

# Council for British Archaeology

## **Child protection policy and procedures**

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### **TOP THINGS TO REMEMBER ABOUT SAFEGUARDING AND CHILD PROTECTION**

- 1. The interests of children and young people are the top priority. No Council for British Archaeology (CBA) activities should ever take place while there is only one adult and one child present.**
  
- 2. The safety of children and young people is everyone's responsibility - every adult who has contact with the CBA has a part to play in keeping young people safe from harm: don't leave it to someone else.**
  
- 3. Know who your Designated Safeguarding Officer (DSO) is and how to contact them.**
  
- 4. If you are worried about anything, no matter how small, report your concern to the DSO straight away.**
  
- 5. Get to know this document, and if you have questions about it ask your Young Archaeologists' Club (YAC) branch leader, YAC project staff at the CBA or your line manager at the CBA.**
  
- 6. Make sure you attend the relevant training programme for your area of responsibility.**
  
- 7. Please give us your feedback so we can improve our policy and procedures.**

## 1. Child protection policy statement

The Council for British Archaeology (CBA) promotes the engagement of children and young people with archaeology, and achieves this primarily through the work of its Young Archaeologists' Club (YAC) but other CBA activity can also include working with children and young people. The words 'child' and 'children' and 'young people' are used throughout this document to mean any person under the age of 18.

The CBA acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring our policies and practice reflects our statutory responsibilities, government guidance and complies with best practice and Charity Commission requirements.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender, race, religion or belief, sexual orientation, and socio-economic background that all children

- have a positive and enjoyable experience at the CBA in a safe and child-centred environment;
- are protected from any kind of abuse while participating in activities provided by the CBA.

The CBA recognises that some children can be particularly vulnerable to abuse and we accept the responsibility to take appropriate steps to ensure their welfare. As part of our child protection policy we will:

- Promote and prioritise the safety and wellbeing of children and young people.
- Ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities and practical guidance to recognise, identify and respond to the signs of abuse, neglect and any other safeguarding concerns relating to children and young people.
- Ensure appropriate action is taken in the event of concerns or incidents and that support is provided to the individuals who raise or disclose concerns.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Recruit employees and volunteers safely, ensuring all necessary checks are made.
- Ensure robust safeguarding procedures are in operation.
- Appoint a member of the Trustee Board with strategic responsibility for safeguarding.

This policy applies to all staff employed by the CBA, the board of trustees, volunteers, students or anyone else operating on behalf of the Council for British Archaeology. This includes YAC volunteers aged 16 and 17. While 16 and 17-year-old volunteers are in a position of responsibility to younger YAC members, the CBA still has a responsibility of safeguarding towards them. The policy and procedures may also be of use to the network of CBA regional groups who may wish to adopt it as part of their own child protection framework. The policy and procedures will be widely promoted and are mandatory for everyone involved with the CBA in any way. For employees, they form part of the terms and conditions of employment and for volunteers they are part of a volunteer agreement. Failure to comply with the policy and procedures will be addressed immediately and may ultimately result in dismissal or exclusion from the CBA.

This policy reflects the current legislative framework and guidance contained in the *Children Act 1989*, *Children Act 2004*, *Equality Act 2010*, *Working Together to Safeguard Children* (2015, updated 2017), *What to do if you are worried a child is being abused* (March 2015) and *Information Sharing* (2015).

### **Monitoring**

The policy and procedures will be reviewed every three years, or in the following circumstances:

- changes in legislation and/or government guidance;
- as required by the Charity Commission;
- as a result of any significant change or event.

The Director will present a short report to the board of trustees on safeguarding and child protection each year to review the operation of the policy and share any learning.

### **The role of YAC Leaders**

Each YAC branch often has a number of people in leadership positions, but there is usually one person who acts as the Leader of the branch. It is their responsibility to make sure locally that all YAC volunteers are aware of the CBA safeguarding and child protection policies and procedures and act as a contact point for the CBA in relation to safeguarding issues for their branch. It is never the responsibility of YAC leaders or other volunteers to investigate safeguarding issues, but everyone has a responsibility to follow the CBA safeguarding and child protection policies and procedures.

### **Designated Safeguarding Officer**

The Designated Safeguarding Officer (DSO) is the person to whom all concerns about child protection, including allegations or concerns about employees or children, should be reported. It is their responsibility to manage all such issues and to liaise with relevant statutory bodies.

