

**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: February 2023, Helen Webster and Alex Bassan Next Review: September 2023 |

# **Contents:**

1. Safeguarding Policy Statement Page 3
2. Supporting documents Page 4
3. Legal framework Page 4
4. Contact Details Page4

**Alerting Safeguarding Issues**
5. Definitions and Signs of Abuse Page 5

1. Guidance on how to respond to disclosures of abuse Page 7

1. Reporting Procedures Page 7

**Adopting Safer Procedures**

1. Adopting Safer Recruitment procedures Page 11
2. Induction and Training for Staff, Trustees and Volunteers Page 11
3. Procedures for partners and external organisations Page 12
4. Procedure for International Partners Page 12
5. Online Safeguarding Page 12
6. Policy Review and Signatures Page 17

**Appendices attached**

1. TCF Incident Report Form Page 18
2. Disclosure Procedure Flowchart Page 19
3. Safeguarding Disclaimer Form Page 20
4. Application for Employment form Page 21
5. Sutton MASH Referral Form Page 25
6. Ongoing suitability form Page 27
7. Social Networking Policy Page 31
8. Risk Assessment Template Page 32

 **1. Safeguarding Policy 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 will be taken seriously and responded to swiftly and appropriately to TCF Designated Safeguarding Lead (DSL) or the Deputy Designated Safeguarding Lead (DDSL), The Safeguarding Trustee 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 and the code of conduct for all TCF Representatives and the code of conduct for TCF programme participants are published on the TCF website. They, together with occasional volunteers attending events will be referred to this policy and code of conduct so that they are also familiar with them and informed that they must comply with them.

When appropriate to contact the safeguarding Trustee, the contact details can be found on the TCF website under our governance section and this safeguarding policy.

Please see **section 7**, reporting procedures on how to alert a safeguarding issue.

**2. Supporting documents**

This safeguarding policy should be read in conjunction with the policy listed below, all of which are available in the governance and policy section of our website.

* TCF Representatives Code of Conduct
* Participant Code of Conduct
* Whistleblowing policy
* Disciplinary Policy
* Social media policy
* Health and safety guidelines
* Complaints policy
1. **Legal framework**

This policy has been drawn up on the bases of legislation, policy and guidance that seek to protect children in England and Wales including, the children act 1989 and 2004, Care Act Vulnerable Adults 2014 Working Together to Safeguard Children 2018 the Charity Commission Guidance On Safeguarding 2022 and the NSPCC Standards for Safeguarding And Protecting Children in Sport.

1. **Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role/Organisation** | **Email address** | **Telephone** |
| Alex Bassan | TCFDesignated Safeguarding Lead | alexbassan@changefdn.org.uk | 07840 144 933  |
| Rae Tasyaka  | TCF Deputy Designated Safeguarding Lead | raetasyaka@changefdn.org.uk | 0208 669 2177 |
| Victoria Lowe  | TCFSafeguarding Trustee |  |  |
|  | Sutton Multi-Agency Safeguarding Hub (MASH) | childrensfirstcontactservice@sutton.gov.uk | 0208 770 6001Out of hours:0208 770 5000 |
| Sima Hirani | Sutton LADO | lado@sutton.gov.uk | 0208770 50000208 770 4776 |
|  | NSPCC Child Protection Helpline |  | 0808 800 5000  |
|  | Sutton Social Services | [Link to Social Services](https://thechangefoundation.sharepoint.com/Shared%20Documents/Safeguarding/Governance/sutton.gov.uk/info/200235/safeguarding_children/473/what_to_do_if_youre_worried_about_a_child)  |  |
| Anita Batish | SSAB – vulnerable adult issues  | anita.batish@sutton.gov.uk | 0208 770 6770 |

**See sections 11 and 12 below for guidance on how to respond and report**

**Alerting Safeguarding Issues**

1. **Definitions and Signs of Abuse**

TCF representatives should always adhere to the Code of Conduct. If the participant considers that the Code of Conduct has not been followed, they should take the steps in the short safeguarding guide for children and vulnerable adults.

It is generally acknowledged that there are the following signs of abuse, which may be inflicted by a coach mentor, family members, guardian, youth leader or fellow participant face to face or online:

### 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 well-being. 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. This can also be inflicted online. Emotional abuse in sports may occur if participants are subjected to constant criticism, name-calling, sarcasm, bullying, racism or unrealistic pressure to high expectations.

Grooming

One tool common to those who sexually abuse kids is grooming: manipulative behaviours that the abuser uses to gain access to a potential victim, coerce them to agree to the abuse and reduce the risk of being caught. While these tactics are used most often against younger kids, teens and vulnerable adults are also at risk.

