

CHILDNET INTERNATIONAL SAFEGUARDING AND CHILD PROTECTION POLICY



Policy Statement

Childnet's commitment

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POLICY STATEMENT

Childnet exists to “help make the internet a great and safe place for children”. As such we are committed to the highest standards of child protection, safeguarding and promoting children’s rights. We support the principles of the UN Convention on the Rights of the Child and are committed to following national guidance within Keeping Children Safe in Education and Working Together to Safeguard Children.

During the course of its work Childnet has opportunities to be in direct contact with children in the following ways:

- a) In schools where Childnet staff will work with school staff
- b) Youth projects - including events and conferences, in the UK and internationally. These may include out of hours work and contact with young people
- c) Residential projects – in the UK and internationally, where Childnet staff may accompany a young person and chaperone, supporting them with activities, travel and medical decisions. These may include out of hours work and contact with young people
- d) Sessions where young people work with Childnet staff on developing projects or resources, or where young people complete work experience with Childnet
- e) Focus groups for research, policy or resource development
- f) Online communicating to young people by email, social network or other online community
- g) Giving advice out over the telephone and electronically.

Childnet recognises that all staff have a collective responsibility to safeguard children and young people who we work with.

It is therefore imperative that all staff are instructed in this Safeguarding and Child Protection Policy which should be read in conjunction with the Childnet Staff Internet Code of Conduct and staff contracts which set out additional guidelines for staff in regarding appropriate behaviour - both online and offline.

CHILDNET'S COMMITMENT

Childnet, its staff, trustees and volunteers, will always seek to:

- Have a zero-tolerance approach to bullying, including cyberbullying, and illegal activity as outlined in the Staff Internet Code of Conduct.
- Ensure that any activities involving children and young people, whether on or offline, are safe, supervised and do not compromise the wellbeing of young people. This will involve ensuring that risks are minimised by setting up effective procedures for:
 - 1) Recruiting all staff and volunteers
 - 2) Training all new staff on safeguarding children at the time of induction that will enable staff to fulfil their responsibilities in respect of safeguarding and child protection effectively, and ensuring that suitable refresher training to keep staff knowledge and skills up to date is also available, for example the NSPCC online child protection training www.nspcc.org.uk/what-you-can-do/get-expert-training/child-protection-introduction/
 - 3) Staff with designated lead responsibility for safeguarding and child protection should have refresher training every 1-2 years. Staff who do not have designated lead responsibility for child protection should have refresher training every two years¹
 - 4) Carrying out an appropriate and timely risk assessment for all Childnet activities involving children and young people
 - 5) Ensuring appropriate supervision of stakeholders and guests who come into contact with young people at a Childnet event.
 - 6) Responding to accidents, complaints and allegations of abuse
 - 7) Ensuring that there is adequate insurance cover for any activity
 - 8) Ensuring that these procedures are reviewed regularly, monitored and where appropriate updated.²

Definitions

For the purposes of this document Childnet defines a **child** as being under 18 years of age.

Safeguarding and promoting the welfare of children can be defined as:

- Protecting children from abuse and maltreatment.
- Preventing harm to a child's health or development.
- Ensuring that children grow up with the provision of safe and effective care.
- Taking action to enable all children to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm.

¹ DFEE: Health and Safety of Pupils on Educational Visits: a Good Practice Guide 1998 (reprinted in 2001).
<http://dera.ioe.ac.uk/7648/1/HSPV2.pdf>

² Trustees will formally review this policy once a year.

1. GUIDELINES FOR THE BEHAVIOUR OF STAFF/VOLUNTEERS

Policy

The Chief Executive, and other management staff, of Childnet International will ensure that staff/volunteers are aware of a clearly defined line of responsibility and behaviour in all aspects of their practice, taking measures to avoid potentially risky situations or opportunities for allegations/misunderstandings as an important aspect of safeguarding and child protection.

