



***Leicestershire District and Borough  
Councils' Children and Young Person's  
Safeguarding Guidelines***

**Updated January 2012**

**These Safeguarding Guidelines should be  
read in conjunction with the  
Safeguarding Policy**

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## 1. Promoting Good Practice with Children and Young People

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children in your care if you always engage in the following good practice. Failure to adhere to these could be perceived as poor practice and become a disciplinary issue. All adults who work with children and young people have a crucial role to play in shaping their lives. They have a unique opportunity to interact with children and young people in ways that are both affirming and inspiring. These guidelines apply to **all** adults working in all settings whatever their position, role, or responsibilities

- Always put the welfare of the children before any other agenda, e.g. winning, finishing a project
- Provide a good role model of behaviour
- Treat all children equally with respect and dignity using positive constructive encouragement.
- Stay vigilant for the safety of all children around you, not just the ones immediately in your care
- Maintain correct statutory staff to child and young person ratios (refer to Ofsted for guidance)
- As an operator of a facility/building or an event co-ordinator you must always ensure that a policy is in place that covers and identifies the facility or building that replicates the requirements within this policy.

## 2. General Guidance for Safe Working Practice

### 1. Making a Professional Judgement

This guidance cannot provide a complete checklist of what is, or is not inappropriate behaviour for adults in all circumstances. There may be occasions and circumstances in which adults have to make decisions or take action in the best interests of the child or young person which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge. Such judgements, in these circumstances, should always be recorded and shared with a senior manager or if the adult does not work for an organisation, with the parent or carer. In undertaking these actions individuals will be seen to be acting reasonably.

Adults should always consider whether their actions are warranted, proportionate and safe and applied equitably.

*This means that where no specific guidance exists adults **should**:*

- § *discuss the circumstances that informed their action, or their proposed action, with a senior manager.*
- § *report any actions which could be misinterpreted to their senior manager.*
- § *always discuss any misunderstanding, accidents or threats with a senior manager*
- § *always record discussions and reasons why actions were taken.*
- § *record any areas of disagreement about course of action taken and if necessary referred to a higher authority.*

### 2. Propriety and Behaviour

All adults working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.

*This means that adults **should not**:*

- § *behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model.*

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- § *make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such.*

*This means that adults **should**:*

- § *be aware that behaviour in their personal lives may impact upon their work with children and young people*
- § *follow any codes of conduct deemed appropriate by their organisation*
- § *understand that the behaviour and actions of their partner (or other family members) may raise questions about their suitability to work with children and young people*

### **3. Dress and Appearance**

Adults who work with children and young people should ensure they take care to ensure they are dressed appropriately for the tasks and the work they undertake.

Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations.

*This means that adults **should** wear clothing which:*

- § *is appropriate to their role*
- § *is not likely to be viewed as offensive, revealing, or sexually provocative*
- § *does not distract, cause embarrassment or give rise to misunderstanding*
- § *is absent of any political or otherwise contentious slogans is not considered to be discriminatory and is culturally sensitive*

### **4. Personal Living Space**

No child or young person should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents/ carers and senior managers.

Under no circumstances should children or young people assist with chores or tasks in the home of an adult who works with them. Neither should they be asked to do so by friends or family of that adult.

*This means that adults **should**:*

- § *be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations*

### **5. Gifts, Rewards and Favouritism**

The giving of gifts or rewards to children or young people should be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan, recorded and discussed with senior manager and the parent or carer.

Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.

Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

*This means that adults **should**:*

- § *be aware of their organisation's policy on the giving and receiving of gifts*

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- § *ensure that gifts received or given in situations which may be misconstrued are declared*
- § *generally, only give gifts to an individual young person as part of an agreed reward system*
- § *ensure that all selection processes which concern children and young people are fair and that wherever practicable these are undertaken and agreed by more than one member of staff*

## **6. Infatuations**

Occasionally, a child or young person may develop an infatuation with an adult who works with them. These adults should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

***An adult, who becomes aware that a child or young person is developing an infatuation, should discuss this at the earliest opportunity with a senior manager or parent/carer so appropriate action can be taken to avoid any hurt, distress or embarrassment.***

*This means that adults **must**:*

- § *report and record any incidents or indications (verbal, written or physical) that suggest a child or young person may have developed an infatuation with an adult in the workplace*
- § *always acknowledge and maintain professional boundaries*

## **7. Social Contact**

Adults who work with children and young people should not seek to have social contact with them or their families, unless the reason for this contact has been firmly established and agreed with senior managers. Adults should be aware that social contact in certain situations can be misconstrued as grooming.

