

Safeguarding Policy

“Whilst local authorities play a lead role, safeguarding children and protecting them from harm is **everyone’s responsibility**. Everyone who comes into contact with children and families has a role to play”

Working Together to Safeguard Children 2015

Review Date: September 2020, Helen Webster and Alex Bassan
Next Review: September, 2021

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1. Safeguarding Statement

The Change Foundation (TCF) is committed to ensure that children, young people and vulnerable adults (participants) can participate in our programmes without any form of harassment or abuse.

All those involved with TCF have a moral and legal responsibility to protect all participants from abuse, regardless of age, disability, gender, racial origin and sexual orientation or identity. All staff, trustees, and volunteers hereinafter referred to together as ("TCF Representatives") are required to be familiar with the terms of this policy and adhere to it at all times.

TCF have a duty of care to participants and should be aware of all forms of abuse, good practice and actions to follow if abuse is suspected or disclosed.

This policy is in relation to the programmes delivered and managed by TCF and is based on the following principles:

- The welfare of children, young people (the Children's Act 1989 defines a young person as under 18 years of age) and/or vulnerable adults is the prime concern.
- All participants, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the Local Authority's Children's Social Care/Multi Agency Safeguarding Hub (MASH) teams to investigate and determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns or disclosures.
- All incidents of poor practice and allegations should be taken seriously and responded to swiftly and appropriately to TCF Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding Lead (DDSL) and/or the Local Authority Designated Officer (LADO).
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 2000 and General Data Protection Regulation 2018.

The Board of Trustees and Senior Management Team are committed to prioritising any training and/or resources that are required and allocating the necessary funding for them.

A copy of this policy is published on the TCF website and occasional volunteers attending events will be referred to this policy so that they are also familiar with it and informed that they should comply with it.

2. Contact Details

Name	Role/Organisation	Email address	Telephone
Alex Bassan	TCF Designated Safeguarding Lead	alexbassan@thechangefoundation.org.uk	07840144933
Maddy Ford	TCF Deputy Designated Safeguarding Lead	maddyford@changeftn.org.uk	07824589443
Vicky Lowe	TCF Safeguarding Trustee	victoria.l.lowe27@gmail.com	07739968499
	Sutton Multi-Agency Safeguarding Hub (MASH)	mash@sutton.gov.uk	02086490418 02086490419 02086490420 Out of hours: 02087705000
Sima Hirani	Sutton LADO	lado@sutton.gov.uk	02087704776
	NSPCC Child Protection Helpline		08088005000
	Sutton Social Services	Link to Social Services	

3. Adopting Safer Recruitment Procedures

All TCF staff will be recruited through a stringent safer recruitment process, including a job description and person specification in a clear and transparent advert which will indicate that the role works with vulnerable groups and that an enhanced DBS check will be undertaken. The recruitment process will also include an application form for the applicant to complete, declaring any previous convictions, employment history and two references which will be closely scrutinised by TCF, see attached appendix.

Staff progressing onto the next stage of the recruitment process will then be interviewed before having DBS checks carried out. Appointment is dependent on references reinforcing the applicant's employment history, skills and timescales and will help determine the applicant's suitability for the role. ID and qualifications will need to be provided in addition to any documentation needed to show the applicant's right to work in the UK. A process is in place to risk assess any concerns arising from the self-declaration sections and DBS results.

Trustees will be appointed by the chair of trustees after going through a stringent recruitment process.

Volunteers will be appointed by TCF members of staff as and when needed for various events or programmes. All Volunteers will be sign posted to the website where they can access the Safeguarding Policy. A enhanced DBS check will also be carried out in relation to regular volunteers. Successfully appointed staff, Trustees and Ambassadors will undergo an induction and probation period and will complete an annual ongoing suitability form to confirm or deny that they are suitable and safe to work with participants, see appendix.

4. Induction and Training for Staff, Trustees and Volunteers

All TCF staff and trustees and regular volunteers to receive annual safeguarding training so they are aware of issues related to Safeguarding and the four types of abuse. TCF representatives will have read this policy and understand that any concerns must be reported to the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL).

The RaG sub-committee and Board will have Safeguarding as a regular agenda item at meetings to keep Safeguarding at the forefront of TCF's work and to keep all vigilant and accountable.

5. Procedures for external organisations including international partners

Upon recruiting partner organisations required to work on behalf of or in collaboration with TCF, whether in the UK or international partners abroad, TCF will request and scrutinise their policies before signing a Memorandum of Understanding.

Any safeguarding concerns that arise during TCF's time abroad will be escalated and reported as per the international partner's safeguarding procedures.