Basic Guidelines

- Parent's or carer's responsibility for his or her child should always be respected
- Parental or carer consent should be obtained for any activity in which the child is involved. This will be in writing: for example, all youth participants will have to obtain their parents' consent to take part in an event. In addition, parents will have to sign a media consent form in order to allow for their child to be filmed or photographed for a Childnet project and these images then used by Childnet. Consent will be obtained prior to the activity as well as the appropriate procedure for withdrawal of consent at a later date and will be held in line with the privacy policy.

Supervision

- Thought must be given to the arrival and departure of children. Staff must not leave premises/rooms until all children have left their room and have a safe mode of onward travel
- Childnet staff must never drive or walk a child home or to a hotel alone, or without prior parental agreement. Childnet staff must never take a child to their own home or in their own vehicle.

Behaviour and Attitude

- Childnet staff must never dismiss or trivialise bullying, including cyberbullying.
- Be aware of individual needs and personalities, and never make any derogatory or discouraging remarks or remarks which could be perceived as derogatory or discouraging
- Avoid inappropriate or suggestive language and subject matter. Be aware of the behaviour and opinions of other adults. Children can be influenced by the opinions, prejudices, actions and comments of others, particularly those in authority
- Be careful not to do or say anything that would create a false impression or be misunderstood or interpreted as an innuendo
- Always dress appropriately around children, including not wearing anything which would be considered too short, low cut or see through.
- Avoid showing favouritism or singling out individuals for criticism
- Avoid one to one situations with the child. Where such a situation is unavoidable, always keep a door open or ensure that someone else is close by
- When a child is upset try to seek ways to provide comfort and support without unnecessary physical contact
- Where physical contact is unavoidable, ensure that another staff/volunteer is present

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- Use of personal devices for photographing, filming, recording or contact with children is unauthorised. Childnet devices will be provided for these activities to be carried out:
 1. All content must be transferred off the devices at the next opportunity and saved centrally on the Childnet server in line with our privacy policy. The device must then be wiped and stored securely within the Childnet office in the space provided.
 2. Childnet devices will be password protected so must always be left locked whilst out of the Childnet office and unsupervised access must not be given to non Childnet employees. This includes not sharing passwords and pin codes.
 3. Personal devices which are permanently logged into Childnet account, eg emails, must be protected via passwords, pin codes or biometrics (fingerprints etc).
- If an issue arises in relation to the behaviour and attitude of members of the Childnet team or others towards members of the Childnet team then these should be escalated in accordance with the escalation procedure (appendix 1)

2. APPOINTMENT OF WORKERS

It is the responsibility of Childnet International to ensure that applicants/volunteers are suitable in all aspects. This will include a commitment to the care and welfare of children, and a willingness to undergo training and supervision. In practice this will mean:

- There is a written job description / person specification for the post, including reference to the need for an enhanced DBS check
- A full employment history with names and addresses of previous employers and dates (to the nearest month).
- Successful applicants will complete a DBS self-declaration form (covering areas including conviction history and police investigations) and health declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview, with a relevant scenario presented to the candidate which they may encounter within the role
- Written references have been obtained, including from current employer, and followed up where appropriate
- No criminal convictions for offences against children or vulnerable adults. A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant and they are supervised in the role during this period
- The applicant has completed a probationary period and passed satisfactory supervision in the role
- The applicant has been given a copy of the organisation's safeguarding and child protection policy and knows how to report concerns.

All Childnet staff, whatever the extent of their involvement in direct contact with children will be required to undergo an Enhanced DBS Disclosure with Barred List, check and shall not have unsupervised access to children before the completion of these checks.³ Childnet trustees will also undergo regular DBS checks.

³ For further details please see Childnet International's Recruitment Policy

3.SAFETY

Policy

Childnet International staff are responsible for ensuring that the risks to children and young people (who are involved in any way in any activity which Childnet provides) of being hurt in any way are minimised.

