

Safeguarding Children Policy

Policy Working Group

General Secretary – Chair
Treasurer- Treasurer
Education Committee Chairman –Deputy Chair
Education Centre Administrator-member
Building Committee Chairman- member

Notes Date to be completed by Person/s to action
Draw up a draft policy and discuss March 19 2018 Education Chairman
Meet with group to adjust policy March 30 2018 All
Final issued April 7 th 2018 General Secretary
Annual Review. March 16 th 2019 General Secretary
Annual Review August 19 th 2022 General Secretary



This document encompasses a Child Protection & Safeguarding Children Policy and a Code of Ethics for all and everyone involved with SNGMUK

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1. Introduction:

SNGMUK is a charitable organisation to promote education and wellbeing of all ages in the community. As our services are aimed to cater for the aspirations and needs of the children, young and adults in our community we are committed to promoting services that emphasise the children's right to participation (freedom of expression and to play an active role), right to development (the right to education, freedom of thought and religion), right to protection: like the right to be safeguarded against abuse, neglect, exploitation,

2. Policy Statement:

We at Centre SNGMUK are committed to practice which protects children from harm. Staff and volunteers at Centre

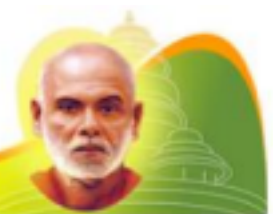
SNGMUK accept and recognise our collective responsibilities to develop and promote awareness of this issues which cause children harm.

Every child should enjoy the rights outlined below: -

This policy is based on the following key principles:

3. Key Principles:

- The welfare of the child is paramount
- Anyone under the age of 16 years should be considered as a child for the purposes of this document • Every child has the right to grow as a child.
- Every child has the right to be safe and happy.
- Every child has the right to be respected and valued.
- Every child has the right to have her/his language, cultural background acknowledged respected and reflected in the life of the organisation.
- Every child has the right to develop a greater understanding of themselves and others and their own and the wider community
- Every child has the right to develop the knowledge, skills and understanding necessary to participate in and contribute to a rich, complex and socially diverse society.
- Every child has the right to the highest possible expectation of their ability and potential in accordance with their particular needs
- Every child has the right to be involved as far as possible in decisions/discussions about their educational needs
- All children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately • 'SNGMUK' and its Networks will be provided with the appropriate documentation and support to ensure they are able to implement the Policy
- Adults working with children are also provided protection and are aware of the best practice so they can be protected from wrongful allegations
- All staff (paid/unpaid) have a responsibility to report concerns to the Designated Person with responsibility for child protection.
- Staff/volunteers are not trained to deal with situations of abuse or to decide if abuse has occurred. • We believe that promoting a participatory culture in partnership with children and their parents/carers/ staff/volunteers is essential for the protection of the child



This declaration of Children's Rights should guide all our activities in reviewing and improving our existing equal opportunities policy and the ethos of our organisation. We shall ensure that every effort has been made for the child's welfare to be adequately safeguarded while in the accommodation.

4. Aim and policy guidelines

Definitions of abuse

There are four recognised types of abuse. It is important to know what they are and how to recognise them. Your procedures should contain this information. Most types of child abuse can take one or several of these forms, for

example bullying and domestic violence are often both physical and emotional forms of abuse.

5. Types of abuse

Physical Abuse

This is when a child is hurt or injured by a child or an adult. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. It also includes giving a child harmful drugs or alcohol. Female genital mutilation is a form of physical abuse which is illegal in the UK. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child.

Emotional Abuse

This is when adults deny children love or affection, or constantly threaten or humiliate them. Sarcasm, degrading punishments and ignoring a child are also forms of emotional abuse and undermine a child's confidence and sense of self-worth. Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

This is when a child is used sexually by an adult or young person. Sexual abuse can include kissing, touching the child's genitals or breasts, vaginal or anal intercourse and oral sex.

Encouraging a child to look at pornographic magazines or videos is also sexual abuse.