In cases where visitors from UK-based external/partner organisations and/or media representatives are to come into contact with participants (at, for example, but not limited to: programme visits, festivals, the cricket centre, events etc.) the following procedure and guidance must be adhered to:

1. TCF will request that all visitors/media representatives are to sign the Safeguarding Disclaimer Form prior to the session/event commencing.
2. In cases where members of the media are present, photograph/video consent forms must be requested and obtained by them in advance.
3. The media shall not include or publish names of participants alongside their photographs or videos.
4. No visitors/media representatives shall be left unsupervised with any participant.
5. All visitors/media representatives with any safeguarding concerns shall report them immediately to the TCF staff member present, who will take the appropriate action.

6. Definitions and Signs of Abuse

It is generally acknowledged that there are four main forms of abuse:

Neglect

Where an adult fails to meet a child, young person or vulnerable adult's basic needs like food or warm clothing, fails or refuses to give children love, affection and attention. Neglect in a sports situation could include a teacher/coach not ensuring participants are safe, not observing the participants, exposing them to undue cold or heat, or to unnecessary risk of injury.

Physical Abuse

Where someone physically hurts or injures a participant by hitting, shaking, squeezing, and burning, poisoning, throwing, suffocating or otherwise causing physical harm to the participant. In a sports situation, physical abuse might occur when the intensity of training and competition exceeds the capacity of the child's immature and growing body.

Sexual Abuse

Where participants are abused by adults or other participants, male or female, who use participants to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, fondling over clothing or showing/recording pornographic material. In a sports situation, coaching techniques that involve physical contact with participants could potentially create situations where sexual abuse may go unnoticed. The power or authority of the coach over participants, if misused, may also lead to abusive situations developing.

Emotional Abuse

The persistent emotional ill-treatment of a participant such as to cause severe and persistent adverse effects on the participant's emotional development or wellbeing. This may involve causing participants to feel frightened or in danger by constantly being shouted at or taunted which may make the participant very nervous or withdrawn. Emotional abuse in sport may occur if participants are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to high expectations.

Possible Indications of Abuse

Indications that a child **may** be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly situated on a part of the body not usually prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The participant describes what appears to be an abusive act involving him/her.
- A third party expresses concern about the welfare of a participant.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Age inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults or peers, particularly those with whom a close relationship would normally have been expected.
- Has difficulty in making friends.
- Is prevented from socialising with other participants.
- Displays variations in eating patterns including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

7. Online Safeguarding

1. Key advice for individual practitioners

- Never share personal contact information. For example, only use work mobiles and social media accounts linked to your professional organisation.
- Be mindful that when using multiple accounts online, they can connect. Log out of personal accounts and set up accounts with work contact details.
- Do not accept friend requests on personal accounts from children and young people you are engaging with in a professional setting. Consider the privacy setting on any personal accounts you have, to reduce the likelihood of this happening.
- Consider what to do if a young person finds your personal online accounts. Be transparent with children and young people that the friend request will not be accepted and inform your line manager of any contact. Do not send private messages to children from your personal account.
- When representing your organisation as part of an online event, be sure to check your organisation's policy if you would like to promote the event online.
- Treat others respectfully. Do not share information or images of other people and their work without their explicit consent. It might be the case that sharing information about someone's life or engagement places them at risk. For example, you might work with colleagues who have previously fled domestic violence and do not wish to have their organisation or role publicised. Make no assumptions.

2. Risk Assessment – Core Principles

Risk assessments should form an integral part of planning online participation and engagement sessions, just as it would when planning face-to-face sessions. Consider the following points when writing the risk assessment:

Informed Consent

Informed consent supports children and young people to understand the session content and raise any potential safeguarding matters before the session. It also provides the opportunity for you to have the child's and parents' / carers' contact details, should this information be required after the session.

Ensure there is informed consent from all participants to take part in the online activity. Informed consent should include consent to participate, as well as consent for any other aspect, such as using work produced in the session. In most instances, it is important to have parents / carers of those under sixteen years old to countersign the consent form. Where it is not possible to receive signed forms, provide an alternative way to share information with parents / carers. For example, a video call to record informed consent.

Data and privacy

Data and privacy are fundamental aspects of keeping safe online.

The forum chosen should ensure that personal information, such as location, is not available for all to see. Children and young people should be supported to consider how they wish to be safely represented. This may mean having only their first name viewable, and / or their video turned off.

Age restrictions

Children under the age of thirteen years should not have social media accounts. Consider how their parents and carers will be engaged in the session and work with them, so they can access the planned activity.

Accessibility

- Is the platform being used accessible for the children and young people you are hoping to engage?
- Is the platform supported by your organisation's ICT and privacy policy?
- Will there be a child friendly 'how to' guide before the session so no one feels left behind?

Closed groups

Closed groups on social media are a common way of engaging with a group of children and young people. They allow the administrator greater control over who can join and access the material.

