



# Safeguarding Bundle



## Contents

Page 2	Safeguarding Bundle Overview
Page 4	Role of the Designated Safeguarding Lead
Page 6	Dealing with Disclosures and Concerns
Page 8	Managing Allegations
Page 11	Recording and Information Sharing
Page 17	Safer Recruitment
Page 26	Online Safety & Digital Safeguarding
Page 31	Anti-Bullying
Page 33	Managing Complaints
Page 34	Code of Conduct for Staff & Volunteers
Page 36	Code of Conduct for Visitors



# Safeguarding Bundle Overview

**May 2021**

## **The purpose and scope of this bundle:**

The purpose of this bundle is:

- To protect the children and young people who are registered members with The Boathouse Youth.
- To provide parents, staff and volunteers with the overarching principals that guide our approach to child protection.

This policy applies to anyone working on behalf of The Boathouse Youth, including:

- The Board of Trustees
- Paid Staff
- Volunteers
- Sessional Workers
- Students

## **Legal Framework**

This policy has been drawn up on the basis of the legislation, policy and guidance that seeks to protect children in the United Kingdom.

## **Policies & Procedures included in the bundle:**

This bundle is a series of documents that should be read and used procedurally alongside each other:

- Role of the Designated Safeguarding Lead
- Dealing with disclosures and concerns about a child or young person
- Managing allegations against staff and volunteers
- Recording and information sharing
- Code of Conduct for Staff & Volunteers
- Safer Recruitment
- Online safety
- Anti-Bullying
- Managing complaints



## Safeguarding Bundle



### **We believe that:**

- Children and young people should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

### **We recognise that:**

- The welfare of the child is paramount
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, young people, their parents/carers and other agencies is essential in promoting the young people's welfare.

### **We will seek to keep children and young people safe by:**

- Valuing, listening to and respecting them
- Appointing a Designated Safeguarding Lead (DSL) for children and young people, a deputy and a lead trustee for Safeguarding.
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- Developing an implementing an effective online safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Recruiting staff within the 'Safer Recruitment' guidelines.
- Recording and storing information professionally and securely adhering to GDPR.
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group-work and one-to-one discussions.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents and families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe and physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory advice.





## Safeguarding Bundle



# Role of the Designated Safeguarding Lead (DSL)

May 2021

## Choosing the Designated Safeguarding Lead

The Boathouse Youth will also have at least one person within the charity who is a 'Designated Safeguarding Lead' (DSL). The person will:

- Be an employed member of the Senior Leadership Team
- Have been recruited within the guidelines of 'Safer Recruitment'.
- Have attended a DSL Training Course.

## The Person

The Designated Safeguarding Lead's name and contact details are:

**Sarah Lindsay**  
Youth Services Manager  
e: [sarah@thebhy.co.uk](mailto:sarah@thebhy.co.uk)  
d: 01253 804 902  
m: 07563 044 593

## Responsibilities

- The DSL is the first point of contact for all staff and volunteers to go for advice if they are concerned about a child (this also may need to be out-of-hours).
- They have a higher level of safeguarding training and knowledge than the rest of the staff and will continually enhance this.
- They support staff to assist in information regarding concerns and support decision making about whether staff concerns are sufficient to notify Children's Social Care or whether other courses of action may be appropriate.
- They make formal referrals to the Duty & Assessment Team.
- They ensure concerns are logged correctly.
- They sit on the 'Management Advisory Panel' and have joint responsibility with the Chief Executive and Board of Trustees to ensure that the organisation's Safeguarding Bundle is kept up-to-date regularly and adhered to throughout the charity.
- They are responsible for promoting a safe environment for children and young people.
- They know the contact details of the relevant agencies, i.e. Social Care, Police, Local Authority Designated Officer, Local Safeguarding Children's Board and schools.



It is **not the responsibility** of the DSL to decide whether or not a child has been abused or not. That is the responsibility investigative statutory agencies such as Children's Social Care or the Police. However, keeping children safe is everybody's business and all staff should know who to go to and how to report any concerns they may have about a child being harmed or at risk of being harmed.

The Designated Safeguarding Lead is registered with the Blackpool Safeguarding Children's Board.







# Dealing with disclosures or concerns about a child or young person.

May 2021

## Dealing with a disclosure or concern

Dealing with a disclosure or a concern can often be quite emotional – especially if they are coming directly from the child. It is important that you remain calm and professional.

Children can make disclosures, allegations and share information in a variety of ways. They could be laughing, crying, appear shy or just behaving normally. It is important that we make our initial assessments on **what** is being said and not **how** it could be portrayed.

<p>They could be <b>laughing</b>.</p> <p><i>Perhaps they think what has happened is funny and don't understand its potential severity.</i></p>		 <p>They could be <b>"shy"</b></p> <p><i>Perhaps they are worried or embarrassed about what they are going to say.</i></p>
<p><b>What does it look like when a child shares information?</b></p>		
<p>They could be <b>crying or distressed</b>.</p> <p><i>Perhaps they are really emotionally affected or scared by what they're saying.</i></p>		 <p>They could be <b>"normal"</b></p> <p><i>Perhaps they are just chatting and they say something that they didn't mean to... or that they needed to get off their chest.</i></p>

Every situation that is dealt with is different. Here is some initial guidance on what to do during that moment when the child is sharing information.





**A child makes an allegation, a disclosure or shares information with you.**

**DO**

- Listen carefully and try to remember as best you can.
- Make a note of the facts.
- Let the child know you will need to pass this information on.