The DSO is the CBA Director, Mike Heyworth, who can be contacted on 01904 521232 or on 07793 817510 outside office hours. The Deputy Designated Safeguarding Officer is the CBA Deputy Director, Gill Bull, who can be contacted on 01904 521234 or on 07770 249307 outside office hours.

E mail: [mikeheyworth@archaeologyuk.org](mailto:mikeheyworth@archaeologyuk.org) or [gillbull@archaeologyuk.org](mailto:gillbull@archaeologyuk.org) with CHILD PROTECTION as the subject heading of an email and marked RESTRICTED.

If anyone is not able to contact the DSO or Deputy DSO for whatever reason, please contact the NSPCC Helpline on 0808 800 5000 who will offer advice on the next steps and then contact the DSO as soon as you can. In case of emergency the first contact should always be the police.

### **UK nations**

The CBA works across Scotland, Northern Ireland, Wales and England: all of these nations have legislative frameworks that set out responsibilities for child protection. While the detailed operation of child protection arrangements may vary across the UK, the key principles remain the same. If there is a need to contact a specific local authority then contact details are available online and the NSPCC Helpline 0808 800 5000 is also able to advise.

## 2. Useful definitions

Everyone working with the CBA in any capacity should have a core knowledge of how to safeguard children and young people to carry out their responsibilities effectively. This includes having the basic knowledge about the legal definition of a child, what abuse is and who abuses.

The following definitions are taken from the government's statutory guidance, *Working Together to Safeguard Children* (March 2015).

### The legal definition of a child

A child is defined in the Children Act 2004 as anyone who has not reached their 18th birthday. Throughout the CBA's documentation the words, child, children and young person mean anyone up to the age of 18. The fact that a child has reached 16 years of age, is living independently, or is in further education, or is a member of the armed forces does not change his/her status.

### Safeguarding and promoting the welfare of children

For the purposes of the CBA policy and procedures this is defined as:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best life chances.

**Child protection:** part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

### Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child either by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them; or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

*Physical abuse:* A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when someone fabricates the symptoms of, or deliberately induces, illness in a child.

*Sexual abuse* involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. Sexual abuse is not only perpetrated by adult males – women can also commit acts of sexual abuse, as can other children. It may include:

- Physical contact including rape or oral sex, or acts such as kissing, rubbing and touching outside of clothing.
- Encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

- Showing children pornographic material or involving them in the production of such material.
- Involving children in watching other people's sexual activity or in inappropriate discussions about sexual matters.

*Emotional abuse* is persistent emotional ill-treatment of a child that is likely to cause serious harm to her/his development. It may include:

- Persistently denying the child love and affection.
- Not giving a child the opportunity to express their views, deliberately silencing them or 'making fun' of what they say.
- Regularly making the child feel frightened by shouts, threats or other means.
- Hurting another person or a pet in order to distress a child.
- Being so over-protective towards the child that s/he is unable to develop or lead a normal life.
- Exploiting or corrupting a child e.g. by involving her/him in illegal behaviour.
- Conveying to a child the message that s/he is worthless, unlovable, inadequate, or that his or her only value is to meet the needs of another person. This may or may not include racist, homophobic or other forms of abuse.

*Neglect* is the persistent failing to meet a child's physical, psychological or emotional needs. It may include:

- Failing to ensure that a child's basic needs for food, shelter, clothing, health care, hygiene and education are met
- Failing to provide appropriate supervision to keep a child out of danger. This could include a lack of supervision in particular activities or leaving a child alone in the house.



### 3. Code of Behaviour

Everyone working or volunteering with the CBA has a responsibility to ensure that children and young people are protected from abuse. It is your responsibility to ensure that your behaviour is appropriate at all times, you observe the rules established for the safety and security of children and young people and you understand the position of trust in which you have been placed. Any alleged breaches of the Code of Behaviour should be reported in the first instance to your line manager, to a YAC branch leader or the Designated Safeguarding Officer.

**Do** make sure everyone you are working with is aware of this Code and our safeguarding and child protection policy and procedures.

**Do** take allegations or concerns seriously and refer them to your line manager, YAC Leader or Designated Safeguarding Officer immediately.

**Do** treat everyone with dignity and respect, treating all children and young people equally and setting an example for others to follow.

**Do** value children's contributions and involve them in planning and reviewing activities.

**Do** plan activities that involve more than one other person being present and make sure you are always within the sight or hearing of another adult.

**Do** tell other colleagues where you are and what you are doing.

**Do** respect a young person's right to personal privacy.

**Do** avoid unacceptable situations within a relationship of trust, for example a sexual relationship with a young person who is over the age of consent.