Grooming can take place online or in person. It’s usually employed by a family member or someone else in the victim’s circle of trust, such as a coach, teacher, youth group leader or others who naturally have some interaction with the victim.

Financial

Financial abuse is a common tactic used by abusers to gain power and control in a relationship. The forms of financial abuse may be subtle or overt but in general, include tactics to conceal information, limit the victim's access to assets, or reduce accessibility to the family or their finances.

Modern slavery

Modern slavery is the illegal exploitation of people for personal or commercial gain. It covers a wide range of abuse and exploitation including sexual exploitation, domestic servitude, forced labour, criminal exploitation and organ harvesting

Bullying

There are many warning signs that may indicate that someone is affected by bullying—either being bullied or bullying others. Recognizing the warning signs is an important first step in taking action against bullying. Not all children who are bullied or are bullying others ask for help.

**Section 12** refers to the online safeguarding policy and procedures

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.
1. **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 the TCF Representatives’ 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
1. **Reporting Procedures**

The procedure below relates to children. At the end of this reporting procedure section, we set out the reporting procedure for vulnerable adults.

The first point of contact will be TCF's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL). Those that need to report a safeguarding incident should alert a DSL or DDSL (contact details in section two) within 24 hours of the incident taking place. This may be an oral report and a TCF Representative must be followed up with a written report filling 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 reported by a non-TCF Representative, a TCF Representative will fill in the report on their behalf.

If a TCF Representative 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, report 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 the 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

We may also have obligations to report to our regulators.

All DBS checks, suitability questions and incident report forms are stored online under a password-protected file and not kept any longer than necessary.

**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 has 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.

**Vulnerable Adults Reporting**

The first point of contact will be TCF's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL). Those that need to report a safeguarding incident should alert a DSL or DDSL (contact details in section two) within 24 hours of the incident taking place. This may be an oral report and a TCF Representative must be followed up with a written report filling 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 reported by a non-TCF Representative, a TCF Representative will fill in the report on their behalf.

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.

Sutton Safeguarding Adults Board (SSAB)

SSAB aim to safeguard and protect adults who are experiencing or are at risk of, abuse or neglect in line with the requirements made in the [Care Act 2014](https://www.legislation.gov.uk/ukpga/2014/23/contents/enacted)

Form support

Ring 020 8770 6080: there will be someone there to answer queries between the hours of 9 am and 5 pm Monday to Friday.

Once all the questions have been answered, please send the completed form back to:

London Borough of Sutton,

Referral Point,

Civic Offices,

St Nicholas Way

Sutton, SM1 1EA.
referralpoint@sutton.gov.uk

**Adopting Safer Procedures**

1. **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. Enhanced DBS checks are carried out of all prospective trustees before they join the board.

Volunteers will be appointed by TCF members of staff as and when needed for various events or programmes. All Volunteers will be signposted to the website where they can access the Safeguarding Policy. An 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.

1. **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). All TCF Representatives will also be required to read and comply with the TCF Code of Conduct.

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.

1. **Procedures for partners and external organisations**

Partners and external organisations will be given and must read both the safeguarding policy and the TCF Representatives Code of Conduct before undertaking work.

In relation to any organisations and/or media representatives that 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 also 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 the 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. **Procedures for International Partners**

Upon recruiting partner organisations required to work on behalf of or in collaboration with TCF, whether in the UK or with 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.

If TCF deem that the safeguarding procedures are not adequate, we will offer training, advice and guidance and agree with the organisation that they must follow our safeguarding guidelines.

1. **Online Safeguarding**
2. Key advice for TCF Representatives
* 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, and report to your line manager if further measure needs to be taken. Staff must ensure that their personal social media accounts are secure and made private where possible. 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.
1. Risk Assessment – Core Principles

Risk assessments should form an integral part of planning online participation and engagement sessions, just as they 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.

1. 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.
1. 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.

1. **Policy Review and Signatures**

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 December 2022 by Helen Webster and Alex Bassan.

This will next be reviewed in May 2023.