**DON'T**

- Don't tell the child you will keep any secrets.
- Don't make any promises.
- Don't allow the child to convince you they will "be okay".

**Think: Which of the following does this best fit?**



**EMERGENCY**

**NON-ACCIDENTAL INJURY**

**AT IMMEDIATE RISK**

**DISCLOSED ABUSE**

**BULLYING**

**MINOR SIGNS OF NEGLECT**

**BEHAVIOUR**

**PERSONAL HYGIENE**

**Contact Designated Safeguarding Lead  
Sarah Lindsay: 07563 044 593**

**Contact the Emergency Duty Team:  
01253 477 299**

**If there is a 'Crime in Action'  
Call: 999**

**Record & Report via CPOMs.  
Including all information.**



## Safeguarding Bundle



# Managing allegations against staff and volunteers.

May 2021

## Recognising and Responding to an Allegation

- Allegations may arise from a number of sources:
  - A child or an adult
  - A parent/carer
  - A member of the public
  - Professional body
  - Police / Children's Social Care

There are different procedures for responding to allegations or complaints. Care needs to be taken to ensure that correct procedures are followed. As a general guide, allegations refer to information or concerns which suggest a child/children have been avoidably hurt or harmed by an adult who owed them a duty of care.

**These procedures should be applied when there is an allegation that a person who works with a child has:**

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children;

whilst in connection with his/her employment or voluntary activity.

## What to do if an allegation is made by a child or young person

- Treat the matter seriously.
- Follow guidance from 'Dealing with disclosures or concerns about a child or young person'.
- Report the matter immediately to the Designated Safeguarding Lead or Chief Executive
- Maintain strict confidentiality.
- In cases where those named above are implicated a report should be made to the Local Authority Designated Officer (LADO).





## Safeguarding Bundle



### Initial action by the DSL / CEO

- Obtain written details of the allegation, signed and dated by the person who initially received it.
- Counter-sign and date the written details.
- Record any other information and names of any potential witnesses.
- Establish a chronology of significant event.
- Consider any information already known about those involved.
- Discreetly check any incident or log books, i.e. CPOMs.
- On the basis of these factors, make a professional judgement, and record the reason for any subsequent action taken.
- Procedures need to be applied with common sense and judgment. Some allegations will be so serious as to require immediate referral to Children's Social Care and the Police for investigation. Others may be much less serious and at first sight may not seem to warrant consideration of a police investigation, or enquiries by Children's Social Care. However, it is important to ensure that even apparently less serious allegations are seen to be followed up, and that they are examined objectively by someone independent of the organisation concerned;
- Subsequently, the Local Authority Designated Officer (LADO) should be informed of all allegations that come to The BHY's attention and appear to meet the criteria so that s/he can consult Police and Children's Social Care colleagues as appropriate. The LADO should also be informed of any allegations that are made directly to the Police (which should be communicated via the Police's designated officer) or to Children's Social Care;
- The LADO should first establish, in discussion with The BHY, that the allegation is within the scope of these procedures and may have some foundation. If the parents / carers of the child concerned are not already aware of the allegation, the LADO will also discuss how and by whom they should be informed. In circumstances in which the Police or Children's Social Care may need to be involved, the LADO should consult those colleagues about how best to inform parents. However, in some circumstances The BHY may need to advise parents of an incident involving their child straight away, for example if the child has been injured whilst in the organisation's care and requires medical treatment;
- If the allegation meets any of the criteria above or is unsure about the action to take - the DSL / CEO should report it to the LADO within 1 working day. The important issue is for the Senior Manager to assess the level of risk against the criteria. In the event that the Senior Manager is unclear about what action to take i.e. he/she is unsure whether or not the issue meets the criteria, then the LADO is available for support and advice.
- If emergency action is required to safeguard or protect the child concerned, the usual child protection procedures will take precedence. Contact with the LADO should not be delayed in order to gather information;
- If out-of-hours contact Emergency Duty & Assessment.



## Safeguarding Bundle



### Suspension and Disciplinary Proceeding

- The possible risk of harm to children posed by an accused person needs to be effectively evaluated and managed. In some cases, this will require The BHY to consider suspending the person.
- Suspension should be considered:
  - in any case where there is causing to suspect a child is at risk of significant harm,
  - the allegation warrants investigation by the police
  - is so serious it might be grounds for dismissal.
- Suspension is not automatic and must be properly considered. It is not a default option.
- A discussion between The BHY and the LADO should consider any potential misconduct or gross misconduct on the part of the accused staff member and take into account:
  - Information provided by the Police and/or Children's Social Care.
  - The result of any investigation or trial and the different standard of proof in disciplinary and criminal proceedings.
- The Boathouse Youth will then make a decision on what further action to take.

### Action in respect of unfounded or malicious allegations

- Where an allegation has been determined as unfounded, this may be a strong indicator of abuse elsewhere requiring further exploration. The Boathouse Youth will refer the matter and inform the LADO as to whether the matter should be referred to Children's Social Care.
- If an allegation has been deliberately invented or malicious, the police will be asked to consider whether any action might be appropriate against the person responsible.
- If it is decided on the conclusion of the case that the person who has been suspended can return from work The Boathouse Youth will consider ways to facilitate that.

### Referral to Disclosure & Barring Service

- If the allegation is substantiated, and on conclusion of the case, the person is dismissed or The BHY ceases to use the person's services, or the person resigns or otherwise ceases to provide his/her services, the LADO should consult with The BHY as to whether a referral to the Disclosure & Barring Service is required.
- If deemed appropriate, The BHY will make this referral within one month.