Transparency

It is important to maintain transparency throughout the session. Consider having two professionals facilitate or include parents and carers (especially of younger children). This means that what is said and done in the group will be seen by more than one adult, enabling greater support for you and the children and young people taking part.

Customarily, facilitators should not meet with children alone via online channels.

However, we recognise that there may be times when practitioners are working with children on a one-to-one basis, either planned or unexpectedly.

In order to keep interactions safe in these instances, practitioners should:

- Let others know about the sessions by updating work calendars and informing line managers.
- Consider linking in with the parents/carers beforehand, not only as part of the informed consent process, but also to agree where they will be during the session. They may agree to join for part or all of the session or remain in the room next door. Inform parents/carers of how they can raise any concerns they have about the session, for example with a service manager.
- Consider how you create a shared space agreement with the child or young person at the start of the session, so that they know what to expect, they understand the actions you will take should there be a child protection concern, and they know what to do if they feel uncomfortable or have a concern.
- Record the session immediately afterwards, including details such as the date, time and content headlines.

Supporting adults

Depending on your relationship with the children and young people, it may be important to have supporting adults within the session who know the children.

For example, if you are working with a group of school children that you do not know, it is helpful to have a professional from the school join. This means that if something such as a child protection concern arises within the session, there is an adult who knows the child and their support network available to support your response.

Safeguarding prompts

Consider the set-up of the session and inform participants of it well before. If it is a video call ensure if possible that children and young people or staff are not being filmed in their bedrooms and that everyone is dressed appropriately. Where this is not possible, suggest that bedroom doors are kept open or that others in the household are nearby.

As with most workshops and training, start the session with a group agreement. Empower children and young people to share their 'dos and don'ts' (i.e. expectations for the session and from each other). This provides an opportunity for the group leader to share the safeguarding measures for the session and inform children what you will do if you are concerned. Do not promise confidentiality as this may need to be broken in the event of a child protection issue.

The risk assessment template in the appendices below is to be filled out by the Coach Mentor who is leading the session.

A risk assessment will need to be completed for each specific Esports game for example, FIFA20, NBA 2K20, League of Legends and Rocket League.

A risk assessment to be undertaken for social media and online platforms used by TCF staff and participants for example, Zoom, Tik Tok, Skype and Whatsapp.

To highlight potential risks, please look back over the safeguarding document.

3. Accountability, and what to do if you are worried about a child's welfare

Being online can make it harder for everyone to be held accountable for their actions. Individuals can sometimes feel safer to share inappropriate and harmful comments or disclose difficulties they are experiencing. Children and young people may disclose abuse.

During this challenging time for everyone in society, you need to be ready to be held to account for the actions you will take in response. This includes knowing what action will be taken if a child protection issue occurs.

Use the risk assessment for the session to clearly outline what will be done if action is required.

- If someone is in immediate danger or requires urgent medical assistance, contact emergency services via 999.
- Where a child or young person has shared a child protection concern but is not in immediate danger, contact your local authority's children's services department to make a referral as soon as the concern is known. If you do not know the local authority's details, contact the NSPCC on 0808 800 5000.
- Where a child or young person has said something that requires follow up outside of the session, such as a request for more information about a service, link in with that child's supporting adult, for example their teacher.
- Record and inform your line manager of any issues that arise during the session. Ensure that you too are supported.

4. Gaming Safe Online

Online games can be great fun for young people, but there are several risks involved, which you can reduce with the correct approach.

A survey* commissioned by Get Safe Online revealed the following statistics:

- 51% worry about their kids' safety
- 37% feel they have no control over their kids' online gaming
- 24% are unaware of the security risks to their kids from online gaming
- 25% know their kids have disclosed personal information while online gaming
- 34% say their kids have spoken to someone they don't know while online gaming
- 16% say their child has been bullied or verbally abused

*OnePoll survey conducted for Get Safe Online over seven days in June 2015, interviewing 2,000 parents of 5–18 year-olds

The risks

The risks arise largely from the vast number of people both in the UK and abroad who are also playing, the minimal restrictions involved and the fact that they are not face-to-face. Because of this, young people cannot be sure who they are playing against and chatting to, or what their motives are. Sadly, being taken advantage of by strangers with sexual, abusive, fraudulent or other criminal motives is becoming more commonplace. The risks are increased as more and more games are being played on mobile devices rather than the 'family computer'.

Other risks include:

- Young people playing games with an inappropriate age rating.
- Young people running up bills on credit cards – if they have access to it.
- Spending hours at a time on online games to the exclusion of exercise, socialising and schoolwork.