Bullying, racism and other types of discrimination are forms of child abuse. Like other kinds of abuse they can harm a child physically and emotionally. Sexual abuse includes sexual exploitation, such as forcing or enticing a child or young person to take part in sexual activities, including prostitution. Boys and girls can be sexually abused by males and/or females, by adults and by other young people.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born it may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, failure to ensure adequate supervision (including the



use of inadequate care givers) or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

6. Recognising and responding to abuse

Possible signs of abuse

Physical signs of abuse:

1. Any injuries not consistent with the explanation given for them,
2. Injuries which occur to the body in places which are not normally exposed to falls or
3. games,
4. Unexplained bruising, marks or injuries on any part of the body,
5. Bruises which reflect hand marks or fingertips (from slapping or pinching),
6. Cigarette burns,
7. Bite marks,
8. Broken bones,
9. Scalds,
10. Injuries which have not received medical attention,
11. Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care,
12. Repeated urinary infections or unexplained stomach pains.

Changes in behaviour which can also indicate physical abuse:

1. Fear of parents being approached for an explanation,
2. Aggressive behaviour or severe temper outbursts,
3. Flinching when approached or touched,
4. Reluctance to get changed, for example, wearing long sleeves in hot weather,
5. Depression,
6. Withdrawn behaviour,
7. Running away from home.

Emotional signs of abuse

The physical signs of emotional abuse may include:

1. A failure to thrive or grow particularly if a child puts on weight in other circumstances: e.g. in hospital or away from their parents' care,
2. Sudden speech disorders,
3. Persistent tiredness,
4. Development delay, either in terms of physical or emotional progress.

Changes in behaviour which can also indicate emotional abuse include:

1. Obsessions or phobias,
2. Sudden under-achievement or lack of concentration,
3. Inappropriate relationships with peers and/or adults,
4. Being unable to play,
5. Attention seeking behaviour,
6. Fear of making mistakes,

7. Self-harm,
8. Fear of parent being approached regarding their behaviour.

Changes in behaviour which can also indicate emotional abuse

include: Sexual Abuse

The physical signs of sexual abuse may include:

1. Pain or itching in the genital/anal area,
2. Bruising or bleeding near genital/anal areas,
3. Sexually transmitted disease,
4. Vaginal discharge or infection,
5. Stomach pains,
6. Discomfort when walking or sitting down,
7. Pregnancy.

Changes in behaviour which can also indicate sexual abuse include:

1. Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive,
2. Fear of being left with a specific person or group of people,
3. Having nightmares,
4. Running away from home,
5. Sexual knowledge which is beyond their age or developmental level,
6. Sexual drawings or language,
7. Bedwetting,
8. Eating problems such as over-eating or anorexia
9. Self-harm or mutilation, sometimes leading to suicide attempts,
10. Saying they have secrets they cannot tell anyone about,
11. Substance or drug abuse,
12. Suddenly having unexplained sources of money or expensive gifts,
13. Not allowed to have friends (particularly in adolescence),
14. Acting in an inappropriate sexually explicit way with adults.

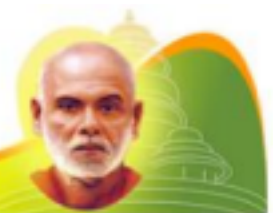
Neglect

The physical signs of neglect may include:

1. Constant hunger, sometimes stealing food from other children,
2. Constantly dirty or smelly,
3. Loss of weight or being constantly underweight,
4. Inappropriate dress for the conditions.

Changes in behaviour which can also indicate neglect include:

1. Complaining of being tired all the time,
2. Not requesting medical assistance and/or failing to attend appointments,
3. Having few friends,
4. Mentioning being left alone or unsupervised.



7. Guidance on how to respond to a person disclosing abuse

DO:

Do treat any allegations seriously and act at all times towards the child as if you believe what they are saying. Do tell the child they are right to tell you.

Do reassure them that they are not to blame.

Do tell the child what you are doing, when, and who you have to tell, and keep them up to date with what is happening.

Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately.

Do write down everything said and what was done.

DON'T:

Don't make promises you can't keep.

Don't interrogate the child – it is not your job to carry out an investigation – this will be up to police officers or social workers, who have experience in this.

Don't cast doubt on what the child has told you, don't interrupt them or change the subject. Don't say anything that makes the child feel responsible for the abuse.

Don't do nothing – make sure you tell your nominated Safeguarding Children person immediately – they will know how to follow this up and where to contact for further advice.

8. What To Do If You Suspect That Abuse May Have Occurred

- You must report the concerns immediately to the designated person/s:

The Designated Child Protection Person for SNGMUK is the General Secretary, he can be contacted via email: secretary@sngm.org or by phone 20 8471 0720; in their absence Education Chairman appointed by SNGMUK Executive Committee to deal with child protection issues reported by SNGMUK staff, volunteers or young people participating in SNGMUK.

