

YOUTHSAYERS

Youthsayers Safeguarding and Child Protection Policy

(Review date June 2024)

This policy is to be read together with the **Safeguarding Policy Statement**.

Linked policies: whistleblowing policy, complaints policy, code of conduct and young peoples behaviour policy, health and safety policy

The purposes of this policy are:

- To set out how the Youthsayers will safeguard and provide protection for young people.
- To give guidance to employees, contractors and volunteers about what procedures they should adopt in the event they suspect a young person may be experiencing or is at risk of harm.

As an organisation working with young people, the Youthsayers, through its employees, contractors and volunteers, is committed to practices that aim to protect children and young people* from harm, in particular;

- to establish and maintain an environment in which the welfare of the young person is paramount;
- to ensure that its policies and procedures protect young people from harm regardless of their gender ethnicity disability sexuality or beliefs; and
- to ensure that all concerns and allegations of abuse will be taken seriously and responded to appropriately.

* A child is defined as a person under the age of 18 (Children Act 1989). The use of the term “young person” throughout this policy includes all members of the Youthsayers whether they are under the age of 18 or not

Equality statement

Youthsayers recognises that some children have an increased risk of abuse, and additional barriers can exist for some children with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children’s diverse circumstances. We ensure all children deserve the same protection, regardless of any barriers they may face. We give special consideration to children who:

- Have special educational needs (SEN) or disabilities or health conditions
- Are young carers
- May experience discrimination due to their race, ethnicity, religion, gender or sexuality
- Have English as an additional language
- Are known to be living in difficult situations – for example, temporary accommodation
- Are at risk of FGM, sexual exploitation, forced marriage, or radicalisation
- Are asylum seekers
- Are at risk due to either their own or a family member's mental health needs
- Are looked after or previously looked after
- Are missing from education

Youthsayers is committed to the following safeguarding practice:

- Ensuring that all Youthsayers employees, contractors and volunteers are aware of this policy and the Youthsayers code of conduct and comply with them.
- To secure parental consent in writing for the Youthsayers to act in loco parentis; to include if the need arises to administer emergency first aid and/or medical treatment, and also if employees, contractors and volunteers are required to transport young people in cars.
- To risk assess all situations, activities, buildings and trips in accordance with the Youthsayers Health and Safety Policy to ensure potential dangers have been identified and risk minimised.
- To have a designated senior person (the Director) with responsibility for ensuring the Youthsayers operates within the legislative framework and to co-ordinate action within the organisation and liaise with other agencies in relation to safeguarding.
- The Director will attend one training session each year and share good practice.
- Ensuring that before any employee, contractor or volunteer commences their engagement with the Youthsayers that appropriate checks as to their suitability to work with young people have been carried out and are satisfactory. No person shall be engaged if they are deemed a risk to young people.
- To provide information for young people/parents/guardians/carers when membership is offered, including Youthsayers' Members Behaviour Guidelines / young people behaviour policy. These guidelines must be accepted, with a form returned to the office signed by the young person if over 18 or a parent/guardian/carer if they are under 18, before the young person attends a course/concert.
- To provide parents/guardians/carers with access to Youthsayers' **Safeguarding Young People Policy**, and the fact that this may require circumstances to be referred to investigative agencies in the interest of the young person. To ensure a copy of this policy is on the website.
- To ensure that all Youthsayers' activities are adequately and properly supported by the Support Team, meeting legal ratios adult / young person as recommended by the NSPCC (see *Guidelines*, below).

The Designated Safeguarding Lead (DSL)

All organisations need to identify one person to be responsible for dealing with allegations or suspicions of abuse. The DSL is the informed point of contact to manage and advise on child protection issues. It is not the role of the DSL to decide whether a child has been abused or not. This is the task of Children's Social Service. The DSL in Youthsayers will:

- Ensure that newly appointed staff and freelancers receive a Safeguarding induction.
- Ensure temporary staff / volunteers are made aware of the arrangements for child protection.
- Ensure Youthsayers operates within the legislative framework and recommended guidance.
- Develop effective working relationships with other agencies and services.
- Decide whether to take further action about specific concerns (e.g. refer to Local Authority).
- Provide guidance to young people and staff about obtaining suitable support.
- Ensure they receive refresher training at two yearly intervals.
- Ensure that appropriate training and support is provided to all staff.