Keep young people's online gaming safe

- Have open and honest conversations with young people about their online gaming and the risks involved.
- Educate about the dangers of revealing private information such as their email address, home address, family members or financial details.
- Explain that not everybody is who they seem or claim to be, and their motives may be dishonourable.
- Educate them not to respond to bullying or other abuse, and to report it to you straight away.
- Join in online gaming from time to time and randomly. This will give you an idea of the games they're playing and who they connect with.
- Check age ratings of games to ensure your children aren't accessing inappropriate content. It's 18 for a reason!
- Be aware if young people are spending vast amounts on additional extras, this can be very costly.

8. Guidance on how to respond to disclosures of abuse

REMEMBER: SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

Whilst it is not our role to decide whether or not abuse is taking place, all TCF representatives have a responsibility to safeguard participants in order that the appropriate agencies can then make inquiries and take any necessary action to protect them.

It is important to understand that if a participant discloses abuse that they or others have received or are receiving, it is that TCF representative's responsibility to pass that information on to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead and to advise the participant that the information cannot be kept confidential. In this situation, participants normally feel that they have a positive, trusting relationship with the TCF representative, they can confide in them and that they will do

something to help, but the participant can feel scared that they will get into trouble and receive repercussions.

If a participant should make a disclosure to a TCF representative, they must remember it is not in their role to investigate or probe. Here are some helpful points on how to act and what to do should a participant make a disclosure:

- React calmly so as to not frighten the participant.
- Take what the participant says seriously.
- a clear and accurate understanding of what has been said is obtained and where possible keep questions a minimum so a clear narrative is obtained
- Reassure the participant.
- Do not make promises of confidentiality, which may not subsequently be feasible.
- Tell the participant he/she is not to blame and that he/she has the right to tell a professional.
- Make a full written record of what has been said, heard and/or seen as soon as possible.
- Our job is to not investigate but to gain the best understanding possible

9. Reporting Procedures

The first point of contact will be TCF's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL). TCF staff/volunteers should fill in an **Incident Report Form** as soon as is possible following the incident and email it to the DSL or DDSL within 24 hours, who will direct the enquiry to the appropriate MASH team if necessary. If staff are working in a school the incident should be referred to the school using their child protection procedures.

Information on the Incident Report Form should be detailed and accurate which will help the DSL or DDSL decide what action to take. The Incident Report Form could be passed to the MASH team and/or Police so it is important that the disclosure or concerns are reported in full and promptly. The Safeguarding Trustee will be notified if any MASH referrals have been submitted.

If the participant is in immediate danger (e.g. going home to abuse or being collected by an abuser), telephone the Police on 999 straight away.

Records and Information

If appropriate, reporting the matter to the Police or MASH should not be delayed. Referrals telephoned to the MASH team should be confirmed in writing within 24 hours consisting of TCF Incident Report Form and the **MASH Referral Form** which can be located online under the relevant Local Authority.

In case any follow-up is required, a record should also be made of

- who the TCF staff member spoke to, either the Social Worker in MASH and/or Police Officer to whom concerns were passed
- the date of the call
- the time of the call
- which Local Authority the MASH team are in

A copy of this information should be kept by The Change Foundation and a copy sent to the relevant MASH team when submitting the two forms.

Social Care/MASH team

The Local Authority's Children's Social Care department have a statutory duty under The Children's Act 1989 to ensure the welfare of children and young people. When a child or young person's safeguarding referral is made, its staff has a legal responsibility to investigate. This may involve talking to the child/young person and family and gathering information from other people who know the child/young person. Enquiries may be carried out jointly with the Police. The Local Authority will also have an Adult Social Care department for concerns relating to vulnerable adults.

Sharing Concerns with parents/carers

There is always a commitment to work in partnership with parents/carers where there are concerns about their children/young people. Therefore, in most situations, it would be important to talk to parents/carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation.

When it is Not Appropriate to Share Concerns with parents/carers

There are circumstances in which a child/young person may be placed at even greater risk if such concerns were shared (e.g. where a parent/carer may be responsible for the abuse or not able to respond to the situation appropriately i.e. their mental capacity). In these incidences or where concerns still exist, any suspicious allegation or incident of abuse must be reported to the DSL or DDSL as soon as possible and recorded.

Expert Advice

If you are not sure what to do, you can obtain advice by telephone from the contacts listed under section 2.

If you have come across content online that you feel involves child abuse, or a child has brought this to your attention, please consider making a referral to the particular website administrators, and/or contacting the Internet Watch Foundation (IWF) who could possibly arrange for the content to be removed. You can also report your concerns CEOP (Child Exploitation and Online Protection) <https://ceop.police.uk/safety-centre/>

The DSL or DDSL may be informed of allegations against a TCF representative. Allegations could be made by a participant or an internal or external member of staff/volunteer. If a TCF representative suspect external professionals of abuse, they must report this to the DSL or DDSL too. The DSL or DDSL have a duty to report these accusations to the Local Authority Designated Officer (LADO) for them to advise and potentially investigate. The DSL or DDSL will inform the Safeguarding Trustee whenever an allegation has been made and passed to the LADO.