Obtain information from staff, volunteers, children or parents and carers who have child protection concerns and to record this information.

- Assess the information quickly and carefully and ask for further information as appropriate. • Ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing under confidential cover
- Know which outside child protection agency to contact in the event of a child protection concern coming to the notice of the SNGMUK
- They should also consult with a statutory child protection agency such as the local social services department or the NSPCC to clarify any doubts or worries.
- The designated person should make a referral to a statutory child protection agency or the police without delay.



- Keep relevant people within “SNGMUK” informed about any action taken and any further action

required; for example, disciplinary action against a member of staff;

- Ensure that a proper record is kept of any referral and action taken, and that this is kept safely and in confidence;
- Provide information and advice on child protection within SNGMUK;
- Advise “SNGMUK” of child protection training needs;
- Advise on best practice and ensure that SNGMUK’s Child Protection Policy and procedures are followed.
- Ensure that SNGMUK’s policies and procedures are brought to the attention of to all SNGMUK staff and volunteers; and
- Liaise with the National Society for the Prevention of Cruelty to Children (NSPCC) to review the operation of the Child Protection Policy regularly to ensure the procedures are working and that it complies with current best practice.

All allegations or suspicions about a SNGMUK staff or a volunteer, no matter how insignificant, must be referred immediately and directly to: the General Secretary (GS) (secretary@sngm.org) if GS is not available brought to the attention of the Education Chairman.

- Suspicions will not be discussed with anyone other than those nominated above.
- It is the right of any individual to make direct referrals to the child protection agencies. If for any reason you believe that the nominated persons have not responded appropriately to your concerns, and then it is up to you to contact the child protection agencies directly.

9. Procedures for Reporting Concerns

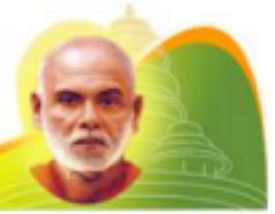
Any member of staff, who has a reasonable belief that there is serious malpractice relating to any of the protected matters specified above, may raise a concern. The most likely of which are:

1. The conduct of a member of SNGMUK staff and volunteer;
2. A child “disclosing” abuse;
3. Bruising or evidence of physical hurt; which may or may not be accompanied by;
4. Unusual behaviour by a child.

If a member of staff has such concerns they should be reported to GS or Education Chairman using the form as set out as a part of the process flowchart.

Concerns about a specific child should be reported immediately by telephone to the DCPD or Deputy DCPD and confirmed in writing within 24 hours using the form available from the DCPD. Delay could prejudice the welfare of a child. If the concerns relate to the conduct of a member of staff these should be reported by phone to the DCPD at the earliest opportunity.

The DCPD will consider the report and either refers this immediately to the authorities or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with the NSPCC), decide not to refer the concerns to the authorities but keep a full record of the concerns.



10. Responding to Complaints and Alleged or Suspected Incidents Abuse may become apparent in a number of ways:

- through observation
- a child may tell you
- a third party may have reported an incident, or may have a strong suspicion
- you may have a suspicion

If an allegation is brought to your attention:

STEP 1 - LISTEN & REASSURE

DO

- Stay calm - do not rush into inappropriate action.
- Reassure the child - that they are not to blame and confirm that you know how difficult it must be to confide. Reassure the child that they have done the right thing in telling you

Allow the child to continue at his/her own pace Find an appropriate early opportunity to explain that it is likely that the information will need to be share with others-do not promise to keep secrets

- Listen – carefully to what the child says and Keep questions to a minimum - use open ended questions i.e. those where more than a yes/no response is required. Ask questions for clarification only, avoid asking questions that suggest a particular answer

- Ensure that you clearly understand what the child has said so that you can pass it on to the appropriate agencies. Tell them what you will do next and with whom the information will be shared

- Consult with the identified child protection person - ensuring that you communicate all the information accurately. • Maintain confidentiality – complete child protection incident form record and sign and date. **Do not** Panic.

Make promises you can't keep by explaining that you may have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality.

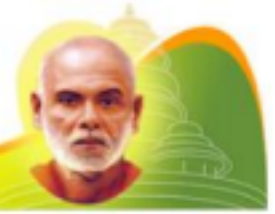
Make the child repeat the story unnecessarily.