Everyone in the organisation should know who the Designated Safeguarding Lead is and how to contact them. The Designated Safeguarding Lead at Youthsayers is Robin Hopcraft youthsayers@gmail.com

Safer Recruitment

Safeguarding the children, young people and vulnerable adults who Youthsayers has contact with is considered at the recruitment stage. All job descriptions relating to a job involving contact or work with children or vulnerable adults will include:

- The following statement that outlines the organisational expectation of the post-holder: "All staff have a responsibility to safeguard and promote the welfare of children and adults. The post holder will undertake the appropriate level of training and is responsible for ensuring that they understand and work within the safeguarding policies of the organisation"
- A definition of the nature of safeguarding supervision a post-holder will receive. All staff, volunteers and trustees are required to attend interview and provide references. Interviews will always be held face to face, with pre-planned questions. Any gaps in employment, frequent changes in employment, vague statements or unfamiliar qualifications will be examined thoroughly.
- The identity of the employee/volunteer will be checked, via acceptable forms of photographic documentation (e.g. passport, photo driver's licence). A minimum of 2 references, one of which must be from the most recent employer, will be sought prior to the person starting work.
- Following a new staff appointment or the recruitment of a volunteer, an assessment of the need for a Disclosure Barring Service (DBS check) will be conducted by the Designated Safeguarding Lead. If a DBS check is required, the Designated Safeguarding Lead will assess what level of check is required using guidance from DBS and Serious' own DBS policies.
- An acceptable DBS check will be obtained before the employee/volunteer starts work with any young people or vulnerable adults.

- Youthsayers will conduct repeat checks every 3 years on every member of staff who works directly with, or has regular contact with, children and young people – either by means of the DBS Update Service or otherwise.
- For freelancers who have a DBS Certificate number and are registered with the Government's DBS update service, we will verify their details online and accept this as equivalent to the company having carried out a DBS independently.
- We will accept recent DBS checks (within 3 years) obtained by other organisations for freelance staff working on short term projects when they will be working with a member of staff who has been fully checked and where we have a reference from a recent employer with a DSL with who can provide a reference.
- A new DBS will be sought for any freelancer working with young people over an extended period (more than six weeks) or who is required to lead work independently.
- Youthsayers staff and volunteers will sign a contract agreeing to all the principles in the Safeguarding Policy with every Youthsayers engagement. They will also receive a live safeguarding brief at the beginning of every trip or gig from the Designated Safeguarding Children Officer.

Induction and Training

All staff, freelance artists and volunteers who will be working with young people and vulnerable adults will be given training on implementing Youthsayers safeguarding policy and procedures, within 2 weeks of engagement. Staff, freelancers and volunteers are actively encouraged to discuss concerns with the DSL. Participants and other members of the public will be made aware of our safeguarding policy as it is available to download on the Youthsayers website. All staff are required to re-read the safeguarding policy and procedures each year or upon any updates being made. Lambeth offer free Level 1 and 2 online safeguarding training:

<https://www.lambethsaferchildren.org.uk/training-programme>

Guidelines for Youthsayers staff and volunteers

When working with members, participants, other young people and other staff members all employees, contractors and volunteers are required to comply with the following guidelines at all times.

- Foster an environment that encourages both young people and adults to feel comfortable and confident in challenging attitudes or behaviour which they feel to be discriminatory, abusive or inappropriate in any way, and to deal with these situations in a restorative manner.
- Keep to NSPCC suggested guidelines for staff/young person ratios during Youthsayers residencies/projects – ideally 1 staff member to 14 young people (under the age of 16)

Required Practice – teaching and one to one situations

- It is recognized that some Youthsayers teaching requires individual member – tutor coaching sessions, but employees, contractors and volunteers are advised to avoid spending excessive amounts of time alone with a single member away from others, and encouraged to work in an open environment avoiding private or secret situations.