The policy is also signed off by the board in March 2023

Signatures:

TBC Alex Bassan

**Safeguarding Trustee Designated Safeguarding Lead**

**The Change Foundation 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@changefdn.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**

Disclosure made to staff member

Is the child in imminent danger? If yes, contact police/social service immediately for advice. If no, then complete an incident report form

 NO YES

Contact police/social services immediately for advice

Staff member to complete an incident report form

Staff member to send the report to Designated Safeguarding Lead

Designated Safeguarding Lead to contact Deputy Designated Safeguarding Lead to consider next steps, possibly including making a referral to the relevant borough’s Multi Agency Safeguarding Hub (MASH) team

If applicable, Designated Safeguarding Lead calls Sutton MASH Team and emails them a completed MASH form within 24 hours

**Designated Safeguarding Lead Sutton MASH Team**

Alex Bassan 020 8770 6001

07840 144 933 020 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.:**   |   |
|  **Preferred method of contact**:           /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/E5904D1B.tmp     Home                /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/B2FA00E1.tmp    Work           /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/67ACD697.tmp       Mobile              /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/105953BD.tmp     Email   |
| **Email Address**:     |
|  **Are you a British or EU Passport Holder**?       /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/318199D3.tmp      Yes        /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/DD17C659.tmp      No      If yes please state Nationality: British\_\_\_\_\_\_\_\_\_\_  If no, please specify your right to work in the UK? /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/E28B52CF.tmp                Work Permit / Visa:         Type  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     Date of Expiry   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/561D74B5.tmp                Indefinite Leave to Remain:           Date Granted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |

**Present or Most Recent Employment**

|  |  |
| --- | --- |
|  **Job Title:**  |  **Employer’s Name and Address**:     |
|  **Starting Sate**: **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.  |
| /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/3A147D8B.tmp**1** **Name:**   **Position: Senior Manager**  **Organisation:**    **Address:**     **Relationship to you:**  | /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/A8263AD1.tmp**2** **Name:**  **Position:**  **Organisation:**  **Address:**    **Relationship to you:**  |
| /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/63315607.tmp**Telephone no:**  | /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/A91DB4AD.tmp**Telephone no:**  |
| /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/627BD843.tmp**Email:**  | /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/D93B3E49.tmp**Email:**  |
| /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/E18FC03F.tmp**Mobile no:**  | /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/47DDF3A5.tmp**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?  *For example, if you have been off sick for eight days on two occasions it will be follow (a) 8 (b) 2*   |   |
| 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.

|  |
| --- |
|  Do you consider yourself to have a disability?                                 /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/B828B0C1.tmp     Yes                      /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/544689FB.tmp      No  If ‘Yes’ please describe the nature of your disability:    |
| Would you need any special facilities/service if shortlisted  for assessment centre/interview?                                                                                   /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/33B37177.tmp     Yes                      /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/215E119D.tmp         No          If ‘Yes’ please describe the nature of the facilities/service:    |
|  Would you need any special facilities/service if appointed to the post?            /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/CADF72B3.tmp        Yes               /var/folders/5f/dzbq85t10m9crt1kyg9lndtw0000gn/T/com.microsoft.Word/Content.MSO/66FC7239.tmp        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:**





**Ongoing Suitability of Staff and Trustees Form**

**This form is to be completed by new staff, Trustees, volunteers and students when they commence employment/their term of office AND it is also to be completed by all staff and Trustees on an annual basis. This form is to inform HR of any changes in your history and to help keep participants safe. Your completed forms will be stored by TCF in a locked cupboard at the Cricket Centre**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/ 20\_\_\_\_**

**Please answer the questions and sign the declaration below. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the manager responsible for your recruitment, or to the attention of the Chairman.**

|  |
| --- |
| **ALL STAFF AND TRUSTEES SECTION A**  |
| **1** | **Since the date of your most recent DBS disclosure or your last Suitability questionnaire (whichever is most recent), have you been cautioned, arrested, subject to a court order of the criminal courts, bound over, received a reprimand or warning or found guilty of committing any offence?**  | **YES / NO** |
| **2** | **Are you disqualified from caring for children or included in the Children’s Barred List?** | **YES/NO** |
| **3** | **Have any of your own children been subject to a child protection plan whilst in your care?**  | **YES / NO** |
| **4** | **Do you live in the same household as another person who is disqualified known as disqualification ‘by association’ (someone who has been convicted of an offence against a child)? If yes, you MUST provide the following information:**1. **First name:**
2. **Surname:**
3. **DOB:**
4. **Details and date of any order, determination, conviction, or other ground for disqualification from registration under the Childcare (Disqualification) Regulations 2009:**
5. **Provide information about the body or court which made the order, determination, conviction and the sentence (if any) imposed:**