*This means that adults **should**:*

- § *have no secret social contact with children and young people or their parents*
- § *consider the appropriateness of the social contact according to their role and nature of their work*
- § *always approve any planned social contact with children or parents with senior colleagues,*
- § *advise senior management of any social contact they have with a child or a parent with whom they work, which may give rise to concern*
- § *report and record any situation, which may place a child at risk or which may compromise the organisation or their own professional standing*
- § *be aware that the sending of personal communications such as birthday or faith cards should always be recorded and/or discussed with line manager.*
- § *understand that some communications may be called into question and need to be justified.*

## **8. Sexual Contact**

All adults should clearly understand the need to maintain appropriate boundaries in their contacts with children and young people. Intimate or sexual relationships between children/young people and the adults who work with them will be regarded as a grave breach of trust. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable.

Any sexual activity between an adult and the child or young person with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action.

*This means that adults **must not**:*

- § *have sexual relationships with children and young people*
- § *have any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls,*

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*texts, physical contact*

- § *make sexual remarks to, or about, a child/young person*
- § *discuss their own sexual relationships with or in the presence of children or young people*

*This means that adults should:*

- § *ensure that their relationships with children and young people clearly take place within the boundaries of a respectful professional relationship*
- § *take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when members of staff are dealing with adolescent boys and girls.*

## **9. Physical Contact**

Many jobs within the children's workforce require physical contact with children as part of their role. There are also occasions when it is entirely appropriate for other adults to have some physical contact with the child or young person with whom they are working. However, it is crucial that in all circumstances, adults should only touch children in ways which are appropriate to their professional or agreed role and responsibilities.

*This means that adults should:*

- § *be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described*
- § *never touch a child in a way which may be considered indecent*
- § *always be prepared to report and explain actions and accept that all physical contact will be open to scrutiny*
- § *not indulge in 'horseplay'*
- § *always encourage children, where possible, to undertake self-care tasks independently*
- § *work within Health and Safety regulations*
- § *be aware of cultural or religious views about touching and always be sensitive to issues of gender*
- § *understand that physical contact in some circumstances can be easily misinterpreted.*

## **10. Other Activities that require Physical Contact**

Adults who work in certain settings, for example sports drama or outdoor activities will have to initiate some physical contact with children, for example to demonstrate technique in the use of a particular piece of equipment, adjust posture, or perhaps to support a child so they can perform an activity safely or prevent injury. Such activities should be carried out in accordance with existing codes of conduct, regulations and best practice.

Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary.

*This means that adults should:*

- § *treat children with dignity and respect and avoid contact with intimate parts of the body*
- § *always explain to a child the reason why contact is necessary and what form that contact will take*
- § *seek consent of parents where a child or young person is unable to do so because of a disability.*
- § *consider alternatives, where it is anticipated that a child might misinterpret any such contact,*
- § *be familiar with and follow recommended guidance and protocols*
- § *conduct activities where they can be seen by others*
- § *be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact*

## **11. Behaviour Management**

All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

Adults should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable in any situation. Any sanctions or rewards used should be part of a behaviour management policy which is widely publicised and regularly reviewed.

The use of corporal punishment is not acceptable.

The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed.

*This means that adults **must**:*

- § *not use force as a form of punishment*
- § *try to defuse situations before they escalate*
- § *inform parents of any behaviour management techniques used*
- § *adhere to the organisation's behaviour management or physical intervention policy*
- § *be mindful of factors which may impact upon a child or young person's behaviour e.g. bullying, abuse and where necessary take appropriate action*
- § *record and report as soon as possible after the event any incident where physical intervention has been used.*

## **12. Children and Young People in Distress**

For all other adults working with children there will be occasions when a distressed child needs comfort and reassurance and this may involve physical contact. Young children, in particular, may need immediate physical comfort, for example after a fall, separation from parent etc. Adults should use their professional judgement to comfort or reassure a child in an age-appropriate way whilst maintaining clear professional boundaries.