# Recording and information sharing.

May 2021

## Recording Information

The BHY uses **Child Protection Online Management System** to report all incidents in relation to First Aid, Health & Safety, Behaviour, Bullying & Safeguarding.

CPOMS is an online management system. It is used to report and manage the following:

- Safeguarding / Child Protection Concerns
- Intelligence & Important Parent / Child Notes
- Accident / Incidents Logs
- Bullying Reports
- Behaviour Logs

The system allows users to log an incident that will automatically alert the Designated Safeguarding Lead and other Senior Leaders who can then take and record the appropriate action.

### 1. How to access the system:

From any web-enabled device please enter the following link into a browser:  
**[boathouseyouth.cpoms.net](https://boathouseyouth.cpoms.net)**

### 2. How to log in:

- Enter your credentials. If you do not know these – speak to your DSL.
- If you have Two Factor Authentication enabled (SLT and Team Leaders only) then please open your CPOMS Authenticator App and click 'Send code to CPOMS'.
- If you do not have Two Factor Authentication enabled, click '**Login without Two Factor Authentication**'





### 3. How to add an incident

- i. Click on 'Add incident' in the header

#### NOTE:

On the 'Dashboard' Page you can see Alerts and History.

>> Alerts are reports or actions that the author has made you aware of. You must read these reports and take any relevant action.

>> History is an overview of the activity on CPOMS over the last 7-days.



## How to add an incident: continued...

- ii. Add the name of the child into the 'Student Name' field. If the name of the child does not appear then please contact the **Duty Manager** or a **Team Leader** straight away and ask for the child's name to be added.

**Add Incident**

Student:

Incident:

Categories: ☐ Behaviour Related ☐ Bullying / Friendship Related Issues ☐ Cause for Concerns ☐ Contact with External Agency ☐ External Reference ☐ Low Level ☐ Medical ☐ Parental Contact ☐ Staff Logs

Linked student(s):   
Type a student's name to link them to this incident.

Body map:

Date/Time:

Alert Staff Members:   
Type a colleague's name to alert them to this incident. Colleagues highlighted in red would not normally be able to view this incident.

Who should I alert?

Files:

Agency Involved:

**Add Incident**

- iii. Complete the form with as much detail as possible.
  - For help with how to write-up an incident, please see next page.
  - Select all the categories that your report applies to, if you are unsure speak with the Duty Manager for support. If you believe the incident is a 'Child Protection' concern you should speak with the DSL before submitting the report.
  - You can link students if others are involved.
  - Depending on the category type different team members will be notified, please check all who need to be alerted have been included.
- iv. Click '**Add Incident**'.



## Safeguarding Bundle



### How to correctly write a report

It is an absolute priority to record the information using CPOMS. This should be done at the first available opportunity and never later than the end of the working day.

*Recording the information...*

Complete strangers may need to read your notes.  
*Social Workers, Police, a Judge...*

Our recording system automatically logs the author, date and time.

- Be specific
- Be factual
- Direct quotes should BE WRITTEN IN CAPITALS
- Use people's full and proper titles

Recording the information via CPOMS **does not mean** you can simply *wash your hands* of the incident. You still have a responsibility to follow it up:

- ✓ Ensure that the intended recipients have received the alert.
- ✓ Seek their confirmation that the situation is being dealt with.
- ✓ You are welcome to ask what the next steps are.

*A bad example...*

Who's Trish? Where? Who's John?

Trish turned up and shouted at John making a scene so Mark took her outside. John was scared and told Ash he didn't want to go home.

What does that mean? Who's Mark? Who's Ash? What were his exact words?

How do you know he's scared?

### Instead...

John's Mum's (Trish) arrived at The BHY Centre and shouted at John. So, step-dad (Mark) took Mum away from the Youth Club. John went inside the building and said to Ashley (Youth Worker) "I'M REALLY SCARED AND I DON'T WANT TO GO HOME".







## *Fact or opinion... ?*

**They are very different and must be justified.**



I think John is scared.



**If you need to put an opinion, you must explain why you think it is relevant.**



John was crying, rocking and shaking. He appeared to be upset. I feel that from how John reacted he is scared of his Mum.



## *Recording your actions...*

**You need to record who you've spoken to and what they said...**



I rang up and spoke to Janet she said someone would give me a call back soon.



**It's really important to be specific. Social Services, Police, etc all deal with a lot of calls.**



I called the Emergency Duty Team (EDT) and explained the situation. She advised that the family were open to services and that Katie Upton (Social Worker) would call me back on Monday to discuss.





## **Sharing Information**

Information sharing is an important aspect of safeguarding our young member at The BHY. Serious Case Reviews often record that a failure to share information has been a key factor. It is important however, that the information is shared legally.

## **Seeking consent and making it clear to parents**

The Boathouse Youth makes it clear to parents that they have a general duty to share information with other agencies where they have safeguarding concerns. However, consent must be sought directly from parents on a case-by-case basis. A general statement does not replace the need to ask for consent when required.

The BHY believes in working in partnership with parents and carers so that we can share information with other agencies with the parents' knowledge and consent.

When making a referral to social care, The BHY will seek the consent of the parents. However, the duty to refer overrides this, as the safety of the child is paramount.

Seeking consent is not required, if to do so would:

- Place a person at increased risk of harm (usually the child, but also other people).
- Prejudice the prevention, detection or prosecution of a serious crime or,
- Lead to an unjustifiable delay in making enquiries.