- One to one meetings should take place in public or semi public areas, such as rehearsal rooms or common rooms; leave the door open and / or ensure another member of the Youthsayers team knows the meeting is taking place. The place/time should be specified and recorded.
- Touching - Encourage and maintain a safe and appropriate physical distance from members. If staff or volunteers feel they need to touch a young person in order to rearrange finger positions/help with breathing (for example), they must ask permission from the young person first. The young person can reject this if they feel it is not appropriate / necessary. If the staff member feels that touching is necessary in a one to one meeting, they must also make sure that a second member of staff is there to observe. Their presence will not be obtrusive.

Please see Appendix 2 regarding what can be classed as appropriate/inappropriate touching.

- If a member of staff is alone with a young person after a rehearsal, they must make sure the door to the room is open. If conversation extends beyond 2 minutes, the staff member and young person must leave the room and carry on the conversation in a public space. If it is not appropriate for the conversation to happen in a public space, the procedure outlined above for a one to one meeting must be adhered to.

- If you need to take a young person in your car be sure that you are accompanied by another member of staff or a second member of staff knows what is happening.

- In a residential environment adults should not enter a young person's room or invite a young person into their room. If the need arises to enter a young person's room it should be done with the young person's permission.

- Outward displays of affection are only appropriate in the case of comforting a young person and should normally occur only when another adult is present, or in a public area

Practice to be avoided

Employees, contractors and volunteers should never:

- Permit, accept, encourage or ignore abusive or discriminatory behaviour by another person or group of people.
- Trivialise the feelings, concerns, beliefs expressed by any member or young person, which may include suspicion of abuse or discrimination.
- Allow allegations made by a member to go unchallenged, unrecorded or not acted upon.
- Engage in over familiar or inappropriate behaviour towards or contact with or in front of a member or young person (i.e., physical, verbal, sexual, horseplay; rowdy or boisterous play, even in fun), or allow / encourage fellow employees to do the same.
- Engage in sexual contact or relationship with any member or young person, including verbal or gesture suggestion, even in fun.
- Show favouritism in any way / undermine in any way.

- Confide personal details to young people and be party to gossip about staff and Youthsayers members, including criticism of either group.
- Reduce a member to tears as a form of control.
- Promote a particular belief, religion or political standing.
- Call, text or exchange email addresses with a Youthsayers member for personal purposes outside of Youthsayers business, or contact a member over Facebook or any other social media network. Youthsayers does not endorse any such communication and under no circumstances should contact details be exchanged between Youthsayers members and Youthsayers staff while under Youthsayers engagement – *please see Personal Contact and Social Media Code of Conduct below.*
- Give personal money to a Youthsayers member.
- At events where alcohol is served, buy an alcoholic drink for a Youthsayers member.
- Invite any Youthsayers member to the staff member's private address.
- Rely on the staff member's reputation or track record with the Youthsayers as protection or guarantee of favourable treatment.

Personal Contact and Social Media Code of Conduct

Youthsayers recognises that, due to the nature of the music sector, Youthsayers staff and students will often cross paths with one another. However, if staff develop a relationship with a player as a result of their involvement at Youthsayers, staff are asked not to further develop their relationship with students through any forum including all social networking sites or phone/email exchange. Staff are asked not to accept Facebook friend requests and not to give out or accept any personal contact information. This is in place to protect staff and staff from conduct that may be deemed inappropriate from any side.

Reasonable force

Reasonable force maybe used to restrain a young person in self-defence or because of imminent risk of injury. Before intervening tell the young person to stop, and what will happen if they do not stop. Make it clear that physical contact maybe necessary. Keep communicating about what is happening.

Procedures for referral

The following procedures apply to all employees, contractors and volunteers and the use of 'you' refers to each category of person.

i. What is abuse

There are four categories of abuse (as defined under the Children Act 1989), Physical abuse, emotional abuse, neglect and sexual abuse. Further information can be seen in **appendix 4**.