**Provide a certified copy of the relevant order (in relation to an order or conviction)** | **YES / NO** |
| **5** | 1. **Are you registered with any professional organisations?**
2. **If so, please provide details and membership numbers:**
3. **Have you ever had your membership cancelled?**
4. **Are you currently being investigated by the organisation or been the subject of an investigation or enforcement act in the last 12 months?**
 | **YES/NO****YES/NO****YES/NO** |
| **6** | **Have you ever been adjudged bankrupt and discharged?** | **YES/NO** |
| **If you have answered ‘YES’ to any of the questions in Section A, please provide further information below, including dates of any court orders** |  |  |

|  |
| --- |
| **SECTION B – FOR TRUSTEES AND SENIOR MANAGEMENT ONLY** |
| **7** | 1. **Have you ever entered into an individual voluntary arrangement or a partnership voluntary arrangement under the Insolvency Act 1986?**
2. **Have you at any time been a director or manager of a firm which has been the subject of a winding up order, an administration order or an administrative receivership, or has entered into a voluntary arrangement under the Insolvency Act 1986, or has been voluntarily wound up in circumstances of insolvency?**
 | **YES / NO****YES / NO** |
| **8** | **Have you been made subject to a judgement which involves the payment of money, other than one:**1. **Which is limited to the payment of costs; or**
2. **In respect of which you are entitled to indemnity or relief from another person as to the whole sum; or**
3. **Which you have paid?**
 | **YES / NO** |
| **9** | **Have you been convicted of an indictable offence or any offence*** 1. **of theft**
	2. **of fraud**
	3. **of money laundering**
	4. **under the Financial Services and Markets Act 2000,**
	5. **of bribery**
	6. **of perjury**
	7. **of any offences of terrorism**
	8. **of misconduct in a public office; or**
	9. **under the Immigration and Asylum Act 1999 ?**
 | **YES / NO****YES/NO****YES/NO****YES/NO****YES/NO****YES/NO****YES/NO****YES/NO****YES/NO** |
| **10** | **Have you been disqualified as a company director?** | **YES / NO** |
| **11** | **Do you lack capacity (within the meaning of the Mental Health Capacity Act 2005) and powers under sections 15 to 20 or section 48 of that Act are exercisable in relation to you?** | **YES/NO** |
| **12** | **Have you been disqualified from being a charity trustee or trustee for a charity under section 178(1)(D) or (E) of the Charities Act 2011?**  | **YES / NO** |
| **13** | **Have you been the subject in another jurisdiction of any circumstance equivalent to those listed in 1-12?** | **YES / NO** |
| **If you have answered ‘YES’ to any of the questions in Section B, please provide further information below, including dates of any court orders** |  |  |

|  |
| --- |
| **SECTION C- DECLARATION FOR ALL STAFF AND TRUSTEES** |
| * **I understand that if I fail to provide true and accurate information on this form, and disclose all information regarding my suitability to care for children/young people, that TCF may have the right to terminate my employment, subject to my contract of employment.**
* **I understand that this information can impact on whether I can act as a Trustee for TCF.**
* **I understand my responsibility to safeguard children/young people and am aware that I need to notify my line manager or upline (CEO or the Chairman) of anything that may affect my suitability as soon as possible (for example, concerns raised about my ability to protect my own children, being interviewed by a social worker regarding something in my personal life, any investigations in relation to voluntary or un/paid additional work or notification that I am living with a disqualified person etc.)**
* **I will ensure I notify TCF of any convictions, cautions, court orders, reprimands, warnings or formal interviews with the police I may receive.**
* **I give permission for TCF to contact any previous organisations I have worked with, local authority staff, the police, the DBS, Ofsted, the LADO or any medical professionals to share information about my suitability to care for children/young people, subject to the usual information sharing protocols.**

**Staff/Trustee full name (please print in BLOCK CAPITALS)****Staff/Trustee signature** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_/ 20** |

 **Risk Assessment Template**

|  |  |
| --- | --- |
| A close up of a logo  Description automatically generated | **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** |
| *Example:* 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.  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |



**SOCIAL NETWORKING POLICY**

**February 2023**

INTRODUCTION

Social networking media websites, such as Facebook, Instagram, LinkedIn, Whatsapp and Twitter, are now the communication form of choice amongst young people, parents and professionals alike, providing them with a powerful voice to express opinions, contact friends and share multimedia content at little to no monetary cost. For this very reason, The Change Foundation has set up a Facebook page, Instagram, LinkedIn, TikTok and Twitter accounts to raise awareness and publicise our work for our programmes as means for our young people to share ideas and communicate between sessions.