## **Recording consent decisions**

The BHY will record the request for consent and the outcome. Where the parent refuses to consent or is not asked, The BHY will record the decision to share information without consent and give the reasons.



## Safeguarding Bundle



# Safer Recruitment

**May 2021**

## Aims & Objectives

The aims of the Safer Recruitment Policy are to help deter, reject or identify people who might abuse children and young people or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of The BHY's recruitment policy are as follows:

- To ensure that the best possible staff are recruited the basis of their merits, abilities and suitability for the position.
- To ensure that all job applicants are considered equally and consistently.
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2015, the Prevent Duty Guidance to England and Wales 2015 and any guidance code of practice published by the Disclosure and Barring Service.
- To ensure the organisation meets its commitments to safeguarding and promoting the welfare of children and your people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with this policy.

The organisation has a principle of open competition in its approach to recruitment and will seek to recruit the best applicants for the job. The recruitment and selection process should ensure the identification of the person best suited to the job based on the applicant's abilities, qualification, experience in merits as measured against the job description and person specification.

The recruitment of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware the individual's application and avoid any involvement in the recruitment and selection decision-making process.





## Safeguarding Bundle



The first step to safeguarding the welfare of children and young people at The Boathouse Youth is to ensure that all staff and volunteers working for the organisation are appropriate, trained and vetted for their role. This 'Safer Recruitment' Policy outlines our standards and expectations (in line with the NSPCC's Safer Recruitment guidance) and the procedures recruiting staff must follow.

### Recruitment Training

All Staff involved in job advertisement, recruitment, interview and induction should be trained in Child Safeguarding and therefore understand the requirements of safe and fair recruitment.

The Member of Staff leading the process should have completed The NSPCC Safer Recruitment training package and demonstrate a good current knowledge of the organisations HR & Equality Policies alongside their legal obligations.

If The BHY is recruiting externally and is publicly advertising for a vacant post, the application endeavour to reach a wide and varied field of applicants. All advertisements will make clear our commitment to Safeguarding and promoting the welfare of children. From the first point of contact all documentation will be treated in accordance with the Data Protection Act.

### Advertising

For vacancies where the charity deems it appropriate to recruit externally, the post will be advertised to as wide an audience and practicable. Any advertising will make clear the charities commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act.

### Job Description and Person Specifications

A Job Description is a key document in the recruitment process and must be finalised prior to taking any other steps in the process. It will clearly and accurately set out the duties and responsibilities of the job role.

The Person Specification is of equal importance and influences the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The Person Specification will include specific reference to suitability to work with children.



## Safeguarding Bundle



## Recruitment Process - Summary

### 1. Expression of Interest / Introduction

- This step is for The BHY to register the interest from the applicant in being part of the organisation. This can be a face-to-face or digital introduction or could be completed through an online contact or registration form. At this point The BHY may ask disqualifying questions about the applicant's suitability for the post, i.e. criminal record or barring list status.

### 2. Application Form / CV / Personal Statement

- At this point The BHY will direct the applicant to the appropriate Application form, this may be paper, digital or online depending on the role. Application forms should be specific to the role, and as a minimum will include questions on:
  - i. *Personal Contact Details*
  - ii. *Reasons for Applying*
  - iii. *Employment History*
  - iv. *Education / Training*
  - v. *References Contact Details*

### 3. Interview / Formal Meeting

- This step allows The BHY to ask additional questions, to ascertain the suitability of candidates for the desired role, and scrutinise information gathered during Step 2. Questions should be relevant to role and will normally cover topics such as:
  - i. *Scrutiny of Application Form / CV*
  - ii. *Competency and Suitability for the role*
  - iii. *Specific or Relevant Experience*
  - iv. *Problem Solving Skills*
  - v. *Decision Making Skills*
- The questions and responses for the interview / meeting must be recorded as part of the applicant's file.

### 4. Reference Collection & Verification

- References will be collected from at least 2 persons known to the applicant. Referees should include current / most recent employer, education professionals or another supervisor. References are gained to provide objective and factual information about the applicant that aligns with their own provided information.

### 5. Background Checks & DBS

- The BHY will conduct background and DBS checks on all persons applying for a role within The BHY. The type and level of the checks will be appropriate to their role within the organisation; All persons must have completed the minimum of a Basic DBS Check.



## 6. Offer of Employment

- A formal offer of employment will be made, based on several conditions, and details such as start date and salary will be confirmed in writing.

## 7. Induction & Training

- Finally, prior to starting their role all staff and volunteers will undertake an individual and tailored programme of training and induction. This would, in most cases, include the topics:
  - i. *About The BHY – History, Development & Future*
  - ii. *Commitment to Safeguarding*
  - iii. *Standards and Expectations*
  - iv. *Code of Conduct*
  - v. *Operational Procedures / Policies*
  - vi. *IT Systems*





## Safeguarding Bundle



## Recruitment Process – Further Notes & Details

### 1. Expressions of Interest and Professional Introductions

Whatever role is being recruited, it is important that the applicant is introduced to The Boathouse Youth, this will almost always happen informally (through an expression of interest or professional introduction) and then later formally via written application.

Where the applicant is already known to a member(s) of The BHY Team this introduction will likely take place through a phone call, email or face-to-face meeting. For external applicants (unknown to The BHY) this first introduction may be through the same methods, or via online 'Contact' forms, Social Media message, or chance encounters in a public forum.