It is vital that the concern is kept confidential and not shared with other members of staff, volunteers or anyone outside of the organisation.

If the Designated Safeguarding Lead is the subject of the suspicion/allegation, the report must be made directly to the Safeguarding Trustee and the LADO who is then responsible for taking action.

Support for the Reporter of Suspected Abuse

It is acknowledged that feelings generated by the discovery that a TCF representative is or may be abusing a child, will raise concerns among other staff and trustee's. This includes the difficulties inherent in reporting such matters. TCF assures all representatives that it will fully support and protect anyone who, in good faith (without malicious intent), reports his or her concerns about a colleague's practice or the possibility that a child may be being abused.

Action by The Change Foundation

- Any suspicion that a participant has been abused by a TCF representative should be reported to the DSL or DDSL, who will take such steps as considered necessary to ensure the safety of the participant in question and any other participants who may be at risk.
- The DSL or DDSL will notify the Corporate Services Director, will make an immediate decision about whether any individual accused of abuse should be temporarily suspended.
- The DSL or DDSL will refer the allegation to the appropriate LADO.
- In relation to allegations against all staff and regular volunteers, CEO will assess all individual cases to decide what action to take. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, TCF must reach a decision based on the available information that could suggest, on a balance of probability; it is more likely than not that the allegation is true. The welfare of participants should always remain paramount. Where allegations involve the CEO, the procedure to be adopted will be the one explained below in relation to allegations against trustees.
- The chair of Trustees will assess against all trustees and the CEO, all individual cases to decide what action to take. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, TCF must reach a decision based on the available information that could suggest, on a balance of probability; it is more likely than not that the allegation is true. The welfare of participants should always remain paramount.
- Consideration should be given about what support may be appropriate to participants, parents/carers, members of staff.

10. Linked Policies

We will develop and evaluate all policies with a view to safeguarding and promoting the welfare of all staff, trustee, volunteers and participants. We will take account of the principles outlined in this policy and ensure that all other policies and procedures support the protection of children from harm or neglect, in particular through:

- Equality and diversity policy, March 2016
- Health and safety policy, along with relevant risk assessments, March 2016
- Social networking policy, April 2016
- Staff handbook, November 2016
- Vulnerable Adults Policy, September 2017

11. Signatures & Review

TCF's Designated Safeguarding Lead and Safeguarding Trustee will ensure that annual Safeguarding courses are run for staff and volunteers.

The NSPCC Website will also be monitored regularly in case of alterations in Safeguarding legislation.

This review was undertaken in May 2019 by Helen Webster and Alex Bassan. This will next be reviewed in January 2020.

Signatures:

Vicky Lowe
Safeguarding Trustee
The Change Foundation

Alex Bassan
Designated Safeguarding Lead
The Change Foundation



Incident Report Form

Programme:
Your name:
Your position:

Child's name:
Child's date of birth:
Child's address:
Parents/Carers name and address:

Date, time and where incident occurred:
Details of incident:

Your observations:

Action Taken so far:

*Please ensure that you pass this information onto Alex Bassan, Designated Safeguarding Lead at the Change Foundation as soon as possible:
alexbassan@thechangefoundation.org.uk*