Where an adult has a particular concern about the need to provide this type of care and reassurance, or is concerned that an action may be misinterpreted, this should be reported and discussed with a senior manager and parents/carers.

*This means the adult **must**:*

- § *consider the way in which they offer comfort and reassurance to a distressed child and do it in an age-appropriate way*
- § *be circumspect in offering reassurance in one to one situations, but always record such actions in these circumstances*
- § *follow professional guidance or code of practice where available*
- § *never touch a child in a way which may be considered indecent*
- § *record and report situations which may give rise to concern from either party*
- § *not assume that all children seek physical comfort if they are distressed*

## **13. Intimate or personal Care**

All children have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their abilities, age and maturity should be encouraged to act as independently as possible. Young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the children and young people with whom they work.

*This means that adults **should**:*

- § *adhere to the organisation's intimate care guidelines or code of practice*
- § *make other staff aware of the task being undertaken*
- § *explain to the child what is happening*
- § *consult with senior managers and parents/carers where any variation from agreed procedure/care plan is necessary*
- § *record the justification for any variations to the agreed procedure/care plan and share this information with parents*
- § *ensure that any changes to the agreed care plan are discussed, agreed and recorded.*
- § *avoid any physical contact when children are in a state of undress*
- § *avoid any visually intrusive behaviour*
- § *where there are changing rooms announce their intention of entering*

*This means that adults **must not**:*

- § *change in the same place as children*
- § *shower or bathe with children*
- § *assist with any personal care task which a child or young person can undertake by themselves*

#### **14. One to One Situations**

It is not realistic to state that one to one situations should never take place. It is however, appropriate to state that where there is a need, agreed with a senior manager and/or parents/carers, for an adult to be alone with a child or young person, certain procedures and explicit safeguards must be in place.

Meetings with children and young people outside agreed working arrangements should not take place without the agreement of senior managers and parents or carers.

*This means that adults **should**:*

- § *ensure that when lone working is an integral part of their role, full and appropriate risk assessments have been conducted and agreed.*
- § *avoid meetings with a child or young person in remote, secluded areas,*
- § *always inform other colleagues and/or parents/carers about the contact(s) beforehand, assessing the need to have them present or close by*
- § *avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy*
- § *always report any situation where a child becomes distressed or angry to a senior colleague*
- § *carefully consider the needs and circumstances of the child/children when in one to one situations*

### **3. Providing Activities for Children and Young People**

- When providing activities for children or young people, it is necessary to determine whether it is a closed or drop in activity.

*For closed activities the following apply:*

- Do not include any parents/carers who may choose to remain in your supervision calculations, unless the carers/parents are acting in a formal volunteering capacity during the activity. In these circumstances, this should mean that those parents/carers meet all appropriate requirements in terms of:
  - a) appropriate checks,
  - b) clarity about their role

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- c) who has overall responsibility for the group
- d) what is acceptable practice
  - Always have a register of children in your charge, with emergency contact details noted, and make sure they are signed out when collected. Be aware of who is and is not authorised to collect the child and do not them leave with anyone else without checking with a parent first
  - Ensure a code of behaviour is established at the start of each session so that everyone knows what is expected of them and what is acceptable.

*For drop in activities the following apply:*

- Clear advertising must stress if parents/carers are required to remain or whether there is adequate staff supervision to the appropriate ratios.
- Where Ofsted ratios do not apply, ensure parents/carers are aware of their retained responsibility for their child/ren at the activity
- Staff should make a dynamic risk assessment in terms of numbers/ supervision needs, within practical health and safety considerations and take action if numbers are too high, by:
  - a) closing the activity to new attendees, or
  - b) adding more staff to support, or
  - c) with-drawing the activity on that occasion, and reconsidering staffing needs for the next occasion.

### **Use of Contractors**

Harborough District Council and its staff, elected members and volunteers should undertake reasonable care that contractors doing work on behalf of the Council are vetted appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into contact with children and young people should have their own equivalent Safeguarding Policy and Procedures, or failing this, comply with the terms of this policy.

It is the responsibility of the manager who is commissioning the services of the contractor to ensure that they follow HDC's procedure in terms of safeguarding considerations in each contract, which requires that they consult the Lead Designated Safeguarding Officer to ensure appropriate safeguarding considerations are been taken for the nature of the contract.