**Do** allow young people to talk about any concerns they have.

**Do** encourage others to challenge attitudes and behaviour they do not like.

**Do not** trivialise abuse.

**Do not** let allegations, suspicions or concerns about abuse go unreported.

**Do not** develop social relationships. If you do come into contact with children you work with in a social situation, try and maintain a professional distance.

**Do not** spend periods of time alone with children, transport them in a car or take them to your home unless in an emergency in which case tell someone else what you are doing.

**Do not** make suggestive remarks or threats to young people, even in fun.

**Do not** use images of young people when consent has not been given or for purposes outside the limits of that consent.

**Do not** give children or young people your personal contact details (telephone numbers, email addresses or postal address) for reasons other than directly linked to CBA activities, or those of other staff members or volunteers and **do not** use children's contact details for anything other than the purpose for which they were given.

**Do not** permit abusive behaviour, such as bullying.

**Do not** make inappropriate promises to children, particularly in relation to confidentiality (e.g. 'I won't tell anyone that you...').

**Do not** rely on your good name and reputation or that of the CBA to protect you.

#### 4. Creating a safe environment through recruitment, training and supervision

The CBA has an obligation to ensure that all employees and volunteers working with children are suitable to do so under the legislation of the UK nations. It is an offence in all nations to knowingly employ someone in a regulated position if they are barred from being so employed.

In the case of people working regularly with children, we will take up references and criminal record checks. This includes volunteers at YAC branches. Anyone requiring a DBS check (or equivalent across the UK such as PVG in Scotland and Access NI in Northern Ireland) or an enhanced check is required to have one before starting any role.

When working with children, CBA employees and volunteers must ensure that they are always within the sight and hearing of at least one other colleague.

Training will be provided to trustees, employees and volunteers as set out below.

<b>Training</b>	<b>Who must attend</b>	<b>When</b>	<b>Who delivers</b>
Designated Safeguarding Officer/Deputy Designated Safeguarding Officer  1 day	DSO and Deputy DSO	Before beginning responsibilities and every three years afterwards.	External provider
General awareness	All trustees and CBA Board member with strategic responsibility for child protection.  All staff at CBA  At least two people branch leadership positions in in each YAC branch  Other CBA volunteers depending upon role.	Policy and procedures highlighted as part of induction.  Induction  Online training within 3 months  Induction  Online training within 3 months  Induction assesses specific training needs	Deputy DSO  Deputy DSO NSPCC  CBA YAC staff as part of establishment of new branches  NSPCC  CBA line manager/YAC branch leader

## 5. What to do if you are concerned about a child

**If you see someone in immediate danger of harm, or suspect they may be, you should contact the police. If a child needs emergency medical attention, call an ambulance and while you are waiting for it to arrive, seek help from a first aider. You or your line manager should inform the child's family and arrange to meet them at the hospital or medical centre.**

If you have any concern about a child who is part of any CBA activity for whatever reason, you must **never** keep this concern to yourself. However, minor you feel it may be, it is your duty to report it. Information about recognising the possible signs of abuse is at Appendix 1 to this document.

Concerns may arise in a number of ways for example:

- Something you have seen or heard, relating to either members of staff or volunteers or visitors.
- Something a child or adult has told you directly.
- Something another member of staff or volunteer has told you.
- Something a visitor has reported to you.

Confidentiality is important in safeguarding and child protection, but at the initial reporting stage of concerns the right of a child to protection must take priority over the right to confidentiality. Do not let worries about confidentiality prevent you from reporting concerns. However, during the course of investigating a concern, confidentiality is important and information must not be shared that breaches the right to privacy.

Concerns should be reported to the Designated Safeguarding Officer at the earliest opportunity, certainly within the same working day.

As a general rule, to report your concern you should always contact the Designated Safeguarding Officer (DSO). You should contact them by phone in the first instance. You should keep clear notes of any concerns raised and follow-up your initial contact with the DSO by completing an Incident Reporting form that the DSO will give you and which is also available on the YAC website. The form must be completed and sent to the DSO by email using INCIDENT REPORT in the title of the email and marked RESTRICTED.

The names and contact details of the CBA DSO and Deputy DSO are on page 6 of this document.

If the DSO is not available you should contact the Deputy DSO. If the concern arises outside of usual working hours you can use the out-of-office contact details. If you are unable to contact staff at the CBA, the NSPCC has a free 24-hour helpline 0808 800 5000 that provides information and advice. In these circumstances please then contact the DSO/Deputy DSO as soon as possible.