In addition there may be occasions when a young person will disclose **historic abuse** which occurred in the past during their childhood. This information needs to be treated in exactly the same way as a

disclosure or suspicion of current child abuse. The reason for this is that the abuser may still represent a risk to children now. Abusers can be both adults and other young people, and it is important to recognise this.

*i. **When to be concerned***

All employees, contractors and volunteers should be concerned about a young person if they;

- show changes in behaviour and failure to develop through the contact that they have with young people on residential courses.
- has an injury which is not typical of a young person's bumps and scrapes, regularly has unexplained injuries, or frequently has injuries and / or gives confused or conflicting explanations of how injuries were sustained.
- exhibits significant changes in behaviour, performance or attitude.
- indulges in sexualised behaviour which is unusually explicit / inappropriate for their age.
- discloses an experience in which he/she may have been harmed.

If you are concerned about a child, or are worried about a child's behaviour/safety, yet they have not specifically disclosed any abuse, this should be discussed privately with the Director. Advice can then be sought from the NSPCC Adult Helpline (call 0808 800 5000 or text 88858). Always record the concerns, no matter what, and pass this onto the Director.

*i. **Incidents that must be reported***

Please see **appendix I** for flow chart on referrals

If any of the following occur it must be reported this immediately to the Youthsayers Designated Safeguarding Children Officer (the Director).

- If you have had to restrain a young person.
- If you accidentally hurt a child.
- If he/she seems distressed in any manner.
- If a child appears to be sexually aroused by your actions.
- If a child misunderstands or misinterprets something you have done.

*i. **Dealing with a disclosure***

If there is a serious and immediate threat to a child, the Designated Safeguarding Lead must be informed, along with Children's Social Care and/or the police. Please refer to appendix I.

Take any and all allegations, suspicions or concerns about abuse seriously, including matters raised by employees, contractors, volunteers, members, parents/guardians of members, etc., and report them as a matter of urgency to the Designated Safeguarding Children Officer.

- Listen to what is said without displaying shock or disbelief. Do not ask direct questions.
- Accept what is being said.
- Allow the young person to talk freely.
- Re-assure the young person but do not make promises.
- Do not promise **confidentiality**. Re-assure the child that the matter will only be discussed with people who need to know about it. Confidentiality is crucial to all our relationships - but the welfare of the young person is paramount. The law does not allow Youthsayers to keep concerns relating to child abuse to themselves. Any young person making a disclosure must first be informed that the information will be passed on to the Director or LADO (Local Authority Designated Officer). Confidentiality will not be maintained if the withholding of information would prejudice the welfare of the child.
- Re-assure that what has happened was not the fault of the young person.
- Stress that it was the right thing to tell.
- Explain what has to happen next and who has to be told.
- Make a written record, with time and date, place and note non verbal behaviour, and the words. Draw a diagram of injury. Record facts and statements.
- Pass information, including the notes made on to the DSL without delay. It is not your role to investigate the allegations. The DSL will ensure that the employee, contractor, volunteer, member of staff, Youthsayers member, parent/guardian of member etc., raising the matter is made aware that the matter is being treated seriously.
- The DSL will liaise with the Local Children's Services teams, or the most relevant local authority, within 24 hours, in the area in which the disclosure is made and if advised to do so by these professionals, will transfer appropriate records to the young person's parents in a secure manner.
- The following details will be recorded by the DSCO – names of people involved / names of any witness / reason the incident took place / how the incident began, progressed / young person's behaviour, what was said, non verbal actions / young person's response / injury or damage.
- Records will be kept in the locked filing cabinet in the Youthsayers office, together with a copy of this policy and any other child protection information. Access to these documents will be restricted to the Director. Staff should be alerted to its whereabouts.

v. Allegations involving Youthsayers staff (see appendix 3)

Any such allegations must be taken seriously. The person to whom the allegation is made must take it seriously and immediately inform the Director. If the allegation is about the Director, Lambeth Children's services must be involved.