## **4. First Aid and Treatment of Injuries**

If the child or young person requires first aid or any form of medical attention whilst in your care, then you must adhere to the organisation's policy for administering first aid or medication and the following additional good practice should also be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- Ensure you explain what you are doing to the child or young person.
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Where possible, ensure access to medical advice and/or assistance is available
- Only those with a current, recognised First Aid qualification should respond to any injuries
- Where possible any course of action should be discussed with the adult, in language that they understand and their permission sought before any action is taken.

- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible
- The child's carers/parents must be informed of any injury and any action taken as soon as possible.
- A notification of Accident Form must be completed and signed and passed to the Health and Safety Officer

## 5. Transporting Children and Young People

If it is necessary to provide transport or take a child or young person away from home, or to or from an activity, the following good practice must be followed:

- You should only transport a child or young person where there are two members of staff/adults present in the selected mode of transport
- Drivers must be in a fit condition to drive, hold appropriate licenses, and all vehicles must be correctly insured and all reasonable safety measures should be taken, e.g. seatbelts are secure.
- Ensure where possible, a male and female accompany mixed groups of children and young people. These adults should be familiar with and agree to abide by the Council's Children and Young People Safeguarding Policy and Procedures.
- Always plan and prepare a detailed programme of the journey and method of transport, give details of the route, anticipated length of the journey and ensure copies with contact details are available for other staff and parents/guardians

## 6. Use of the Internet and Other Technology including photography and mobile phones

Computer technology, including chat rooms, internet scams (phishing), web cams, and mobile phones, are known to be used to perpetrate abuse. As service providers we must be vigilant.

### **As an individual wishing to take photographs (employee/ member/volunteer)**

Due to the potential misuse of photographic and video/camera/mobile phone data the following procedures are to be implemented in permitting photography to take place or video/digital etc cameras to be used in certain situations.

There are a number of public buildings which may include swimming pools, sports centres and the like that have a clearly defined policy of not allowing the taking of photographs unless authorised in writing by Harborough District Council.

Always ensure that you are aware of the policy underpinning the taking of and use of material within the building/open spaces that you intend to take images within. Some operators exercise a no use policy particularly in swimming pools and changing areas. This should include Mobile phone usage.

In addition to any Policy operated at the premises or facility there are a number of requirements that are identified through this policy for your own and the safety of the public that as an employee of Harborough District Council you are required to ensure.

Photos taken by Harborough District Council will be kept and stored on file for up to 5 years

### **Always ensure:**

- You obtain permission prior to using any media equipment or other device to take pictures whilst on their premises or facility checking out any in place policy
- Permission must be in written form, given by an authorised and designated person and they are aware of the reasons for the taking of the images and how they are to be used.
- Endeavour to take images of crowds that show general images only
- Where possible, gain consent for any close up shot

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- Try to keep faces obscure and away from direct identification where at all possible. (Even if permission is given by the premises/facility operator that or parent or guardian may not be happy to consent for the photograph to be taken.)
- Cross-reference the photographs with a code and not names and addresses, and never keep stored images with names and addresses attached or together without permission.
- Make it clear who you are – show your security badge, why you are taking the photos and their use, how they will be stored, making it clear that the photos will not be used for any other business other than that of the promotion of the Council or by the use of any third party.
- Report any unauthorised taking of images to the facility/building operator or Designated Safeguarding Officer
- Report any suspected misuse of/stolen images to a Designated Safeguarding Officer immediately.
- Ensure CD's and portable files/photographs are kept within secured and lockable cabinets, preferable in a central designation, with a booking in and out system if on a central loaned system.
- Only use images of children or young people in suitable dress to reduce the risk of inappropriate use. (With sports such as swimming - the content of the photograph should focus on the activity not on the child and should avoid full face and body shots. (So for example shots in a pool would be appropriate or if on poolside from the waist or shoulder up.)
- If unsure ask for guidance from a Designated Safeguarding Officer.
- You never, under any circumstances take lone photographs or images of either at the facility or at their home without written consent.

**As an operator of a facility/building or an event co-ordinator:-**

**You must always ensure that:-**

A policy is in place that covers and identifies the facility or building that replicates the requirements within this policy.