It will always be made clear who is responsible for children when they take part in any Childnet activity i.e. is it a parent, an accompanying adult supervisor or teacher, or a member of Childnet staff? Where it is someone other than a parent Childnet needs to ensure that parental consent has been obtained in writing.

Childnet Staff and volunteers will be knowledgeable about emergency procedures evacuation proceedings from any premises where a Childnet activity is taking place and this information should always be shared with children and supervising adults. Consideration will always be given to the most appropriate way to communicate this to young people in order to minimise distress.

Online Contact

Some Childnet staff have the role of communicating to a wide range of young people in the course of their work, both online through emails, social networks and other online communities, and offline in school visits and events.

These staff members will be aware of the clear boundaries of behaviour here. They will also be trained so they know the procedures for escalating reports/disclosures they receive from children or their parents, both internally and externally with other bodies (such as the police for example).

In addition, all staff will be aware of the following:

- how abusers operate, to assist in the recognition of usage patterns or behaviour that may be worth further investigation although not immediately obvious as signs of abuse. Case studies provide useful training here.
- to recognise behaviour which constitutes bullying and harassment
- to identify behaviour which constitutes child abuse (e.g. encouraging a child to share inappropriate images)
- awareness of material which is potentially illegal (e.g. child abuse images or racist material) or which is potentially inappropriate for children – e.g. adult pornography. (This is highlighted in the Childnet Staff Training Plan as a core requirement for all staff)
- when and how they are expected to intervene, what the limits are for acceptable behaviour. They should be aware of how they are expected to intervene or report concerns to within Childnet. This is outlined within this policy and the escalation procedure (appendix 1).
- ability to provide information and advice on keeping safe in the relevant environment.
- understanding of when online contact is appropriate and necessary for a task and also understanding not to engage with a child online for a new purpose without clearance from a senior member of staff
- trained in an agreed escalation procedure, internally and externally, and how to make such reports.

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All communication to and with young people from Childnet staff must abide by the following:

- Access to personal data about users will be restricted to those authorised and only via Childnet channels
- A record will be kept of correspondence. The young people will be made aware that Childnet staff are required to record all correspondence.
- All personal data received will be held in accordance with the principles outlined in the General Data Protection Regulation (GDPR) 2018 and will be held only for the length of time it is needed as outlined in our privacy policy
- Any direct online contact with a child via email must have another senior member of the Childnet team copied in as well. Senior staff must copy in another member of senior staff.
- Any direct contact with a child via social media must be overseen by another senior member of the Childnet team and be accessible by senior management via a login should monitoring be required
- Any online contact with a child should only be made through Childnet channels and never by a personal account (including texts and calls)
- All new methods of communication (online platforms) must be reviewed prior to using with young people to ensure they are not compromising the storage of young people's data.

If Childnet starts an online Chat or live communication with young people then the CEO will ensure that there are systems and high standards for moderation and the management of moderators, which can include:

- Keeping a record of which moderator is responsible for any service at any particular time.
- Managers will supervise the work of moderators so that:
 - They get an overall view of the quality and consistency of the moderation being provided.
 - They are able to monitor the impact on moderators, particularly for stress or other behaviours that may give rise to concern for the staff member or for safety and security of the service.
- All moderation should take place on the Childnet main premises and never take place from a staff member's home.

See the Digital Leaders safeguarding policy for further details.

Outings, Residentials and Youth Events

The main legislation governing this area is the Health and Safety at Work Act 1974 and the regulations under that Act, in particular, the Management of Health and Safety at Work Regulations 1999.

It is the responsibility of the Chief Executive of Childnet International and other senior management staff to ensure that appropriate arrangements are made so that risks are minimised whilst the children and young people enjoy the activity.

The following lists the common practice during outings, residentials and youth events:

- Where possible preliminary visits to event or activity spaces will take place and information will be obtained about from the setting to inform a risk assessment.