This 'first encounter' is a prime opportunity to ensure that applicants will be able to meet the requirements of the role, and will not be immediately be ineligible for the role or disqualified from working with the organisation through criminal record, barring list status, residency status or similar.

This step also ensures that applicants can be directed to the correct recruiter for the role and ensures the start of a formal relationship between the applicant and the organisation.

### 2. Submission of Application Form, CV or Personal Statement

The Boathouse Youth uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role. In addition, applicants are required to counter any gaps or discrepancies in employment history. Applicants submitting an incomplete application form will not be shortlisted.

The application form will include the applicant declaration regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

It is unlawful for the charity to employ anyone who is barred from working with children. It is a criminal offence to any person who is barred from working with children to apply for position at charity. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

In cases where applicants submit CV's, Personal Statements or Covering Letters in lieu of a formal application form, the recruiting person must ensure the applicant has answered the same questions as required on a normal application form, i.e., employment history and experience.



## Safeguarding Bundle

### 3. Interviews or Formal Meetings

These meetings will be face-to-face interview wherever possible and where appropriate should have two representatives from The BHY present. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies identified satisfy that the chosen applicant meets the safeguarding criteria (in-line with Safer Recruitment Training).

Any information in regard to past disciplinary action, allegations, cautions or convictions will be discussed and considered in the circumstances of the individual case during the interview process, if it has been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to interview will be required to bring evidence of their identity, address and qualifications. Original documents will only be accepted, and photocopies will be taken. Unsuccessful applicants' documents will be destroyed six months after the recruitment programme.

### 4. References

All offers of employment will be subject to receipt of a minimum of two references which are considered satisfactory by the charity. One of the references must be from the applicant's current or most recent employer, school or college.

Wherever possible at least one reference should be from a previous role where the applicant worked with children, or with/for an organisation that works with children. If the role applied for works directly with young people and the applicant does not have any appropriate references, this should be investigated.

References will always be sought and obtained directly from the referee and their purpose is to provide objective or factual information to support appointment decisions. All referees will be asked whether they believe the applicant is suitable for the job to which they've applied and whether they have any reason to believe that the applicant is unsuitable to work with children. (Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made)

References for Voluntary roles are normally requested at the point of application, however in the case of paid-roles requests for reference are usually posted following interview or provisional job-offer being made, but in advance of a formal offer being made.

Any discrepancies in references will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference. The charity does not accept open references, testimonials or references from relatives.



## Safeguarding Bundle



### 5. Background Checks

The charity will apply for an Enhanced Disclosure from the DBS and check the Children's Barred List for all positions at the charity which are eligible as a 'Regulated Activity', as defined in Safeguarding Vulnerable Groups Act 2006. If not eligible for an Enhanced check, The BHY will instead request a Basic check instead.

The purpose of carrying out an Enhanced DBS Check is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain all the relevant suitability information.

It is the charities policy that the DBS disclosure must be obtained before the commencement of employment of any new employee.

It is the charities policy to re-check employees DBS certificates every three years and in addition any employee who takes leave for more than 3 months (i.e. maternity leave) before they return to work. DBS checks will still be requested to applicants with recent periods of overseas residence and those with little or no previous UK residence.

Members of staff at The Boathouse Youth are aware of their need to inform the Designated Safeguarding Lead of any cautions all convictions that arise between these checks taking place.

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to children and young people. Therefore, any convictions or cautions that would normally be considered spent must be declared when applying for positions at The Boathouse Youth.

Employees/Applicants should bring their certificate to the Designated Safeguarding Lead within seven days of issue.

#### a) Definition of Regulated Activity and Frequency

Any position undertaken at, or on the half of the charity will amount to "Regulated Activity" if it is carried out:

- Frequently, meaning once a week or more; **or**
  - Overnight, meaning between 2 AM and 6 AM; **or**
  - Satisfies the "period condition" meaning three times or more in a 30-day period.
- and**
- Provides the opportunity for contact with children.

The charity is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity" and meets the frequency requirements.





## Safeguarding Bundle



The BHY can also carry out an Enhanced DBS (without Barring List) check on a person who carries out regulated activity, however, doesn't meet the time requirements, but does have contact with young people on an 'irregular' basis.

### b) Dealing with convictions

The charity operates a formal procedure if the DBS certificate is returned with details of convictions.

Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- The nature, seriousness and relevance of the offence;
- How long without the offence occurred;
- One-off all history of offences;
- Changes in circumstances;
- Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Designated Safeguarding Lead. A decision will be made following this meeting. In the event of the relevant information (whether in relation to previous convictions or otherwise) is volunteered during the recruitment process or identified through a disclosure check, the Designated Safeguarding Lead will evaluate the risk factors above before a position is offered or confirmed

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the charity may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

## 6. Offer of Employment

If it is decided to make an offer of employment following the formal interview, any such offer that will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of the contract incorporating the charity standard terms and conditions of employment.
- Verification of the applicant's identity.
- The receipt of two references (one of which must be from the applicants most recent employer) which the charity considers to be satisfactory.
- Where the position amounts to regulated activity, the receipt of an Enhanced Disclosure from the DBS with which the charity deems satisfactory
- Where the position amounts to regulated activity confirmation that the applicant is not named on the Children's Barred List.
- Verification of the applicant's medical fitness for the role.
- Verification of the applicants right to work in the UK.



- Any further checks which are necessary as a result of the applicant having worked outside of the UK; and
- Verification of professional qualifications which the charity deems a requirement post, which the applicant otherwise cites in support of the application.