External Agencies Contacted

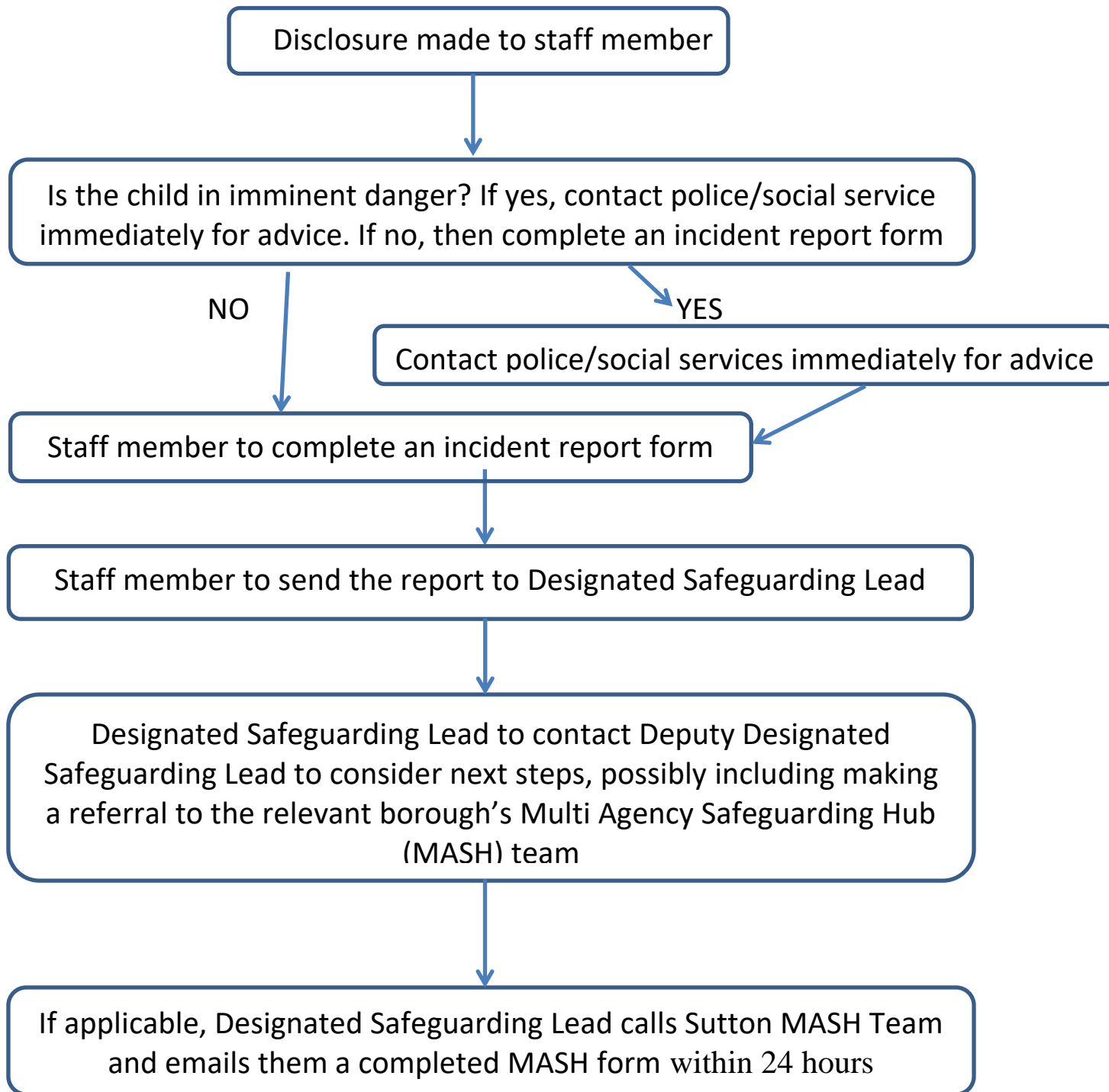
Name of agency (e.g. MASH, police)

Date: Time:

Name and contact number:

Details of Advice Received:

Disclosure Procedure Flowchart



Designated Safeguarding Lead
Alex Bassan
07840 144 933

Sutton MASH Team
020 8770 6001
020 8770 5000 (out of hours)

Safeguarding Disclaimer Form

Safeguarding Statement

The Change Foundation (TCF) believes that all children, young people and vulnerable adults (participants) have the right to enjoy sport and dance without any form of harassment or abuse.

All those involved with TCF have a moral and legal responsibility to protect all participants from abuse, regardless of age, disability, gender, racial origin and sexual orientation or identity. All staff at TCF have a duty of care to participants and should be aware of all forms of abuse, good practice and actions to follow if abuse is suspected or disclosed.

Programmes delivered and managed by TCF and is based on the following principles:

- The welfare of children, young people (the Children's Act 1989 defines a young person as under 18 years of age) and/or vulnerable adults is the prime concern.
- All participants, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- It is the responsibility of the Local Authority's Children's Social Care/Multi Agency Safeguarding Hub (MASH) teams to investigate and determine whether or not abuse has taken place, but it is everyone's responsibility to report any concerns or disclosures.
- All incidents of poor practice and allegations should be taken seriously and responded to swiftly and appropriately to TCF Designated Safeguarding Lead (DSL) and Deputy Designated Safeguarding Lead (DDSL) and/or the Local Authority Designated Officer (LADO).
- Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 2000.

The Board of Trustees and Senior Management Team are committed to prioritising any training and/or resources that are required and allocating the necessary funding for them.

Guidance for visitors/media representatives

1. In cases where members of the media are present, photograph/video consent forms must be requested and obtained by them in advance.
2. The media shall not include or publish names of participants alongside their photographs or videos.
3. No visitors/media representatives shall be left unsupervised with any participant.
4. All visitors/media representatives with any safeguarding concerns shall report them immediately to the TCF staff member present, who will take the appropriate action.
5. All visitors, media representatives and partner organisations can request a copy of the full Safeguarding Policy and Procedures at any time. This is also available in full on the website.

Disclaimer

I have read and understood the above statement and guidelines and agree to adhere to TCF's Safeguarding Policy and Procedures.