If you have reason to suspect that an employee, contractor or volunteer may have abused a young person at Youthsayers or elsewhere, you must inform the DSL immediately. You should make a record

of the concerns, including a note of anyone else who witnessed/has information about the incident or alleged incident. If the concerns are about the DSL, or if you feel that policies are not being observed or enforced, you should contact the Local Authority Designated Officer (LADO) - details below.

The Director will not *investigate* but will *assess* (with the assistance and input of the staff directly associated with the member/employee) whether it is necessary to refer to the Local Children's Services Team (contact details found at the end of this document). The Director will discuss the situation with the LADO and they may find it necessary to suspend the member of staff or volunteer at any stage during an investigation. Internal disciplinary action may follow the conclusion of such investigation.

If a referral is made, the person against whom the allegation has been made should not be informed of the allegation until action is agreed with the CSF services. Action may include suspension until the matter has been investigated and internal disciplinary action may be taken following the conclusion of such investigation. If a referral is not necessary, the Director will consider if there needs to be an internal investigation.

A young person's parents should be informed of a false allegation as this may be a strong indicator of problems elsewhere.

The LADO for Lambeth must be informed if any concerns are raised or any action is taken regarding a member of staff. The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible. The LADO for Lambeth is Andrew Zachariadeson 020 7926 4679 or 07720 828 700 or email LADO@lambeth.gov.uk (secure).

Possible safeguarding issues and preventative measures

Contextual Safeguarding

'Contextual safeguarding' is an approach to safeguarding that responds to young people's experiences of harm outside of the home, for example, with peers, in schools and in neighbourhoods. Those children and young people who are trafficked, exploited or coerced into committing crimes are victims in need of safeguarding and support. Youthsayers acknowledges that our staff know and understand the local community and children and young people they work with best. Staff are encouraged to keep their eyes and ears open for any changes or anything that is potentially concerning, in the local area and estates where they work. Through understanding what's happening locally and working together with others Contextual safeguarding helps provide us with an approach to help keep children and young people safe who access the project.

Child sexual exploitation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some

cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse. Youthsayers ensures staff are vigilant at all times and are mindful of the early indicators that a child/ young person might be involved in socialising with people who are older, or even the same age and might be at risk of being sexually exploited. If, as an organisation, we are concerned a child is being sexually exploited we will follow the procedures set out in this document and make reference to the guidance provided by ISCB. This further Governmental guidance can be useful when considering cases of CSE.

Children with special educational needs and disabilities

Children with special educational needs (SEN) and disabilities can face additional safeguarding challenges, with research suggesting that SEND children can be up to four times more likely to be abused due to additional vulnerabilities. As an organisation we will ensure a culture of vigilance that reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children. These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability without further exploration;
- The potential for children with SEN and disabilities being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs; and
- Communication barriers and difficulties in overcoming these barriers.

Female Genital Mutilation Female Genital Mutilation (FGM)

Comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences. Professionals in all agencies, and individuals and groups in relevant communities, need to be alert to the possibility of a girl being at risk of FGM, or already having suffered FGM. If we as an organisation are concerned, we will follow the procedures set out in this document and make reference to the guidance provided by ISCB. Where a member of staff discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there is a statutory duty upon that individual to report it to the police.

Preventing Radicalisation and Extremism

We as an organisation will fulfil our responsibilities under the Prevent duty. It is essential that staff are able to identify children who may be vulnerable to radicalisation, and know what to do when they are identified. Protecting children from the risk of radicalisation should be seen as part of wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences. If

we as an organisation are concerned, we will follow the procedures set out in this document. Further info: <https://learning.nspcc.org.uk/safeguarding-child-protection/radicalisation>

Mental health and wellbeing

Mental health problems and suicidal thoughts can affect anyone, of any age and of any background. Mental health problems are common among children and young people, but they can be difficult to identify. It is important that everyone working with children know the signs and symptoms of mental health problems. These will differ from child to child, but some common signs include:

