>Who might be harmed</b>	<b>Control measures</b>	<b>Risk Level</b>
001	Unexpected and unknown young people turn up with the young person at your planned 1 to 1 session and there is aggression being displayed		Physical abuse	Brathay staff Young person Other young person	- Remove yourself from the meeting and inform the young person that you will rearrange the session - Mobile phone with reception (essential)	Low
002	Young person under the influence of illegal substance(s) / alcohol used by young person at time of planned session		Physical abuse	Brathay staff Young person	- Remove yourself from the meeting and inform the young person that you will rearrange the session - Mobile phone with reception (essential)	Low
003	Unrelated disturbance close to the planned 1-to-1		Physical abuse	Brathay staff Young person	- Remove yourself and the YP from the meeting and inform the young person that you will rearrange the session - Mobile phone with reception (essential)	Low
004	Sharps		Accidental injury / hepatitis B / hepatitis c / HIV	Brathay staff Young person Other young person	- Youth workers are an 'at risk' category and should have hepatitis B vaccination - Do not handle sharps unless absolutely necessary	Low
005	Verbal abuse / threat		Could leave to physical abuse	Brathay staff Young person	- Community awareness - Conflict resolution training - Remove yourself from situation	Low
006	Theft / being a target for theft		Loss / potential physical abuse	Brathay staff Young person	- Minimise what you carry – money/credit card/camera etc. - Maintain clear boundaries - BE aware of the situation you are in and maintain clarity - Remove yourself from the situation	Low

**Blank Form**

<b>RISK ASSESSMENT</b>		<b>Generic Lone working One to One</b>				
<b>Location:</b>						
<b>Assessed by:</b>						
<b>Assessment Review date:</b>			<b>Next Review date:</b>			
<b>No.</b>	<b>Hazard</b>	<b>Likelihood</b>	<b>Consequences</b>	<b>Who might be harmed</b>	<b>Control measures</b>	<b>Risk Level</b>
					-	
					-	
					-	
					-	

## APPENDIX B: USEFUL EXTERNAL CONTACT DETAILS FOR SAFEGUARDING

Barnsley:	Immediate danger	01142 202020
	Assessment team	01226 772423
	Emergency duty team	0844 984 1800
Blackpool:	Duty & Assessment Team	01253 477 299
Bradford:	Children's Social Services	01274 437500
	Out of hours – Emergency Duty Team	01274 431010
Cumbria:	Children's Services	Carlisle: 01228 227002
		Penrith: 01768 812242
		Whitehaven: 01946 506352
		Barrow: 01229 407894
		Kendal: 01539 713377
	Cumbria, Out of Hours	(all areas) 0333 240 1727
Kirklees:	Multi Agency Safeguarding Hub (MASH)	01484 456 848
	Out of Hours	01484 414 933
Lancashire:	Office hours	0300 123 6720
	Out of hours	0300 123 6722
Liverpool:	Children's Services Careline	0151 233 3700
	Out of hours	0151 233 3700
Rotherham:	Multi Agency Safeguarding Hub (MASH)	01709 336 080
Sheffield:	Sheffield safeguarding children service	0114 273 4855 (24hrs x 7 days)
Wigan:	Local Authority Designated Officer	01942 486 034
	Out of hours	01942 828 300
Wirral:	Multi Agency Safeguarding Hub (MASH)	0151 606 2008
	Out of hours	0151 677 6557

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In an emergency call the Police on 999 making it clear you have a Child Protection issue

## **Staff training**

- To ensure that staff have every chance of succeeding in their roles, we invest a considerable amount of time in job design and ensuring that the first three months with Brathay are carefully planned. All staff have an induction programme, including mandatory sessions plus those relevant to the role. That the appropriate induction training has been received is checked by HR at the end of the probationary period.
- Thereafter, each individual has a Personal Development Plan, as discussed at appraisals (twice-yearly). Training requests are considered by the HR Manager and Executive on a regular basis.
- Other internal training sessions will be run as appropriate (for instance, where there is a key change to policy, statute etc.), including refresher training in key areas (equality and diversity, appraisals etc.)