PRINT NAME _____ SIGNED _____
DATE _____

APPLICATION FOR EMPLOYMENT

Please complete using black ink or by typing

Job Title:	Ad Reference No:
-------------------	-------------------------

Personal Details

Surname:	Address:
Forename:	
Home Telephone No.:	
Mobile No.:	
Work No.:	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Preferred method of contact:	Home Work Mobile Email
Email Address:	
<input type="checkbox"/> <input type="checkbox"/>	
Are you a British or EU Passport Holder?	Yes No If yes please state Nationality: <u>British</u>
If no, please specify your right to work in the UK?	
<input type="checkbox"/>	Work Permit / Visa: Type _____ Date of Expiry _____
<input type="checkbox"/>	Indefinite Leave to Remain: Date Granted _____

Present or Most Recent Employment

Job Title:	Employer's Name and Address:
Starting Date:	
Leaving Date (if Applicable):	
Notice Period (if any):	
Describe your current job and indicate the extent of your responsibility and give details:	

Referees

Give the names, addresses, telephone nos. and email addresses of at least two referees. One should be your current or most recent employer (line manager) and additional referees should be provided to cover the required 2 year employment period. Please make sure that you have permission from the referees. If you do not wish us to approach either or both referees before interview, please indicate with a cross in the appropriate box.

<input type="checkbox"/> 1	<input type="checkbox"/> 2
Name:	Name:
Position: Senior Manager	Position:
Organisation:	Organisation:
Address:	Address:
Relationship to you:	Relationship to you:
<input type="checkbox"/> Telephone no:	<input type="checkbox"/> Telephone no:
<input type="checkbox"/> Email:	<input type="checkbox"/> Email:
<input type="checkbox"/> Mobile no:	<input type="checkbox"/> Mobile no:

Attendance / Sickness Absence

How many days sickness absence have you taken over the last 2 years? (Please specify)	
How many separate occasions/periods did this involve? <i>For example, if you have been off sick for eight days on two occasions it will be follow (a) 8 (b) 2</i>	
Please provide further details below if any of the above sickness absence are DDA related or if you believe exceptional circumstances may exist:	

Employment of People with Disabilities

Cricket for Change’s objective is to help people with disabilities to contribute to the provision of its services. The recruitment process is designed to ensure that applicants with a disability are treated as equally as other job applicants.

<input type="checkbox"/>	<input type="checkbox"/>		
Do you consider yourself to have a disability?		Yes	No
If ‘Yes’ please describe the nature of your disability:			
Would you need any special facilities/service if shortlisted for assessment centre/interview?			
<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
If ‘Yes’ please describe the nature of the facilities/service:			
<input type="checkbox"/>	<input type="checkbox"/>		
Would you need any special facilities/service if appointed to the post?		Yes	No
If ‘Yes’ please describe the nature of the facilities/service:			

Rehabilitation of Offenders

The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become 'spent' or ignored, after a 'rehabilitation period'. A rehabilitation period is a set length of time from the date of conviction. After this period, with certain exceptions, an ex-offender is not normally obliged to mention the conviction when applying for a job or when involved in criminal or civil proceedings. However, when applying for certain jobs, you may be required to declare all convictions whether spent or not.

Many of the positions at Cricket For Change are exempt from the requirements of the Act. These posts are those based in approved premises or those whose duties involve the supervision of offenders. Applicants applying for these posts are required to declare **any** previous criminal convictions or cautions including those that would otherwise be considered 'spent'. For all other posts at Cricket For Change applicants are required to declare any criminal convictions or cautions that are 'unspent', as defined by the Rehabilitation of Offenders Act 1974. Cricket For Change will seek confirmation of criminal history from the Criminal Records Bureau (CRB) Disclosure before confirming the appointment of any persons to these posts. There is a separate CRB form that needs to be filled out and this will be only given to you when you have a conditional offer of employment. This offer will be subject to the results of the CRB. Failure to disclose the appropriate information could result in your offer of employment being withdrawn.

The post you are applying for is EXEMPT from the provisions of the Rehabilitation of Offenders Act 1974 (this includes roles such as Trainee Probation Officer, Probation Officer, Probation Service Officer, Programme tutor and Project Supervisor), and you need to declare all convictions, including absolute and conditional discharges.

Have you ever been convicted of any criminal offence including absolute and conditional discharges or have any outstanding charges or summonses?

Yes

No

If 'Yes' to either of the above questions, please give conviction details as follows:

(Please continue on a separate sheet if necessary)

Offence	Date of Conviction	Court of Conviction	Outcome

Declaration and Signature

I declare that the information I have given on this application form is true to the best of my knowledge and belief. I understand that my application may be rejected and/or that I may be dismissed if I have given false information or withheld relevant details. Offers of employment will be withdrawn.