- becoming withdrawn from friends and family
- persistent low mood and unhappiness
- tearfulness and irritability
- sudden outbursts of anger
- loss of interest in activities they once enjoyed
- problems eating or sleeping

Children who are suffering from mental health problems may also be more vulnerable to harm. For example, exploitation, grooming and radicalisation. Mental health problems may also be indicators of:

Child-on-child abuse

Staff and volunteers should be aware that child-on-child (sometimes referred as peer on peer) abuse is a safeguarding issue. Any such incidents or disclosures should follow the procedures outlines for other forms of abuse. Such abuse can include:

- abuse in intimate personal relationships between children
- bullying (including cyberbullying)
- physical abuse such as: hitting, kicking, shaking, biting, hair pulling, otherwise causing physical harm
- harmful sexual behaviour, which can include: inappropriate sexual language, the sharing of nude or semi-nude images or videos, accessing age-inappropriate sexual material online, sexual activity without consent, sexual violence, such as rape or sexual assault up skirting, initiation or hazing type violence and rituals

Whistleblowing

Whistleblowing is when a worker reports suspected wrongdoing at work. Officially this is called 'making a disclosure in the public interest'. In the first instance, concerns should be raised with the Director. If an employee feels that they cannot report wrongdoing to the Director, they may contact the Children's Commissioner (details found at the end of this document) for advice. Employees cannot be dismissed for whistleblowing. If they are, they can claim unfair dismissal, and they will be protected by law provided certain criteria are met (i.e. the employee is not breaking the law when they are whistleblowing).

Photographs and Image/Information Sharing

Consent: Written consent must be obtained from parents/guardians of members under 18 years old and from members aged 18 and over before any photographs or videos are taken.

Usage: Photographs and videos will only be used for purposes that have been consented to, such as on the Youthsayers website, social media, or promotional materials.

Privacy: Personal information, including full names, contact details, and other identifying information, will not be shared publicly without explicit consent.

Storage: All images and information will be stored securely, and access will be limited to authorized personnel only.

Managing Being in Venues (Including Dressing Rooms)

Supervision: There must always be appropriate supervision when young people are in venues, including dressing rooms. At least two adults should be present at all times.

Gender-Specific Areas: Where possible, separate dressing rooms should be provided for different genders. If separate facilities are not available, changing times should be staggered to ensure privacy.

Access: Access to dressing rooms should be restricted to authorized personnel only. No unauthorized individuals, including other group members, should be allowed in these areas.

Safety and Respect: All members are expected to respect the privacy and boundaries of others. Any inappropriate behavior should be reported to the supervising adults immediately.

Child Licensing and Performance Regulations

Assessment The necessity for a child performance license will be determined based on the nature of the performance, the frequency, and duration of rehearsals and performances, and the age of performers.

Licensing Process:

- Identify the need for a license by reviewing local authority regulations and guidelines.
 - Gather required information: the child's full name, date of birth, school details, and parental consent
 - Submit an application to the relevant local authority well in advance of the performance.
 - Ensure that a licensed chaperone is present at all performances and rehearsal
- Maintain records of all licenses and ensure they are up to date.