RISKS

There are always going to be risks to using any form of communication which lies within the public domain. Therefore, it is imperative that there are clear rules, regulations and guidelines to minimise those risks to:

•The staff managing the social networking account (e.g. allegations and inappropriate contact)

•Young people that are linked to the social networking account (e.g. grooming, cyberbullying or exposure to harmful and inappropriate content)

•Reputational damage to our charity’s the name and brand (e.g. bad language, inappropriate comments from the public, complaints etc.)

Whilst The Change Foundation acknowledges that every effort will be made to safeguard against all risks, it is likely that we will never be able to completely eliminate them. Any safeguarding related incidents that may occur will be dealt with quickly and according to our Safeguarding Policy, Code of Conduct and Disciplinary policy to ensure children and young people continue to be protected.

SCOPE OF POLICY

This policy applies to all staff members involved in the daily operations and management of the social networking accounts. All staff must be aware of the guidelines and procedures for contacting and communicating with young people and members of the public via the social networking account. This is not only to ensure professionalism in staff communications, but also to safeguard against misunderstandings or allegations. For this reason, all staff involved are required to read and sign acceptable use rules before commencing work on the account.

RESPONSIBILITIES

Appropriate consideration must be given towards ensuring that the social networking account is a safe environment for all members of the TCF community to participate in.

SENIOR SOCIAL MEDIA ADMINISTRATION STAFF

•Read and sign the staff code of conduct when using the social media pages.

•Only the manager and communications team members will have administrative rights for the social media pages or will be allowed to publish content on the page.

•Content will be appropriate to all ages and will be relevant to TCF’s work and fundraising only.

•To create and access the accounts, a generic work/business email address should be used and never an individual’s work email address, or personal social media account details. This allows for any future personnel changes within the team and provides opportunity to access what has been published should any allegations or investigations occur. prevents individuals from receiving unwanted contact.

•Photographs and/or videos featuring young people and participants may be published on social media, after consent is sought and recorded. Consent must be given by a parent/guardian if the young person is under the age of 18.

•Young peoples’ or participants’ names should not appear in photographs or videos.

•Young people and programme participants will not be tagged in social media posts. This protects them in relation to safeguarding incidents and ensures their confidentiality, privacy and conforms with GDPR.

•Administrative staff will not contact, harass or abuse members of the public using TCF social media accounts.

•Administrative staff will only access TCF social media accounts from a TCF computer, laptop or mobile phone. No personal equipment shall be used.

•Administrative staff will raise safeguarding or GDPR concerns to the DSL as and when necessary.

•Report any illegal online content to the Internet Watch Foundation (www.iwf.org.com)

ALL STAFF AND VOLUNTEERS

•All data relating to participants, including media/videos/photographs, must be uploaded to Views or the charity shared drive and deleted from the work mobile phone at the earliest convenience

•Under no circumstances should you share personal social media accounts with participants

•Posting photos and/or names of participants on any personal social media accounts is strictly forbidden

•When using TCF social media accounts, do not tag or name participants in posts

•Photo consent must be obtained before photos of participants are used

•Please be aware and courteous when using social media, and use ‘views are my own’ on personal social media accounts that are open to the public, or keep personal social media accounts on the private setting to minimise the risk of members of the public accessing inappropriate information or images of a staff member

•Be aware of relevant Policies- Social media, GDPR and safeguarding and know how to report a safeguarding concern

•Photographs and videos of young people and participants shall only be taken using work mobile phones or cameras. If sending photos or videos to other internal staff to upload, they should be sent securely

•Know who the designated leads are for Child Protection Safeguarding within TCF (Alex Bassan and Navjeet Sira)

•Be able to signpost young people or parents to further online safeguarding support e.g. www.thinkuknow.co.uk

•Avoid linking their personal online presence (i.e. Facebook account) to the TCF social networking media account. Private communications, or the potential to establish private contact between staff and the public including young people and participants, is inadvisable and strictly prohibited where children and young people are concerned.

•Ensure that professional email addresses are used for any correspondence with the public, particularly young people, so as to minimise risk of misunderstanding or allegations.

•Ensure that children and young people are protected and supported in their use of technologies so that they know how to use them in a safe and responsible manner. Children and young people should know what to do in the event of an incident.

INAPPROPRIATE USE BY A STAFF MEMBER OR VOLUNTEER

In the event that a member of staff is believed to have misused a TCF social media account networking group in an abusive or illegal manner, a report must be made to the designated Safeguarding Lead immediately. The Safeguarding Policy and disciplinary policy should then be followed to deal with any misconduct and all appropriate authorities contacted.