Do not delay

Avoid asking questions that suggest a particular answer

Don not say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure that this is true?



- Why? Who? When? Where?
- Never make false promises

STEP 2 - RECORD

If the allegation is **ABUSE**, the following process should be followed:

- Make a full report of any allegations or suspicions on paper.
- Record in writing what was said using the child's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- Give the report to the CPC unless they are involved in the complaint who will then involve the Local Authority Social Work Department or Police immediately if necessary and make a record of this.
- Confidentiality must be maintained

If the allegation relates to **POOR PRACTICE**, the following process should be followed:

Make a record of the allegations

The GS should be informed so that a Disciplinary Panel can be appointed and an investigation can be carried out as necessary.

Misconduct/Allegation Reports

Record what the child has said, and/or your concerns, legibly and accurately. Details should include:

- the child's name, address and date of birth
- date and time of the incident(s) and/or nature of allegations
- your observations e.g. describe the behaviour and emotional state of the child and/or bruising or other injuries the child's account, if it can be given, of what has happened
- any action that you have taken as a result of your concerns, eg comments made to the child; whether or not the parents/carers have been contacted
- record whether the person writing the report is expressing their own concerns, or passing on those of someone else
- sign and date the report
- keep a copy of the report

STEP 3 - What to do after a child has talked to you about abuse

The procedure

1. Make notes as soon as possible (ideally within 1 hour of being told) you should write down exactly what the child has said and what you said in reply and what was happening immediately before being told (i.e. the activity being delivered) You should record the dates, times and when you made the record. All hand written notes should be kept securely.

You should use the form "Reporting allegations or suspicions of abuse" This form is attached at the back of this policy (Appendix 1)



2. You should report your discussion with the designated person as soon as possible. If this person is implicated you need to report to (second designated person) If both are implicated report to Social Services

3 You should under no circumstances discuss your suspicions or allegations with anyone other than those nominated above.

4. After a child has disclosed abuse the designated persons should carefully consider whether or not it is safe for a child to return home to potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Social Services to discuss putting safety measures into effect.

Allegations of physical injury or neglect

If a child has a symptom of physical injury or neglect the designated person will:

1. Contact Social Services for advice in cases of deliberate injury or concerns about the safety of the child. The parents should not be informed by the organization in these circumstances.
2. Where emergency medical attention is necessary it will be sought immediately. The designated person will inform the doctor of any suspicions of abuse.
3. In other circumstances speak with the parent/carer/guardian and suggest that medical help/attention is sought for the child. The doctor will then initiate further action if necessary.
4. If appropriate the parent/carer will be encouraged to seek help from Social Services. If the parent/care/guardian fails to act the designated person should in case of real concern contact social services for advice.
5. Where the designated person is unsure whether to refer a case to Social Services then advice from the Area Child Protection Committee will be sought.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse the designated person will:

1. Contact the Social Service duty social worker for children and families directly. The designated person will not speak to the parent (or anyone else)
2. If the designated person is unsure whether or not to follow the above guidance then advice from the Area Child protection Committee will be sought.
3. Under no circumstances is the designated person attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the designated person is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Services whose task it is to investigate the matter under section 47 of the Children Act.
4. Whilst allegations or suspicions of sexual abuse should normally be reported to the designated person, their absence should not delay referral to Social Services.

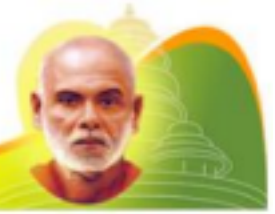
10. Recruitment and appointment of staff and volunteers

In recruiting and appointing workers we at Centre SNGMUK will be responsible for the following: • Identifying the

tasks and responsibilities involved and the type of person most suitable for the job.

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- Drawing up the Selection criteria and putting together a list of essential and desirable qualifications, skills and experience.
- All applicants should apply in writing and their application will cover their personal details, previous and current work/volunteering experience.
- We will always send a copy of our child protection policy with the application pack.
- We will make sure that we measure the application against the selection criteria
- All applicants need to sign a declaration stating that there is no reason why they should be considered unsuitable to work with children. The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them "substantial, unsupervised access on a sustained or regular basis" to children under the age of 18 must declare all previous convictions which are then subject to police checks.

They can then only be offered a job subject to a successful police check. This includes potential employees, volunteers and self-employed people such as sports coaches. They are also required to declare any pending case against them. It is important that your applicant in this particular category understands that all information will be dealt with confidentially and will not be used against them unfairly.