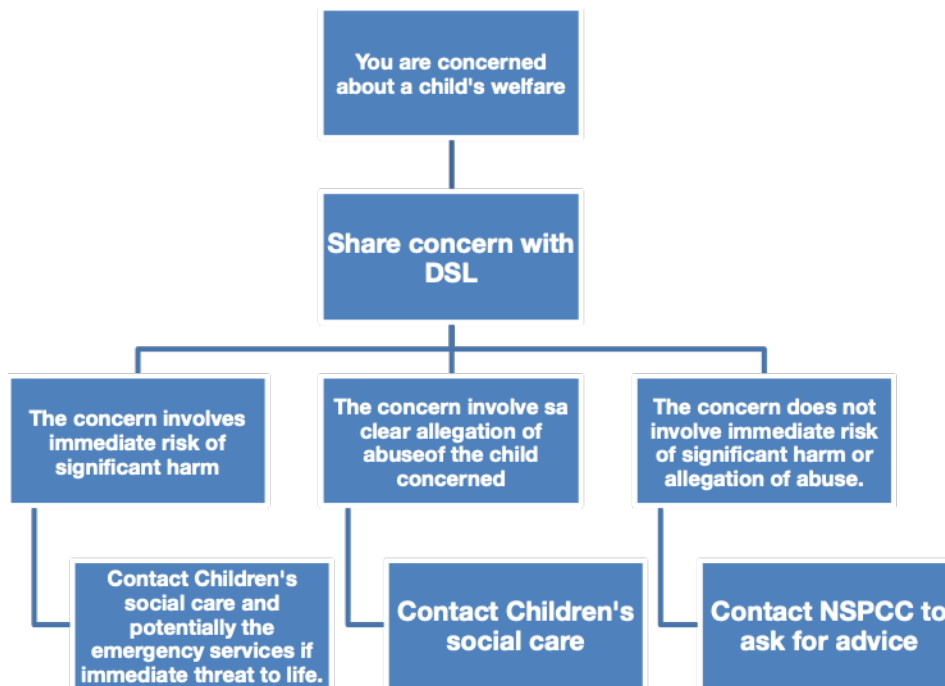
Policy Review Date June 2024

This policy will be reviewed **Annually**.

Contact Details

Designated Safeguarding children officer - Robin Hopcraft, Director	Any initial concerns	07810 838154
NSPCC Adult Helpline	If you have concerns and need some advice on what to do	080 8800 5000
Lambeth Children's Social Care line	For reporting concerns around abuse or risk of immediate harm	020 7926 5555
Local Authority Designated Officer (LADO) - Andrew Zachariades	If you need to report any incidents or concerns involving where staff or volunteers have: <ul style="list-style-type: none">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	020 7926 4679 LADO@lambeth.gov.uk 07720 828700 (secure)
Children's Commissioner	If you require advice on whistleblowing	0844 48009113