## **6. What to do if you are concerned about the behaviour of a member of staff or volunteer.**

The concern may arise because of something you have heard or seen or something which someone else has reported to you.

You may be concerned because:

- Someone may have behaved in a way that indicates they are unsuitable to work with children.
- Someone may have behaved in a way that has or may have harmed a child.
- Someone may have possibly committed a criminal offence.
- A child or parent/carer may have made an allegation against a member of staff or volunteer.
- The CBA may be informed by the police or another statutory authority that an employee or volunteer is the subject of an investigation.
- An employee tells the CBA that they have been the subject of an allegation, have harmed a child or committed an offence against a child.
- You have received information emerging from a criminal record check.

If you are concerned about the behaviour of any member of staff, CBA trustee or a volunteer you must report this immediately to your line manager. If you are concerned about the behaviour of your line manager, this should be reported to their manager. They will then discuss this with the DSO. If the person at the centre of the allegation is working with children and young people now, the DSO will remove the employee(s) from direct contact with children. If a concern raised is about the Director of the CBA then the matter should be referred to the Chair of Trustees.

The DSO will consider whether there is a need for a referral to be made to the local statutory authorities about whether a child needs protection or whether there is a need to refer the matter to the police in the case of a possible criminal offence. Any allegations relating to employed members of staff will be investigated according to the CBA Disciplinary Procedure set out in the Employee Handbook and for volunteers, according to the volunteer agreement.

## **7. What to do if a child tells you they are being abused?**

While it may be unlikely that a child tells you they are being harmed or abused it is important to know what to do if this takes place.

- Listen carefully and let the child tell you what happened at their own pace, only asking questions for clarification.
- Make a note of what was said as soon as possible after the conversation and complete the Incident Reporting form and return it to the DSO immediately.
- Do not show any signs of disbelief.
- Reassure the child they did the right thing in telling you.
- Remain calm and caring and avoid interpreting information. Try not to show signs of shock or distress that may stop the child from being able to continue.
- Do not conduct an inquiry into what has happened, and do not question or confront the person against whom allegations have been made.
- Avoid cross-questioning or leading questions.
- Avoid touching – allow the child their own personal space.
- Do not promise to ‘keep it a secret’ but tell the child that you need to share the information with others but be clear that you will only tell people who need to know and who can help.
- Let the child know what you are going to do next and who else needs to know about it.
- Speak immediately to your DSO using the contact details on page 6.

## **8. What to do if an allegation is made against another child**

This procedure outlines what to do if a child protection allegation is made against another child involved with the CBA including the YAC.

### **How you might find out about a possible case of abuse**

- A child or parent/carer making a direct allegation against another child
- A child or parent/carer expressing discomfort with the behaviour of another child that falls short of a specific allegation
- Another child or an employee directly observing behaviour that gives cause for concern
- The CBA being informed by a parent, the police or another statutory authority that a child is the subject of an investigation
- A child volunteering information that they have been the subject of allegations, have harmed another child, committed an offence against (or related to) another child, or are at risk of doing so.

Concerns should be reported to the Designated Safeguarding Officer at the earliest opportunity, certainly within the same working day.

As a rule, to report your concern you should always contact the Designated Safeguarding Officer (DSO). You should contact them by phone in the first instance. The DSO will assess what action needs to be taken and contact any agencies that need to be informed. You should keep clear notes of any concerns raised and follow-up your initial contact with the DSO by completing an Incident Reporting form that the DSO will give you and which is also available on the YAC website. The form must be completed and sent to the DSO by email using CHILD PROTECTION INCIDENT REPORT in the title of the email and with a Restricted security marking.

The names and contact details of the CBA DSO and Deputy DSO are on page 6 of this document.

If your DSO is not available you should contact the Deputy DSO. If the concern arises outside of usual working hours you can use the out-of-office contact details. If you are unable to contact staff at the CBA, the NSPCC has a free 24-hour helpline 0808 800 5000 that provides information and advice. In these circumstances please then contact the DSO as soon as possible.

### **What should I say to a child who says that s/he or another child is being abused by another child?**

- Reassure the child that s/he has done the right thing by telling someone about it.
- Tell her/him that now you must do what you can to keep her/him (or the child who is the subject of the allegation) safe.
- Let the child know what you are going to do next and who else needs to know about it.
- Let the child tell his/her whole story. Don't try to investigate or quiz the child, but make sure you are clear as to what s/he is saying.
- Check what the child would like to happen as a result of what s/he has said, but don't make or imply promises you can't keep.
- Give the child the ChildLine phone number (0800 11 11).