- We will ask for photographic evidence to confirm the identity of the applicant e.g. their passport • We will request to see documentation of any qualifications detailed by the applicant. • We will always interview our candidates; ask for two references and a CRB check.
- We will have at least two people from our organisation on the interview panel.
- We will request two written references from people who are not family members or friends and who have knowledge of the applicant's experience of working with children. We will ask the referee to also comment on their suitability for working with children. We will also try and follow up written references with a telephone call.
- The same principles apply to young people who have been involved with the organisation and have become volunteers.
- We will ensure that our successful applicant obtains an Enhanced Criminal Record Certificate (ECRC) from the Criminal Records Bureau. They will need to show the ECRC before we will confirm them in post.

The applicant will also need to get a co-signature from a registered body.

11. Allegations against a member of staff

We will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child. Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation,
- A child protection investigation,
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are concerns: Concerns about poor practice:

If, following consideration, the allegation is clearly about poor practice; this will be dealt with as a misconduct issue.

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If the allegation is about poor practice by the Designated Person or if the matter has been handled inadequately and concerns remain, it should be reported to the Chair who will decide how to deal with the allegation and whether or not the organisation should initiate disciplinary proceedings.

Concerns about suspected abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Designated Person, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Designated person will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- If the Designated Person is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or Chair who will refer the allegation to Social Services.

Internal Enquiries and Suspension

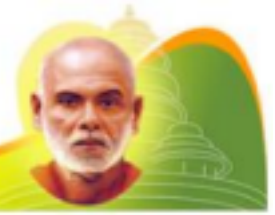
- The Designated Person will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries. • Irrespective of the findings of the social services or police inquiries the organisation will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the organisation must reach a decision based upon the available information which could suggest that on a balance of probability; it is more likely than not that the allegation is true.
- The welfare of the child should remain of paramount importance throughout

12. Supervisory arrangements for the management of Centre SNGMUK activities and services.

We at Centre SNGMUK will aim to protect children from abuse and our team members from false allegations by adopting the following guidelines:

- We will keep a register of all children attending our activities.
- We will keep a register of all team members (both paid staff members and volunteers) • Registers will include arrival and departure times and the names of others in the building at the time.
- We will keep a record of all sessions including monitoring and evaluation records.
- Our team members will record any unusual events on the accident/incident form.
- Written consent from a parent or guardian will be obtained for every child attending our activities. • Where possible our team members should not be alone with a child, although we recognize that there may be times when this may be necessary or helpful
- Team members should escort children of the same sex to the toilet but are not expected to be

involved with toileting, unless the child has a special need that has been brought to our attention by the parent/guardian.



13. SNGMUK Role

For effective implementation of this policy all Staff, volunteer members and Service users must work in partnership, each with a role to ensure the protection of the children in their care.

The role of the 'SNGMUK' will be as follows:

- to accept that all Office and Committee members have a responsibility in this area and • be prepared to respond to any indication of abuse
- to be ready to alter bad practice, and
- to maintain confidentiality of the child and the person against whom the allegation has been made.

The role of the Project Co-ordinator/ Committee member in charge of the project within the 'SNGMUK' will be as follows:

- to ensure all officials/volunteers/other personals involved with 'SNGMUK' shall complete, an application, a self
- declaration and a volunteer reference form
- to send forms to 'SNGMUK' if required for a disciplinary
- to receive advice on reports from other 'SNGMUK' members
- to initiate action, ensuring all appropriate persons have been contacted

The role of the Executive Committee will be as follows:

- to appoint a Disciplinary Panel when necessary
- to provide support and guidance to the Designated child Protection Person/s/project leaders • to make decisions on misconduct
- to inform all appropriate individuals and bodies of their decision
- to facilitate training for Designated Child Protection Person/s and project leaders
- to keep a list of all disqualified persons
- to monitor the policy

Everyone has a responsibility to maintain awareness and openness with regard to child protection and safeguarding issues.

14. Good Practice Procedures

By promoting good practice throughout the 'SNGMUK' and in the wider context of community, it is possible to reduce situations for the abuse of children. The 'SNGMUK' should have a policy that ensures children are protected and kept safe from harm. Everyone should know what to do if there are concerns about abuse and where the procedures are kept.