If you are returning this form by email, please type your name in the space provided for signature.

SIGNED :

DATE:



Referral to Sutton Multi-Agency Safeguarding Hub (MASH)



Sutton MASH, 1st Flr Sutton Civic Offices, St Nicholas Way, Sutton, Surrey SM1 1EA
 Tel: 020 8770 6001 Email: mash@sutton.gov.uk.cism.net
 Telephone referral to be followed up by a form within 24 hours.
 Out of hours: Tel: 020 8770 5000 Email: childrens.edt@sutton.gov.uk.cism.net Fax: 020 8770 5090



1. Details of Practitioner MAKING this REFERRAL Please ensure that these fields are completed

Name of Referrer:	Job title:	Date:
Agency:	Address:	Post Code:
Tel/Mobile:	Email:	

2. CHILD/YOUNG PERSON DETAILS

Last Name	First Name	Age	DOB/EDD	M/F	Ethnicity (see code)*	1 st Language
Address(es):					Post Code:	
Tel/ Mobile:		Email:				

3. CHILD/YOUNG PERSON'S PRINCIPAL CARERS

Carer Last Name	Carer First Name	Parental Responsibility?	M/F	Ethnicity	DOB	Relationship to child
Give parent address(es) here if different from the child's:					Post Code(s):	
Tel/Mobile:		Email:				

4. OTHER HOUSEHOLD MEMBERS or SIGNIFICANT PEOPLE IN THE CHILD/YOUNG PERSON'S LIFE (include parents partners and any other relatives you are aware of)

Last Name	First Name	Age	DOB/EDD	M/F	Ethnicity	Relationship to child
Are there any communication/interpreting needs for the child and/or family?						
Does the child and/or family have a disability or special needs?						

5. School/nursery details for each child

First Name	Last Name	Job Title	School/nursery	Address	Telephone/Mobile

6. GP details

GP	Surgery details	Address	Telephone

7. Has there been previous statutory or specialist involvement?					
Children's Social Care	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Child and Adolescent Mental Health Service CAMHS	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Special Educational Needs or Disability	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Borough School Attendance Service / Education Welfare Service	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Specialist Health	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Adult Services – (Mental Health /Drug or Alcohol Abuse /Disability /DV/Housing)	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Youth Justice Service	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Police/Probation	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>
Other	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Not Known <input type="checkbox"/>

8. Has a Multi-Agency Early-Help Assessment been completed? If yes, please attach EHAT			
No	<input type="checkbox"/>	Yes	<input type="checkbox"/>

8. Reason for Referral	
Why is the child being referred? What are your concerns? (What are you worried about?)	<input type="text"/>
Are there any other factors or dangers? For Example aggressive parent or siblings (Danger Statement)	<input type="text"/>
What actions have been taken? What information has already been gathered? (What needs to change?)	<input type="text"/>
What previous attempts at intervention have been tried? (What is working well?)	<input type="text"/>
How concerned are you about the child, 0 seriously worried and 10 mildly worried?	0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> Seriously worried Mildly worried No concerns
Any other information that you think we should be aware of? Yes/ No? If yes, what?	<input type="text"/>

9. Consent ; Please note that parents/carers have to consent to this referral unless obtaining this consent will place the child at further risk of harm					
I have spoken to the child's parents or carers and they have given me consent to make this referral	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Signature of Parent/Carer <input type="text"/>
Has the CHILD given consent for this referral?	No	<input type="checkbox"/>	Yes	<input type="checkbox"/>	Signature of Parent/Carer <input type="text"/>
If consent has not been obtained, please give reason why not;	<input type="checkbox"/> I have spoken to the child's parents or carers to discuss my concerns and they are aware that I am making a referral but have not given their consent				
	<input type="checkbox"/> I have not spoken to the child's parent or carers and I have provided an explanation below as to why this has not been possible <input type="text"/>				

Copy this form securely to MASH – Tel/Fax/Email options as follows:		
Sutton MASH, 1st Floor Sutton Civic Offices St Nicholas Way, Sutton, Surrey SM1 1EA		
Tel: 020 8770 6001	Mobile: 07736338962	Fax: Please call for number
Secure Email: mash@sutton.gov.uk.cism.net Non secure email: mash@sutton.gov.uk		
Out of Hours: Tel Contact: 020 8770 5000 Email: childrens.edt@sutton.gov.uk.cism.net Fax: 020 8770 5900		



Online Safeguarding of Young People: Risk Assessment Checklist

Description of potential risk	Who might be harmed	What is the risk? (Rating; LOW, MEDIUM or HIGH)	Comments and Actions
<i>Example:</i> Breach of informed consent	Young people	LOW	Once all informed consent has been received either via paper or recorded video, it will be stored in a secure file on the main Change Foundation computer in the office.