- Prior to the outing/event a risk assessment should be undertaken and a written record kept of the significant findings of the assessment⁴. This should be shared with the visiting school, organisation or chaperone.
- A new risk assessment will be carried out for each visit with young people including those to familiar settings to ensure no new risks have been missed.
- The leader of each activity will liaise with senior management to ensure that insurance has been obtained, where appropriate
- Consent forms covering parental authorisation for emergency medical treatment, current medical conditions and medication, GP's address, dietary requirements, religious information obtained
- Medical needs of each participating child/young person should be noted
- Paperwork including parental authorisation for emergency medical treatment, religious information, insurance documentation and in the case of overseas visits passports will be carried at all times by a designated person rather than left in accommodation.
- Safe space will be provided for children at rest times, including lunch, breaks and toilet use
- Young people will be briefed on health and safety procedures of the venue, support available from staff and expectations with behaviour towards each other, Childnet staff and members of the venue staff/ public.
- Use of personal devices for the recording of young people, including voice, photo and video, is strictly prohibited.
- For any work with young people, Childnet devices must always be used and will be provided. All content must be transferred off the devices at the next opportunity and saved centrally on the Childnet server in line with our privacy policy. The device must then be wiped and stored securely within the Childnet office in the space provided.
- Childnet devices will be password protected so must always be left locked whilst out of the Childnet office and unsupervised access must not be given to non Childnet employees. This includes not sharing passwords and pin codes.
- Members of the Childnet team will not contact children using personal accounts or devices.
- In some incidences members of the Childnet team may complete work or activities nationally or internationally with children, including work outside of standard working hours. In these incidences, and only in the case of an emergency, members of the Childnet team may have direct contact with children using a Childnet device for the purposes of ensuring their safety. This exception will be outlined to and agreed with parents and chaperones prior to such a visit, e.g. residential and international conferences.
- Where children, young people and their chaperones need to stay overnight in order to take part in an activity then safe accommodation will be organised for or with them.
- Childnet staff will not enter the accommodation of young people unless to ensure their immediate and ongoing safety. Staff should always ensure another adult is present and/ or the door to the accommodation remains open and only do so in communication with senior staff.

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⁴ Management of Health and Safety at Work Regulations 1999 <http://www.legislation.gov.uk/ukSI/1999/3242/regulation/5/made>

- If also staying within the same accommodation, then Childnet staff will not have young people in their private accommodation unless necessary to do so in order to ensure their immediate safety and in communication with senior staff.
- If an unforeseen circumstance occurs which may impact on the safety of young people, chaperones and Childnet staff attending and event or activity then Senior Management will meet to make a decision on the safest way to proceed. This may include a change of venue, timings, dates etc and cancellation/ rescheduling of the event or activity. If time does not allow for senior management to meet, then the member of staff overseeing the event or activity will make the final decision and communicate this to senior management at the earliest opportunity.

Transportation

- Transport will be hired from or booked through a reputable company
- If cars are used we will ensure that they have adequate and suitable insurance cover and a full driver's licence
- Cars will not be overcrowded
- Cars used must be fitted with seatbelts, and where appropriate, car seats. When abroad this may not always be possible so an appropriate action should be included as part of a specific risk assessment for that trip.
- Drivers should not be alone with a child in a car/bus. There should be an accompanying chaperone and/or member of Childnet staff.

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Supervision

In setting ratios for supervision reference has been made to the Health and Safety at Work Act 1974 and guidance given by the Department for Education, and the NUT.

Supervision levels will vary depending on the children's age, gender, behaviour and the abilities within your group.

They will also vary depending on:

- the nature and duration of activities
- the competence and experience of staff involved
- the requirements of location, accommodation or organisation
- any special medical needs
- any specialist equipment needed.