Appendix I Making a Child Protection Decision

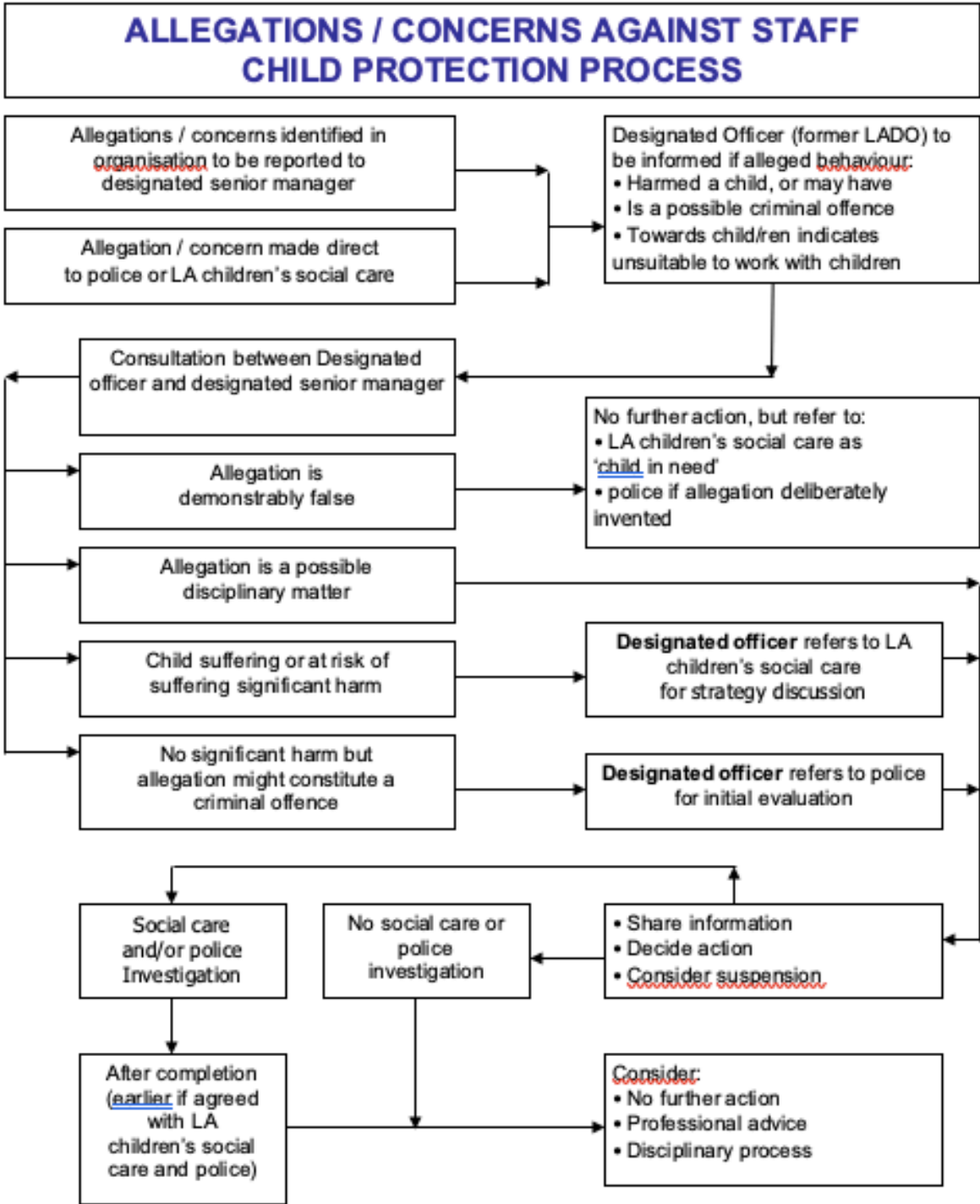


Appendix2: Appropriate and Inappropriate Touch

Appropriate	Inappropriate
Context dependent touch within a controlled and supervised environment (e.g. to demonstrate playing an instrument)	Touch which is unnecessary
Administration of first aid (with parental consent and by trained first aider)	Touch which is unexplained
Assistance to avoid embarrassment (e.g. offering to help a child to their feet if they fall)	Touch which is out of context
Offering comfort to a distressed Child in response to a child's needs	Touch which is in response to an adults needs
Preventing an injury (e.g. catching a falling child, appropriate Restraint)	Touch which is without consent.
Handshake and high-five	Prolonged / sustained contact
Group hug at end of class or performance as means of congratulations	Kissing
Undertaking personal care (for very young or disabled children) with full consent of parent / guardian if possible by worker of same gender. In an emergency personal care should only be undertaken with agreement by group leader and parents should be informed as soon as possible if prior consent was not possible to obtain.	Touch of breast, groin or buttocks.
Fitting / checking / fixing microphones and stage equipment or emergency costume adjustment	Horseplay or slapping / hitting

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Appendix 3: allegations against staff



Appendix 4: Types of Abuse

Physical abuse	Includes physical chastisement; deliberate, malicious injuries; inappropriate restraint; lack of supervision resulting in accidents causing harm
Neglect	Persistent failure to meet a young person's needs – physical and psychological. Includes the failure to protect a child from exposure to any kind of danger resulting in the significant impairment of a child's health or development
Emotional abuse	<p>Includes; persistent ridicule, rejection, humiliation an atmosphere of fear and intimidation, inappropriate expectations; bullying and scapegoating, low warmth and high criticism.</p> <p>Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse. Other forms of emotional abuse could take the form of name calling and bullying.</p> <p>Bullying may come from another child, young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.</p> <p>There are three main types of bullying. It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating form the group), or sexual (e.g. unwanted physical contact or abusive comments).</p>
Sexual abuse	This is where children and/or vulnerable adults are used by adults or other children to meet their own sexual needs. This includes being touched inappropriately or where the individual feels threatened or uncomfortable, sexual innuendo, being asked or forced to have sex or being exposed to images of a sexual nature.

Signed by Robin Hopcraft - DSL