The appointment of a Designated Child Protection Person (DCPP) is the key in this process and he/she will be encouraged to promote good practice throughout the 'SNGMUK' by ensuring everyone is aware of their

responsibilities. This role may include leading by example, organising simple training briefings and using leaflets/posters and notices throughout the areas used by the 'SNGMUK'.

Use of photography and video recorders

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To reduce the risk of abuse to children SNGMUK as a voluntary organisation require any person wishing to use cameras and video recorders to declare their interest by filling in a simple form which asks

- Their name
- Address
- Who they are, and
- the reason for the use of the camera/recorder.

This is not intended to prevent bona fide use of these equipment for family or coaching purposes but may deter the inappropriate use of such material. 'SNGMUK' projects activities and special event promoters are encouraged to adopt this practice.

Use of Digital Images and the Internet

With the growth of the Internet and digital images, parents need to be aware of fact that there are certain web sites that appeal to children can be targeted by undesirable adults in order to gain information on children.

Parents are advised to monitor their children whilst they are on the net.

Bullying - there is a possibility that bullying may occur between children or by adults to children, all involved in with 'SNGMUK' activities and courses are encouraged to be aware of this possibility.

'SNGMUK' is encouraged to adopt an anti-bullying policy and ensure that everyone understands bullying will not be tolerated in any form. 'SNGMUK' shall be prepared to take the problem seriously, investigate any incident and decide on appropriate action, whilst ensuring that children are able to report the instance of bullying (either to themselves, appropriate staff involved with their activities or 'SNGMUK' team members) to someone in authority, preferably the Child Protection Personnel/project leader.

Code of Practice for staff and volunteers

Adherence to good training practices, aligned with open communication with parents and children, should ensure that a safe and enjoyable environment is established and sustained. The duty of care commences from the point of receipt of the child to the point of return to the parent/guardian and the duty of care is non-transferable.

Recommended Good Practice

- Always be publicly open when working with children to avoid situations where a staff/trainer/volunteer personnel and an individual child or vulnerable adult cannot be observed.
- Where possible parents should be responsible for young children in the changing rooms or toilets. If a group of children must be supervised in the changing rooms try to ensure that adults work in pairs to supervise the children.
- Treat all participants equally with respect and dignity.
- Always place the safety and welfare of the participants as the highest priority.

- Behave in an exemplary manner and be a role model for excellent behaviour.
- Keep up to date with your qualifications, knowledge and technical skills (where appropriate).
- Only work within the level of your competence and qualifications.
- Treat all young people equally, with respect and dignity and put their welfare first, before winning.
- Recognise the stage of psychological and physical development of the individual and avoid excessive training or competition.
- Motivate the participants through positive and constructive feedback.

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- Create a safe and enjoyable situation.
- Obtain written consent from parents to act as a reasonable parent if the need arises for the administration of emergency first aid.
- Request written consent from parents when young children are required to be transported by coaches or officials.
- If children have to be transported then a male and female member of staff should accompany them.
- Maintain a written report of any incident or injury together with any subsequent treatment and immediately complete an accident report form.

Practice to be avoided

- Spending excessive amounts of time alone with children away from others taking children to your home • where they will be alone with you sharing a room with a child
- The above should be avoided except in emergencies. If cases arise where these situations are unavoidable they should occur with the full knowledge and consent of someone in charge in the
- organisation and/or the child's parents, eg. a child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick up a child at the end of a session.

Practice, which should never be condoned:

You should never -

- Engage in rough, physical or sexually provocative games
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Make sexually suggestive remarks to a child or vulnerable adult – even in fun
- Allow children to use inappropriate language unchallenged
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for a child or vulnerable adult if they can do it for themselves, unless you • have been requested to do so by the parents (do so with the utmost discretion)
- Never depart from the premises until you have supervised the safe dispersal of the children (for outside • sessions a parent/guardians signature must be obtained)
- Abuse your privileged position of power or trust with children or adults
- Cause a participant to lose self-esteem by embarrassing, humiliating or undermining the individual • Have favourites

Safe Practice in Unforeseen Circumstances:

- If any of the following incidents should occur, you should report them immediately to another colleague and make a written note of the event, signed and dated. Parents should also be informed of the incident:
- If you accidentally hurt a child
- If a child misinterprets something you have done
- If you have to restrain a child (please note: minimum force must only be used)

It is impossible to establish guidelines for every situation, which may become evident in the some of the activities of "SNGMUK" like sports and form of martial arts, common sense should be used at all times.