A personnel file checklist will be used to track, and audit paperwork attained in accordance with the safer recruitment training. The checklist will be retained on personnel files.

## **7. Induction Programme**

All employees will be given an induction by an appropriate Member of Staff, this will normally be a member of the SLT, however may be delegated to other Senior staff dependent on the role.

As a minimum this induction will include information on Safeguarding, Standards and Expectations and a Code of Conduct, which will be signed by the employee and the staff member leading the induction.

The induction process will be tailored to the role and will endeavour to cover all the information a new volunteer or employee needs to satisfactorily cover their role. In some cases, it may be appropriate to divide the induction process into smaller stages, delivered at different times. This should be noted on the applicants file in relation to the induction, and their current progress and status.

Records should be kept on what information, IT access, documentation, keys, uniform and ID have been provided to staff to ensure that in the event of an employee's departure from the organisation, the same can be retrieved or destroyed.



# Digital Safeguarding

**May 2021**

## **Introduction**

This policy has been written in conjunction with CEOP materials. It has been adapted to reflect the charity's own decisions on balancing benefit with potential risks. This e-safety policy will be used in conjunction with Data Protection, Anti-Bullying, and Safeguarding policies.

This policy specifically covers all online and digital activities performed by The BHY, plus all digital activities undertaken on behalf of the charity at a local level, on proprietary platforms and third-party social media and devices.

This includes but is not limited to email; social media channels (such as Facebook, Twitter, YouTube, Instagram, WhatsApp, TikTok, LinkedIn); all blogging platforms; volunteer platforms; and other digital platforms such as Google Hangouts and Zoom; all ICT devices (including phones) and internet connectivity that is provided by the charity.

This policy explains our approach to protecting members, volunteers and staff. We are constrained by the terms of service of third-party social media providers in our approach. We promote safe use, but we also recognise that some issues will only be able to be handled by the service provider and the user themselves.

## **AIMS**

Our aims are to ensure that all children:

- will use the internet and other digital technologies to support, extend and enhance their learning;
- will develop an understanding of the uses, importance and limitations of the internet and other digital technologies in the modern world including the need to avoid undesirable material;
- will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working;
- will use existing, as well as up and coming, technologies safely.

Internet use will support, extend and enhance learning:

- Children will be given clear objectives for internet use.
- Web content will be subject to age-appropriate filters.
- Internet use will be embedded in the curriculum.





Children will develop an understanding of the uses, importance and limitations of the internet:

- Children will be taught how to effectively use the internet for research purposes.
- Children will be taught to evaluate information on the internet.
- Children will be taught how to report inappropriate web content.

Children will develop a positive attitude to the internet and develop their ICT capability through both independent and collaborative working:

- Children will use the internet to enhance their learning experience.
- Children have opportunities to engage in independent and collaborative learning using the internet and other digital technologies.

## **PUBLISHING CONTENT**

Published content and the charity's web site:

- The contact details on the web site should be the charity address (205 Lytham Road, Blackpool, FY1 6ET), e-mail ([info@thebhy.co.uk](mailto:info@thebhy.co.uk)) and telephone number (01253 804 904). Staff or children's personal information will not be published.
- The Chief Executive and General Manager will take overall editorial responsibility and ensure that content is accurate and appropriate.

Publishing children's images and work:

- Photographs that include children will be selected carefully.
- Written permission from parents or carers will be obtained before photographs of children are published on the charity's website. Additional permission is obtained for specific trips and/or residential experiences.
- 

## **COMMUNICATION**

E-mail:

- Staff will only use approved e-mail accounts ([@thebhy.co.uk](mailto:@thebhy.co.uk)) when using the charity network.
- Email usage is monitored by Senior Leadership Team.

Internet Access and Learning Platform:

- Staff will read and sign the e-safety and acceptable use policies before using any charity ICT resource.



## Safeguarding Bundle

- Parents will agree to their children using the internet (in accordance with our Internet Safety guidelines) during our provision.
- Children internet access during charity hours will be supervised by a member of staff.

### Mobile Phones and other handheld technology:

- Children are not permitted to have mobile phones or other personal handheld technology in the charity premises. Such items can be confiscated by charity staff if they have reason to think that they are being used to compromise the wellbeing and safety of others.

### Systems Security:

- ICT systems security will be regularly reviewed by the General Manager.

### Web Filtering:

- The General Manager will work to ensure that appropriate filtering is in place.
- Children will report any inappropriate content accessed to the General Manager.

### Communication of the e-safety policy to children

- Children will read (or be read) and sign the 'E Safety Home Charity Agreement' before using these resources.
- E-safety rules will be posted in each room where a computer is used.
- Children will be informed that internet and Learning Platform use will be monitored.

### Communication of the e-safety policy to staff:

- The e-safety and acceptable use policies will be given to all new members of staff as part of the staff handbook.
- The e-safety and acceptable use policies will be discussed with, and signed by, all staff.
- Staff will be informed that internet use will be monitored.

### Communication of the e-safety policy to parents/carers:

- Parents will be asked to sign an agreement when their children join The Boathouse Youth. This will include acceptable use policies relating to the internet, music platforms and other technologies.
- The charity will communicate and publicise e-safety issues to parents through letters, social media and its website.



## Safeguarding Bundle



### E-safety Complaints:

- CPOMs should be used for all complaints or concerns relating to e-safety. (See guidance 'Safeguarding Bundle: Recording & Sharing Information'.
- Instances of internet misuse should be reported to the General Manager.
- Instances of staff internet misuse should be reported to, and will be dealt with by, the Chief Executive Officer.
- Children and parents will be informed of the consequences of internet misuse.
- Complaints of a child protection nature must be dealt with in accordance with charity child protection procedures.