### **What should I say to a child who says that s/he has abused another child?**

- Reassure the child that s/he has done the right thing by telling someone about it.
- Tell her/him that you now must do what you can to keep her/him and the child who has been abused safe.
- Let the child know what you are going to do next and who else needs to know about it.
- Let the child tell his/her whole story. Don't try to investigate or quiz the child, but make sure you are clear as to what s/he is saying.
- Check out what the child expects to happen as a result of what s/he has said. Offer reassurance where appropriate but don't make or imply promises you can't keep.
- Reassure the child that, with help, the problem can be sorted out and that what has happened does not make her/him an abuser for life.
- Give the child the ChildLine phone number (0800 11 11).
- Remember that the child who has behaved in this way is a child in need of support.

### **What to do if you have child protection concerns**

Is the child who has been allegedly abused, or the child who has allegedly perpetrated the abuse, in immediate danger or do either of them need emergency medical attention?

- If either child is in immediate danger and is with you, remain with him/her and call the police.
- If the child is elsewhere, contact the police and explain the situation to them.
- If the child needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider.

You also must contact the DSO to let them know what is happening.

A decision will need to be made about when and who should inform the families of both the child who has been abused and the child who has allegedly perpetrated the abuse, as well as the local statutory authorities.

If the child who is the alleged victim is not known to the CBA, it is not our role to inform the child's family. Even if the child who is the alleged victim is known, the police and/or the health services, should be part of the decision-making process if they have been contacted.

The paramount consideration should always be the welfare of the children involved. Issues that will need to be considered are:

- The children's wishes and feelings.
- The parents'/carers' right to know (unless this would place the child who has allegedly perpetrated the abuse in danger, or would interfere with a criminal investigation).
- The impact of telling or not telling the parents.
- The current assessment of the risk to the child who has been abused and the source of that risk.

- The current assessment of the risk to the child who has allegedly perpetrated the abuse and the source of that risk.

Once any immediate danger or emergency medical need has been dealt with, the procedure set out below should be followed:

- The employee/volunteer who has been informed of the allegation or who has the concern should make notes of what s/he has been told or of her/his direct concerns using the reporting form, and should discuss these with his/her supervisor within 24 hours. The DSO should also be involved in the discussion.
- If both children are known to the CBA and if their families do not already know about the allegation or concern, the employee, supervisor or DSO should discuss it with them unless: the view is that someone (for example the child who has allegedly perpetrated the abuse) may be put in danger by the family being informed, or; informing the family might interfere with a criminal investigation. If either of these circumstances apply, discussions with the families should only take place after this has been agreed with the local statutory authorities.
- If only the child who is alleged to have harmed another child is known to the CBA, then, subject to the considerations set out in 2 above, discussions with only this child's family should take place.
- The child who is the subject of the allegation should also be informed of what has been said about her/him. However, if the view is that local statutory authorities should be involved, the child should only be informed after discussion and agreement with these agencies. These agencies may have views about what information should be disclosed to the child at this stage.
- If there is still uncertainty about whether the allegation or concern constitutes a child protection issue, the DSO should discuss with it local statutory authorities or with the NSPCC Helpline without disclosing the identity of either child/family.
- If, having discussed the situation fully and taken advice if necessary, the supervisor and the DSO conclude that the alleged behaviour does not constitute a child protection issue, then consideration should be given as to whether the anti-bullying policy and procedure should be used (if both children are known to the CBA).
- If the view is that the behaviour does indeed amount to a child protection issue, the DSO should refer both children to the relevant local statutory authorities and confirm the referral in writing within 24 hours.
- Pending the outcome of the referral to the local statutory authorities and the possible investigation or assessment that may follow this, any risk posed to other children by the child who has allegedly harmed another child needs to be carefully managed. This should be done on an inter-agency basis in accordance with procedures developed by the local safeguarding children board for children who display harmful behaviour towards others.