The following adult/child ratios should normally be regarded as the minimum

	Event/ activity	Residential
4-8 years	1:6	1:4
8-12 years	1:10	1:6
12-17 years	1:15	1:12

- If young people are working with and helping to supervise younger children only people aged 18 or over should be included as adults when calculating adult to child ratios.
- Children and young people with additional needs may need more supervision and support and this will be assessed on a case by case basis.
- If a group of young people has both boys and girls there should be at least one male and one female responsible adult supervising visits to the toilet.
- Any activities involving young people which take place on Childnet's premises must involve two staff members and parents/ carers will always be made aware that they can attend any session.
- For off site visits, parents/ carers or accompanying chaperones will be required in addition to these ratios, but a minimum of two staff members regardless of how many adults are helping.
- Staff will retain primary responsibility for supervising the party during activities but travel to and from a venue and any overnight stays will be the responsibility of the attending chaperones.
- With a mixed sex group staff or other responsible adults of each sex will accompany the group.
- At least one member of staff will be a qualified first aider and aware of the special medical needs of the party. Paperwork including parental authorisation for emergency medical treatment, religious information, insurance documentation and in the case of overseas visits passports will be carried at all times by a designated person with the party and not left in accommodation.

4. UNREGULATED ACTIVITY WHEN DELIVERING EDUCATION WORKSHOPS TO CHILDREN

It is the responsibility of the Chief Executive of Childnet International and all members of the senior management team to ensure that staff/volunteers who deliver workshops off-site to children understand their safeguarding responsibilities with Childnet and the setting which is being visited.

Any workshops or training delivered by a member of the Childnet team/ volunteer is considered unregulated activity and must therefore be supervised by an adult within that setting. This information will be shared with the booking contact prior to a visit and at the point of booking on Childnet.com.

The following lists the common practice during off-site training and workshops:

- Staff will receive safeguarding and child protection training during their induction period and regular update training in line with this policy
- Staff will be aware of what constitutes neglect and abuse of a child and be familiar with how to spot signs of child abuse and neglect
- Staff will have no criminal convictions for offences against children. A disclosure and barring check will have been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- DBS information will be supplied to the school/ setting prior to the visit by the Childnet office. This will include the presenter's name, job title, DBS certificate number and date obtained.
- Staff will have undergone appropriate training for the role and received regular safeguarding and child protection training
- Staff will report any concerns and disclosures to the DSL within school/ setting at the earliest convenience and record any concerns in line with the setting's safeguarding policy and this policy
- Staff will also report any concerns to their line manager, and safeguarding lead if appropriate, by recording these in the safeguarding log. The safeguarding log will then be sent to the office manager for secure storage via a limited access folder on the Childnet server
- Staff will send a follow up email to the school/ setting outlining their concerns or any disclosures which were made during their visit.
- Staff will have training in an agreed escalation procedure, internally and externally, and how to make such reports.
- Use of personal devices for photographing, filming, recording or contact with children is strictly prohibited. For any work with young people, Childnet devices will be provided and must be used.
- Setting staff will be asked to agree that the workshops will be supervised by their staff prior to the visit and at the point of booking.

5. RESPONDING TO SUSPICIONS OR ALLEGATIONS OF CHILD ABUSE

Policy

It is the responsibility of the Chief Executive of Childnet International and all members of the senior management team to ensure that staff/volunteers know how to respond to suspicions of or knowledge of bullying or child abuse. Childnet recognises that young people can be both the victims and perpetrators of abuse.

Procedures

- Allegations by a child will be reported to the DSL or appropriate adult within the school/ setting and followed up with an email. Carefully record details of the nature of the conversation or incident and actions taken (refer to safeguarding incident log)
- If the child discloses to a member of staff, it is important to give reassurance but
- NEVER PROMISE CONFIDENTIALITY. Instead explain to the child at the beginning of the conversation that you will need to share any information if you are concerned, they are at risk of harm
- Ask the child if they would like to tell a member of their school staff together and include them, where possible and appropriate, in this process
- Never ask leading questions, instead allow the child to tell you in their words what has happened or concerned them
- Report matter to CEO immediately and record details within the safeguarding incident log
- The CEO and management staff will take appropriate action (for example reporting to the police or local children's social care team www.gov.uk/report-child-abuse-to-local-council)