That signage is displayed in a clear and accessible place as to the requirement of visitors and users. Clearly state how some one needs to get permission to take images.

That you provide a sign for stating that under the facilities Safeguarding Policies and for the protection of data, all users must ask permission to take images on the premises.

The manager of the facility and/or event co-ordinator must make every effort to ensure staff remain vigilant to the event participants use of cameras and other photographic equipment during an event. Any concerns in relation to the misuse of cameras or other photographic equipment much be reported to the Designated Safeguarding Officer should as soon as is practical of the incident and of the outcome.

Ensure that all staff adhere with the policy requirements and are briefed on how to approach and enforce the policy for victors and users.

Ensure staff understand the authorisation procedures, which should be in writing and who can give authorisation to a person to take any images in site.

Ensure there is a visible list of areas where photographic and recording equipment including mobile phones is forbidden under all circumstances e.g.

All changing areas including:

- Swimming pool
- Sports facilities
- Team changing facilities
- Health suite
- Sauna areas
- Sunbed areas
- Fitness suite and gyms
- Toilet areas

- Crèche
- Play scheme facilities

**If spectators are intending to take photographs** or images at an event they should also be made aware of your expectations.

- Spectators should be asked to register at an event if they wish to use photographic equipment
- Participants and parents should be informed that if they have concerns they can report these to the organiser
- Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or official and recorded in the same manner as any other protection concern.

### **Commissioning photography**

If you are commissioning professional photographers or inviting the press to an activity or event it is important to ensure they are clear about your expectations of them in relation to the safeguarding.

- Provide a clear brief about what is considered appropriate in terms of content and behaviour
- Instruct the photographer to report to the manager/event co-ordinator on arrival for the issue of identification which must be worn at all times
- Inform users, participants, parents/guardians/carers that a photographer will be in attendance at an event and ensure they consent to both the taking and publication of films or photographs.
- Do not allow unsupervised access or one to one photo sessions at events
- Do not approve/allow photo sessions outside the events or at the home unless written permission obtained by a parent/guardian approves.

## **7. Use of Chat rooms and Social networking sites**

Social networking sites, chat rooms and instant messaging systems are increasingly been used by online predators. As a code of good practice it is considered inappropriate for a staff member or Councillor to build a relationship with a child or young person or communicate on a one to one basis with a child or young person through the following communication methods unless the appropriate checks, training and approval are in place:-

- by text message
- through social networking sites
- by e-mail
- by instant messaging

### **Text Messages**

Text messages are NOT the preferred method of communication between Council service providers and children and young people. However where they are used, they should be group (bundled) messages, or use the text messaging service via email so a record is kept, and should always be copied into the Lead Designated Safeguarding Officer.

### **Emails**

Emails are a positive and simple method of communication. Group emails are preferred as part of a project or activity. However were there is a need to contact a child or young person by a one to one email, a copy must be sent to the Lead Designated Safeguarding Officer.

### **Social Networking**

It may be appropriate and beneficial to use social networking sites as part of an authorised project or activity. Any staff member, or Councillor engaging with young people through SNS must be approved by the Lead Designated Safeguarding Officer, have undergone an enhanced CRB check, and have HDC Children and Young People's Safeguarding Guidelines  
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attended Level 2b internal Safeguarding Training. Approved staff or members must use a professional SNS profile only to engage with young people and must set any personal profile privacy settings to private.

Through this professional profile they can:

- Communication appropriately with young people with whom they have a direct professional relationship
- Promote a particular project or activity to young people.
- Accept young people as friends **if they have had face-to-face contact with that young person**. If no face-to-face contact has taken place, the worker must send a message in response to the young person inviting them to a future event or meeting before they can accept them as a friend. This is to ensure validation of their ID as a young person. This should be explained in full to the young person.
- Offer advice to young people regarding staying safe online
- Challenge inappropriate or risky online content or behaviour by young people.

Young people's engagement must be on a voluntary basis, therefore they must give their permission to the staff or member for them to engage with them in this space (this includes 'accepting' the worker as a friend).

It would be impractical to record every on-line exchange with young people, but where the member of staff or Councillor feels concerned about any exchange, they should take a screen shot of the exchange, and/or make notes. The usual safeguarding incident reporting procedures should be applied if necessary.