Team Leader/Team Travel - implicit within this Policy is the Duty of Care that a Team Leader and/or 'SNGMUK' has to its arts, cultural and festival touring programmes when travelling to events. It is recommended that 'SNGMUK' group travel with a full address list and contact telephone numbers for all the children within their team, and signed consent form for each child. (The inclusion of medical information and special instructions, i.e. dietary requirements and any allergies is also extremely useful.) This will allow Team Leader/s to take the necessary action in the event of an emergency.

For those events that require an overnight stay in lodgings/hotels it is essential that Team Leader/s take the necessary action to prevent the misuse of alcohol (from hotel mini - bars etc.) and access to adult video/film channels. 'SNGMUK' requires those who are to accompany children on such trips and are to be left alone with the children must complete a Criminal Records check.

Procedures for the 'SNGMUK' Disciplinary Panel

- Contained within the 'SNGMUK' constitution and other policies and procedures guidelines.

Notification

- Contained within the 'SNGMUK' constitution and other policies and procedures guidelines

Re-instatement and Allegations of Previous Abuse

The period of suspension or exclusion will normally last five years. After this time a person may apply to be reinstated. The panel shall give consideration to a request for reinstatement, but only if in their view there are good grounds for doing so. No individual will automatically be reinstated.

SNGMUK' constitution outlines and grievance procedures.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children.

All volunteers must complete a Volunteer Application Form (Appendix 2) in which there is a self-declaration of previous convictions and any failure to disclose information on this form will also lead to suspension and subsequent inquiry.

SNGMUK Responsibilities

The 'SNGMUK' will not accept responsibility for any fees, expenses or other costs incurred by either or any party bringing or defending the action and shall have no liability to award any compensation for harm done or suffering by

either party.

15. Monitoring of the Policy

It will be the responsibility of 'SNGMUK' Management committee to monitor the policy as recommended SNGMUK Designated Child Protection Person and on consultation:

Keeping records of cases brought and their outcomes

Accepting comments from staff/volunteers/service users on the ease of implementation and effect of the policy

This policy was adopted on 7th April 2018. The last annual review held on 19th August 2022 This policy will be reviewed and updated by 20th April 2023.

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Appendix 1

REPORTING ALLEGATIONS OR SUSPICIONS OF ABUSE If you have any concerns about a child being abused you should inform the designated person detailed below.

Organisation

Name

Job/Role

Address

Tel no

Important contacts outside the organisation

Area Child Protection Committee

Social services office

Address

Tel no

Emergency no

Police station

Address

Tel no

NSPCC Child Protection Helpline 0808 800 5000

Other numbers



Appendix 2 RECORDING SUSPECTED ABUSE

CONFIDENTIAL RECORDING SHEET

Organisation

Name of person reporting

Name of child

Age and date of birth

Ethnicity

Religion

First language

Disability

Parent's/Carer's name (s)

Home address/Tel no

Are you reporting your concerns or reporting someone else's. Please give details.

Brief description of what has prompted the concerns: include date, time, specific

incidents Any physical signs? Behavioural signs? Indirect signs?

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Have you spoken to the child? If so, what was said?

Have you spoken to the parent(s)? if so, what was said?

Has anybody been alleged to be the abuser? If so, please give details?

Have you consulted anybody else? Please give details

Person reported to and date of reporting

Signature of person reporting

Today's date

Action taken

Notes

Remember to maintain confidentiality on a need to know bases – only if it will protect the child. Do not discuss this incident

with anyone other than those who need to know.



Appendix 3 INCIDENT REPORT FORM

Remember to maintain confidentiality on a need to know bases – only if it will protect the child. Do not discuss this incident with anyone other than those who need to know.

A Your Name

B Your Position/Job Title

C Child's Name

D Child's Address

E Parents/Carers Names & Address

F Child's Date of Birth (if known)

G Date & Time of Alleged incident

H Your Observations

Record exactly what the child said in their own words and any questions you asked if the situation needed

clarified: I (Remember, do not lead the child – record actual details. Continue on separate sheet if necessary) J

*Action Taken

K External agencies contacted (date& time)

1 Police: Yes/ No (delete as applicable) If YES – which

Name & Contact Number

Details of Advice Received:



Appendix 4. Social Work: Yes/ No If YES –which
Name & Contact Number