Raising a concern or complaint and whistleblowing

- All staff should feel able to raise concerns or complaints about incidents which happened in the past, are happening now or staff believe will happen in the near future. All concerns and complaints should be taken seriously by senior management and dealt with appropriately
- All complaints including those about a member of the Childnet team's conduct towards children must be reported to the Chief Executive of Childnet, unless the complaint involves them in which case it must be reported to the Chair of Trustees
- Where staff feel unable to raise concerns or complaints or feel that their genuine concerns are not being appropriately addressed then other whistleblowing channels may be open to them:
 - protect-advice.org.uk/advice-line/
 - www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/
- Complaints which count as whistleblowing and are protected by law include:
 - A criminal offence
 - Danger to someone's health and safety
 - The organisation breaking the law

Belief that wrongdoing has been covered up by the organisation or an individual/s

6. SHARING INFORMATION WITH OTHER AGENCIES

Information sharing is vital in identifying and tackling all forms of abuse and neglect. Childnet is committed to being proactive in sharing information as early as possible to help the schools and organisations we work with in identifying, assessing and responding to risks or concerns about the safety and wellbeing of children.

Childnet recognises the legal obligation to store and process data in a safe and secure way under the Data Protection Act 2018 and GDPR. This is outlined in our privacy policy.

The Data Protection Act 2018 and GDPR do not prevent the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.⁷

Staff who need to share 'special category personal data' should be aware that the Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows the sharing of information. This includes allowing practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.

Further details on information sharing can be found:

- in Chapter one of [Working Together to Safeguard Children](#), which includes a myth-busting guide to information sharing;
- at [Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers](#). The seven golden rules for sharing information will be especially useful; and
- at [The Information Commissioner's Office \(ICO\)](#), which includes ICO GDPR FAQs and guidance from the department.

7. IN THE EVENT OF ACCIDENT OR ILLNESS

Policy

The Chief Executive of Childnet International and all members of the senior management team will ensure that staff/volunteers understand and know what to do in the event of an accident or an illness.