Regarding professional profiles, workers must:

- Switch off the ability to browse friends lists (where available).
- Send a message to all new friends outlining the confidentiality of online contact (in line with HDC's safeguarding children policy)
- Check their profiles and message box regularly and respond to messages promptly.
- Verify the identity of a person before adding them or accepting them as a friend (eg by meeting them, talking to them on the phone etc).
- Include a clear, standardised message about the profile owner including an up to date picture, their status as an HDC employee or Councillor and a link to HDC's website. It must also be clear how people can confirm the profile owners' identity and who to contact in case of any concerns about their conduct.
- Respect confidentiality between individual and groups of young people

## **Instant Messaging Services**

MSN, Yahoo and other instant messaging systems should not be used by staff to communicate with children or young people. The Council's Whistle Blowing Policy is in place to help with the disclosure of information about a colleague who may be at risk of or is abusing this Policy. You must always notify the Designated Safeguarding Officer of any concerns.

## **8. Whistle blowing**

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. Each employer should have access to the Council whistle blowing policy that meets the terms of the Public Interest Disclosure Act 1998. Adults who use whistle blowing procedure should be made aware that their employment rights are protected.

Adults should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

Staff must report any behaviour by colleagues that raises concern regardless of source.

## **9. Recruitment, Employment and Deployment**

### **Pre-recruitment**

If any form of advertising is used to recruit staff and volunteers for roles relating to children or young people, it should reflect:

- The aims of Harborough District Council
- If appropriate the aims of the particular programme involved
- The responsibilities of the role
- The level of experience or qualifications required (e.g. experience of working with children is an advantage)
- The Council's open and positive stance on safeguarding
- The use of the Criminal Records Bureau in the recruitment and selection process (and any other statutory requirement for safeguarding checks introduced)

### **Pre-application Information**

The pre-application information e.g. application pack, sent to interested or potential applicants should contain:

- A job description including roles and responsibilities
- A person specification (e.g. stating qualifications or experience required)
- An application form

### **Applicant Information**

All applicants, whether for paid or voluntary, full or part-time positions, should complete an application which should elicit the following information:

- Name, address and National Insurance Number
- Eligibility to work in the UK
- Past career, relevant interests, any gaps in employment and reasons for leaving
- Relevant experience, educational qualifications, job specific qualifications and training
- Any criminal record
- The names of at least two people (not relatives) willing to provide written references that comment on the applicant's previous experience of, and suitability for, working with children or young people and where it is a requirement of the job

It should be made clear that effective measures are in place to ensure confidentiality of information under Data Protection legislation.

### **Checks and References**

Staff and volunteers recruited to work in services for children and young people must be checked for any possible irregularities, which may give reason for concern. A minimum of two references must be taken up, and if available, at least one should be associated with former work with children or young people. Written references will be followed up by letter or telephone. References should include the applicant's suitability to work with children where it is a requirement of the job.

In accordance with guidance from the Criminal Records Bureau, all posts that have direct contact with children will require an Enhanced Disclosure These checks (and any other statutory requirement for safeguarding checks introduced) will be completed by the Human Resources Team. Checks may be carried out with the relevant organisations that maintain information about individuals who are deemed to be unsuitable to work with children

If a CRB check highlights an unspent conviction a risk assessment will be carried out to assess the suitability of the applicant to work with children or young people. This will be carried out by the line manager and the Council's HR Officer and the outcome verified by the Designated Safeguarding Officer. Prior to any employee becoming operationally active, the Council should be in receipt of a CRB form. It is essential that Officers recruiting new employees plan in advance to allow for the CRB process to be undertaken. In simple terms no CRB no start!

## **Interview**

Interviews are carried out in line with the Council's Recruitment and Selection procedures. The interview will include questions on how to deal with children and young people's safeguarding issues.

## **Induction and Training**

Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concern of possible abuse. It is important that the recruitment and selection process is followed by relevant inductions and training in order to further protect children from possible abuse. The induction and training should include:

- An assessment of the training needs required
- Clarification, agreement and signing up to the Council's Code of Conduct for Employees
- The expectations, roles and responsibilities of the job are clarified
- As a minimum we will expect all staff to have undergone formal children's safeguarding training related to their job within 6 months of the employment with us. Refresher training will be required every 3 years.