### RESPONSIBILITIES FOR INTERNET SAFETY:

#### Chief Executive

- Responsible for e-safety issues within the charity but may delegate the day-to-day responsibility to other members to the General Manager and Youth Work Team.
- Ensure that the Board of Trustees is informed of e-safety issues and policies.
- Ensure that appropriate funding is allocated to support e-safety activities throughout the charity.

#### Board of Trustees

- E-Safety will be reviewed as part of the regular review of child protection and health and safety policies.
- Support the Chief Executive and/or designated General Manager in establishing and implementing policies, systems and procedures for ensuring a safe ICT environment.
- Ensure that appropriate funding is authorised for e-safety solutions, training and other activities as recommended by the Chief Executive and/or designated e-safety coordinator (as part of the wider remit of the Trustees with regards to charity budgets).

#### Youth Workers and Delivery Staff / Volunteers

- Contribute to the development of e-safety policies.
- Adhere to acceptable use policies.





## Safeguarding Bundle

- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to children in their care.
- Model good practice in using new and emerging technologies.
- Embed e-safety education in curriculum delivery.
- Know when and how to escalate e-safety issues.
- Maintain a professional level of conduct in their personal use of technology, both within & outside charity.
- Take responsibility for their professional development in this area.

### Wider Charity Community:

- As a charity we aim to encourage:
- This group includes: non-delivery staff; volunteers; student youth workers; other adults using charity internet or other technologies.
- Contribute to the development of e-safety policies.
- Adhere to acceptable use policies.
- Take responsibility for the security of data.
- Develop an awareness of e-safety issues, and how they relate to children in their care.
- Model good practice in using new and emerging technologies.
- Know when and how to escalate e-safety issues.
- Maintain a professional level of conduct in their personal use of technology, both within and outside charity.
- Take responsibility for their professional development in this area.

### Parents and Carers

- As a charity we aim to encourage:
- Contribute to the development of e-safety policies.
- Read acceptable use policies and encourage their children to adhere to them.
- Adhere to acceptable use policies when using the charity internet and/or Learning Platform.
- Discuss e-safety issues with their children, support the charity in its e-safety approaches and reinforce appropriate behaviours at home.
- Take responsibility for their own awareness and learning in relation to the opportunities and risks posed by new and emerging technologies.
- Model appropriate uses of new and emerging technologies.
- Liaise with the charity if they suspect, or have identified, that their child is conducting risky behaviour online.



## Safeguarding Bundle



# Anti-Bullying

**May 2021**

## INTRODUCTION

This anti-bullying policy provides guidance to staff and children, parents and carers of The Boathouse Youth on preventing, responding to and reducing bullying.

### Definitions of bullying:

- Bullying and unkindness whether physical or emotional is entirely unacceptable at The Boathouse Youth. It conflicts with the charity's principles and we will always treat it seriously.
- Bullying is a behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally.
- Bullying may be related to prejudice-based attitudes and behaviour which may compound other differences or difficulties in a child or young person's life.

### Bullying behaviours can include:

- Name calling, teasing, putting-down or threatening and intimidating by making prejudice-based remarks
- Hitting, tripping, pushing, kicking
- Stealing and damaging belongings
- Ignoring, excluding and spreading rumours
- Sending abusive messages electronically, e.g. via text message or social media
- Making people feel fear
- Targeting someone

## AIMS & OBJECTIVES

The Boathouse Youth bases itself upon love, respect and discipline. This includes good manners and a sense of decency. We are committed to providing a safe and caring environment for all young people and staff. This environment must be free of disruption, violence and any form of harassment. Effective support will be offered for children and their parents who are affected by bullying.

## PREVENTION OF BULLYING

The Boathouse Youth will work to create a positive and supportive ethos. A culture that encourages love, respect and discipline where differences can be celebrated and positive relationships encouraged. This is manifested by:



## Safeguarding Bundle



- Effective use of our Behaviour Management Policy
- Buddying systems
- Creative and motivational ways to encourage children to engage with peers
- Raising awareness of bullying through sessional based activity
- Encouraging children to report bullying immediately
- An online 'Tell Us Something' submissions form.

### ACTION

The member of staff to whom the incident is first reported, or who has witnessed the incident, should take the incident seriously. They must use their professional judgement in deciding upon appropriate action based on the impact of the bullying behaviour on the child or young person.

The child or young person who has experienced bullying behaviour will receive appropriate support and protection.

Examples of good practice include:

- Listen to the child carefully
- Confirm that bullying is never acceptable
- Gentle encouragement towards the child for them to talk.
- Take notes.
- Report via CPOMs.
- Inform parents.

When a child or young person has displayed bullying behaviour, a member of the management team should, based on their professional judgement, endeavour to manage the resolution of the bullying incident within the organisation. Parents should be involved when their active support is needed to implement a resolution of the bullying incident.

Such action might include:

- Sanction as per the Behaviour Management Policy
- Exclusions of trips / activities.
- Restorative Approaches, i.e. mediation with children and/or parents

### BULLYING IN THE WIDER COMMUNITY

The Boathouse Youth cannot be held responsible for bullying that takes place in the wider-community. However, if a child's emotional and physical wellbeing has been compromised, as a duty of care to that child, it may be appropriate for a member of the Senior Leadership Team to play some part in resolving incidents.