Practice

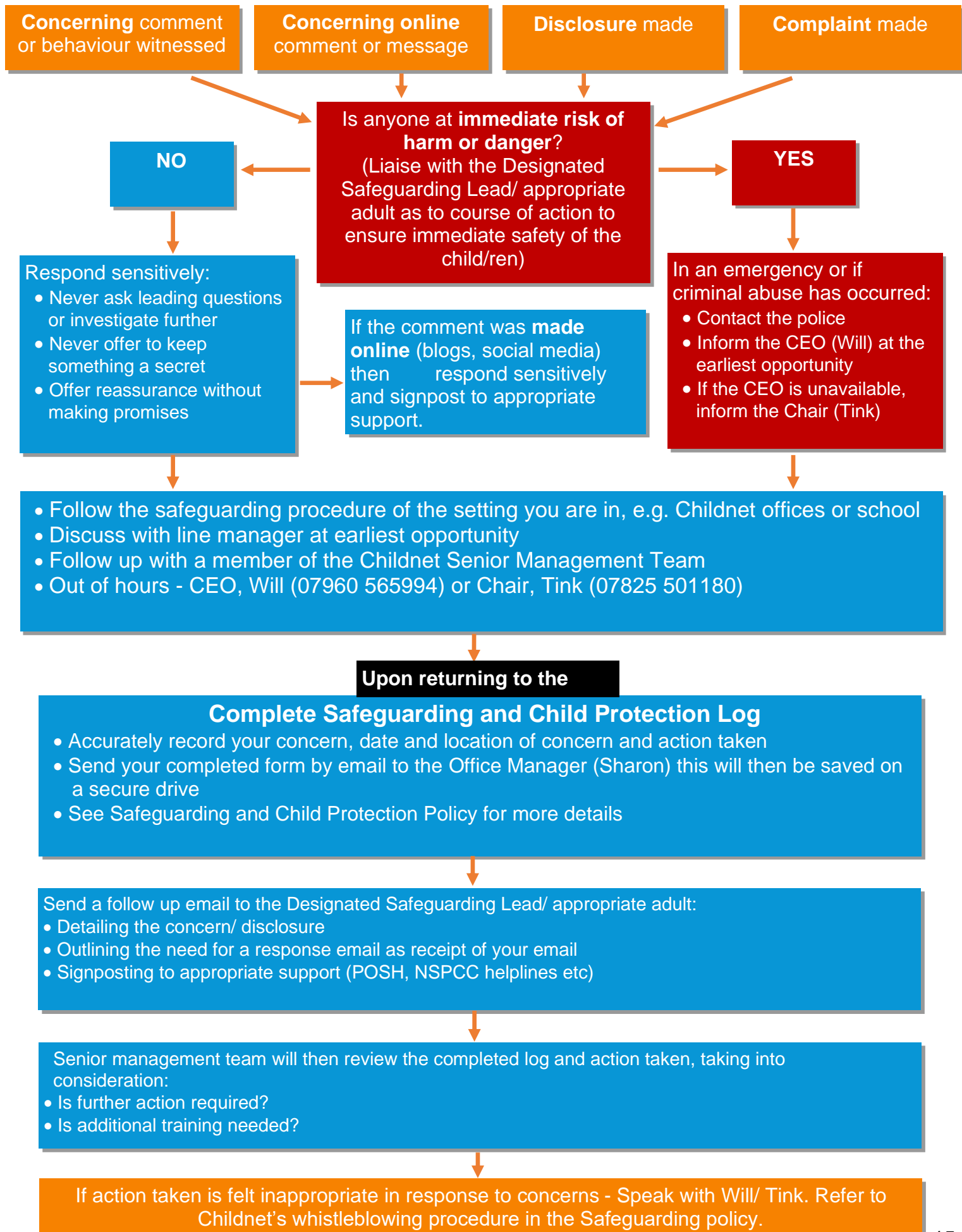
- Place the child's safety above any other task, including travel commitments and meetings
- Remove the danger where possible or move to a safe space
- Identify first aiders and seek their help
- Consider obtaining professional medical help and help of emergency services if needed
- Inform the child's parents or guardians immediately
- Record details
- Report to Chief Executive or other available senior member of staff.

Childnet International will have:

- Contact telephone number of parents/ carers
- Details of medical needs, if appropriate. However, medication should not be given without parental consent
- This data will be protected in accordance with our privacy policy.
- Contact details for the educational setting if involved with the event or activity

This version approved by Trustees	Next review
17 th March 2022	Spring 2023

Safeguarding and Child Protection Escalation Procedure



Childnet Health Declaration Form

You need to complete a health declaration form to make sure that:

- your health will not be compromised by your position (e.g. any existing health problems will not become worse)
- the health and safety of children and young people working with Childnet will not be adversely affected
- Everyone – including people with disabilities – can achieve their potential through reasonable adjustments, if necessary. Childnet will make adjustments, including making sure that events are accessible.

Some/ all of the following will be required to fulfil your role, see job specification for more details:

Education team requirements	Office based team requirements	Occasional event requirements
<ul style="list-style-type: none"> - Frequent UK travel and occasional overseas travel - Frequent public speaking with children, parents and staff - Need to remain alert to possible disclosures or concerning comments/behaviour from children, parents and staff - Need to be able to respond to audience/ group needs rapidly and effectively - Frequent management of large groups - Frequent solo working outside the office 	<ul style="list-style-type: none"> - Occasional supported UK travel for events - Frequent verbal and written communication - Occasional support for event management 	<ul style="list-style-type: none"> - Occasional UK travel for events - Occasional support for event management

Is there anything that would prevent you from fulfilling the relevant duties outlined above or which may mean you need additional support in order to do so?

Yes No

Adjustments needed:

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Signed by employee:	
Name of employee:	
Signed by line manager:	
Name of line manager:	