### **Relevant Training Courses:**

- NSPCC – Training Programmes
- Leicestershire and Rutland Sport related training opportunities
- Local Safeguarding Children Board related training opportunities
- District/Borough Council's in-house Safeguarding Training Programme

### **Other areas of training:**

- First Aid, e.g. St Johns First Aid Qualification / HSE First Aid at Work
- How to work effectively with children, e.g. Sports Coach UK

## **Probation, Monitoring and Appraisal**

All newly appointed members of staff, new to Local Government, undergo an agreed period of probation on commencement of their role.

All members of staff will be monitored and their performance appraised. This will give an opportunity to evaluate progress, set new goals, identify training needs and address any issues of poor practice. Line Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

It is the responsibility of Line Managers to monitor good practice and give appropriate feedback. This can be done in a number of ways:

- Direct observation of the activity or service

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- Staff appraisals, mentoring and providing feedback on performance
- Beneficiary feedback on the activities or services

### **Rehabilitation of Offenders**

Harborough District Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability, offending background, gender reassignment, marital status or pregnancy, or any other protected characteristic. Having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position, the nature of the offence, how long ago and at what age the offence was committed and any factors which may be relevant. Failure to declare a conviction, caution or pending police action, may disqualify the applicant from appointment or result in summary dismissal if the discrepancy comes to light.



## 10. Example Consent Form

All information will be treated in strict confidence

Event: Activity	Date:
Name of child	Date of birth:
Home Address:	
Home Telephone Number:	Mobile Telephone Number:
Medical conditions ( if any) asthma, diabetes, allergies:	

- I give consent for my son/daughter to participate in the above event/activity  
**Please tick: Yes.... No....**
- I consent to any emergency treatment required by my son/daughter during the course of the event/activity  
**Please tick: Yes.... No....**
- I give consent for my son/daughter to be photographed during the course of the above event/activity and I consent to the photographs being used by Harborough District Council for bona fide promotional purposes. This also includes the use on the World Wide Web (internet).  
**Please tick: Yes.... No....**
- The information you provide will be used in accordance with the Data Protection Act 1998, to ensure the safety of all participants and may be shared with other people/organisations involved in the delivery of the above event/activity, if appropriate. By signing this form you are consenting to the Council using the information, which you have supplied in the manner stated above.  
**Please tick: Yes.... No....**

**Name of Parent/Guardian**

.....

**Signature**

.....

**Date**

.....

## 11. Consent Form for the use of Cameras and other Image Recorders

Venue/area:	Ref No:
Description of equipment:	
Surname:	Forenames:
Address:	
Tel No:	Mobile Tel No:
Fax No:	E-mail address:
Name(s) of the subject(s)	
1	5
2	6
3	7
4	8
Relationship of the photographer and subject(s)	
Reason for taking photographs and/or uses the images are being, or are intended to be put to (i.e. family record/advertising etc)	

I declare that the information provided is true and correct and that images will only be used for the purposes stated.

Signed.....

Date .....

Authorised by:.....

Date:.....

Position held:.....

Under the Data Protection Act 1998 the information that you have provided will be used only for the purposes monitoring camera and image recorder use and will be destroyed at the end of a year.

## **12. Further Information and Guidance**

### **RESOURCES**

**Working Together to Safeguard Children 2010:** A guide to inter-agency working to safeguard and promote the welfare of children. Available from:

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

**NCVCCO Positively safe: A guide to developing safeguarding practices**

[www.childrenengland.org.uk/upload/positively%20safe.pdf](http://www.childrenengland.org.uk/upload/positively%20safe.pdf)

**Department for Education:** Staying Safe: Action Plan February 2008 Reference: DCSF-00151-2008

[www.education.gov.uk/publications/standard/publication...](http://www.education.gov.uk/publications/standard/publication...)

### **WEBSITES**

**Leicestershire and Rutland Local Safeguarding Children's Board**

<http://www.lrlscb.org/index.htm>

**Department for Education**

<http://www.education.gov.uk/>

**The National Society of Prevention of Cruelty for Children**

[www.nspcc.org.uk](http://www.nspcc.org.uk)

**The Department of Health**

[www.dh.gov.uk](http://www.dh.gov.uk)

**The Independent Safeguarding Authority**

[www.isa.gov.org.uk](http://www.isa.gov.org.uk)