# Complaints

**May 2021**

We are committed to providing a very high standard of service to all our users. When something goes wrong you need to tell us about it so that we can improve our standards.

**If you have a complaint, then please contact our Chief Executive with the details:**

Laurance Hancock  
170 Horsebridge Road  
FY3 7EA

**Tel:** 01253 804 901  
**Email:** laurance@thebhy.co.uk

## **What will happen next?**

1. We will send you a letter acknowledging receipt of your complaint. This will usually be within 3 days of us receiving it.
2. We will then investigate your complaint; depending on its nature and severity this may involve it being passed on to our Board of Trustees.
3. You will then be invited to a meeting to discuss and hopefully resolve your complaint. If you do not wish to attend a meeting then we will send a written reply to your complaint.
4. At this stage, if you are still not satisfied, you should contact us again and we will arrange for the Board of Trustees to review the decision.
5. Within 14 days we will write to you confirming our final position on your complaint and explaining our reasons.



## Safeguarding Bundle



# Code of Conduct for Staff & Volunteers

**May 2021**

The Boathouse Youth takes the welfare of its children and young people extremely seriously.

During all times when working at The Boathouse Youth the following should be adhered to. Breaching this Code of Conduct will likely result in being removed from the organisation. Depending on the seriousness of the breach this could be a permanent removal or until further training is given.

### **Staff Must:**

- Be aware of situations that present risk (to them or others) and manage these
- Plan and organise their work and the workplace so as to minimise any risk
- Always endeavour to be visible when working with children
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged.

### **Staff Must Never:**

- Aggressively shout at a child unless they are in immediate danger
- Hit or otherwise physically assault or abuse children
- Develop inappropriate "flirty" relationships with children
- Develop physical/sexual relationships with children
- Act in ways that may be abusive or may place a child at risk of abuse
- Use language, make suggestions or offer advice which is inappropriate
- Behaviour physically in a manner which is inappropriate or sexually provocative
- Have a child with whom they are working stay overnight at their home<sup>1</sup>
- Do things for children of a personal nature that they can do for themselves
- Condone or participate in behaviour, which is illegal, harmful or abusive
- Act in ways intended to humiliate, shame, belittle or degrade children
- Discriminate in any way
- Reduce a child to tears as a form of control
- Add a child or young person on Facebook or other 'closed' social media sites.
- Store a child or young person's personal mobile phone number on their personal phone **OR** communicate with them from a personal telephone (landline or mobile) unless pre-authorised for good reason by a manager.
- Bring the organisation into disrepute by publicising strong political views, their sexual activities or illegal/harmful activities on any social media platform or otherwise.



**In general, it is inappropriate to:**

- Take photographs or videos, at any location, of a child on a personal mobile phone without prior consent from a manager.
- Spend time alone with a child without informing a manager or just cause.

**Incidents that must be recorded/reported:**

- If you accidentally hurt a young person
- If they seem distressed in any way
- If a young person misunderstands or misinterprets something you have said or done.
- If you are concerned about the behaviour of another member of staff or young person.

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<sup>1</sup> Unless the child is a direct relation, **or** they are a friend of your son or daughter (this applies in the cases where staff are also parents).

## CODE OF CONDUCT AGREEMENT

I have read and agree to abide by the code of conduct during my time at The Boathouse Youth.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signed (Senior Manager)*

\_\_\_\_\_  
*Date*





## Safeguarding Bundle



# Code of Conduct for Visitors

**May 2021**

Dear Visitor,

We are looking forward to welcoming you to one of our activities so that we can showcase to you the best of The BHY.

As we hope you would expect, the safety of our children and young people is a top priority. Therefore, we ask you to read the following guidelines and adhere to them during your visit. Please complete the form overleaf as an acknowledgement that you have understood and bring this form with you on your visit.

We encourage you to engage and enjoy your time with our young people. You are welcome to ask them questions about their lifestyles, involvement with BHY and their activities. You are also welcome to participate in the activities.

We acknowledge that some of these guidelines may seem common sense; but we hope you share our values on ensuring our children are kept safe at all times.

Thank you,  
**The Boathouse Youth**

## Code of Conduct for Visitors to BHY Provision

**You must:**

- Where possible, wear your company uniform and/or identification.
- Upon arrival, report immediately to a staff member from The BHY who will make the Leader-in-Charge aware of your presence.
- Use language and conversation topics that are appropriate to a child-friendly environment.
- Remain with your allocated host and/or the group.
- Actively plan and organise your movements to 'shadow' a BHY staff member.
- Allow us to formally introduce you to the children and explain why you are present. This will reassure them that you are legitimately in attendance and encourage them to engage with you.
- Report anything that concerns you to the Leader-in-Charge.



### **You must not:**

- Be alone with a child at any time.
- Enter any private spaces, i.e. bedrooms, tents, children's toilet facilities
- Use inappropriate language
- Ask children for any personal information or make attempt to communicate with them away from this setting. Do not send or accept any social media requests from a young person.
- Make unnecessary physical contact with a young person.
- Condone or participate in any behaviour that is not appropriate.
- Take any screenshots or printscreen.

*If you are unsure about any of these guidelines then please do not hesitate to make contact with your BHY Representative who will be happy to give further explanation.*

## **DECLARATION**

I, the undersigned, confirm that I have read and understood the above Code of Conduct for my visit as detailed below.

Location of Visit:	
Date of Visit:	

Name of Visitor:	
Signature:	
Date:	