- The DSO should enquire of the local statutory authorities whether these procedures are being used and, if so, should ask to be involved in or at least kept informed of inter-agency decisions made in accordance with these procedures.
- If the procedures are not being used but the CBA remains concerned that the child could pose a risk to other children, then the DSO and supervisor should consider whether the child can continue to be involved with the CBA and, if so, on what basis. This is a situation that needs to be kept under regular review as the investigation and assessment conducted by the statutory agencies is carried out and reaches a conclusion. It may also need to be reviewed regularly following the conclusion of the assessment process, as the child may be receiving support that should, with time, reduce the level of risk s/he presents.
- If the allegation is found to be without substance or fabricated, the CBA will consider referring the child who was said to have been harmed to the local statutory authorities for them to assess whether s/he needs services (for example, the child may have been abused by someone else).
- If it is felt that there has been malicious intent behind the allegation, the CBA will discuss with the police whether there are grounds to pursue any allegation against the person responsible.

## 9. Photography

CBA staff and volunteers want to be able to celebrate the achievements of children taking part in the work of CBA, including YAC sessions, by sometimes taking photographs or using video. Photography and video are also invaluable in promoting our activities to encourage more children to take part, and in sharing activity ideas. Appropriate and proportionate safeguards must be put in place to ensure that children are protected from inappropriate use of their images in resources and publications, on the internet and elsewhere.

If you are running a YAC branch activity and wish to take photographs or video of participating children, written permission from a parent, guardian or carer must be gained before images of any kind can be taken. The required consent is part of the YAC standard membership form and there is also a separate Photographs of Children form on the YAC website. If the images are used publicly the full names of those young people must not be shown, unless express permission has been provided by a parent, guardian or carer. The storage of permission forms must be done securely.

The following guidance should be followed:

- Ask for the parent/carer's permission to use their child's image.
- Ask for the child's permission to use their image.
- If naming a child or group of children, use only their first names.
- Where information about a child with a full name is to be published with an image, for example to celebrate winning a competition, express permission from the child's parents must be sought.
- Avoid including other detailed information about children whose images are being used.
- Be clear about how and for how long images will be stored.
- Only use images of children in suitable dress to reduce the chances of inappropriate use.
- Report any concerns over inappropriate use of images to the Designated Safeguarding Officer.
- If any professional photographer is invited to any CBA events, make clear to them in advance both how they are expected to behave during the event and the limitations on their use of the photographs taken.
- If a third party is likely to use images of children taking part in CBA activity then make sure they also follow CBA policy and procedures.

## 10. Preventing and responding to bullying

When faced with a situation of one child behaving inappropriately towards another, a decision needs to be made about whether the problem behaviour constitutes bullying or a child protection concern.

If the conclusion is that the behaviour is an example of bullying, and if both children are involved with the CBA, it should be dealt with under the anti-bullying procedure set out in Appendix 2.

If the behaviour could be described as child abuse and has led to the victim possibly suffering significant harm, then it must be dealt with under **child protection procedures**. This should include all incidents of sexual assault and all but the most minor incidents of physical assault.

This checklist can be used to help inform the decision:

### Bullying

- The difference of power between the bully and the person being bullied is relatively small.
- The bullying behaviour may be from several children acting in a group rather than from one child acting alone.
- It may also, but not necessarily, be directed towards a group of other children rather than an individual child.
- The behaviour involves teasing or making fun of someone, excluding a child from games and conversations, pressuring other children not to be friends with someone, spreading hurtful rumours or circulating inappropriate photographs/images/drawings, cyberbullying, shouting at or verbally abusing someone, stealing someone's possessions, making threats, or harassment based on race, gender, sexuality or disability.
- The behaviour has not previously been a concern and the bully or bullies may have been responding to group pressure.
- The behaviour is perceived as bullying by the victim.

### Child protection concerns

- The difference of power between the child who is abusing and the person being abused is significant, e.g. there is an age difference of more than two years, there is a significant difference in terms of size or level of ability, the abuser holds a position of power (such as being a volunteer or informal leader) or the victim is significantly more vulnerable than the other child.
- The behaviour involves sexual assault or physical assault (other than the most minor physical assault).
- The child who is the victim of the behaviour may have suffered significant harm.
- The behaviour may not necessarily be perceived by the victim as abusive, particularly if it is sexual in nature.
- The behaviour is not a one-off incident and is part of a pattern of concerning behaviour on the part of the child who is abusing.
- The behaviour, if sexual, is not part of normal experimentation that takes place between children.

## **11. Use of the internet and social media**

The CBA recognises that information technology is an essential part of children's lives but it can present challenges for child protection, must be used responsibly, and has the potential to be harmful to children.

Employees and volunteers should always behave to the highest professional standards in the online environment. They should consider very carefully their conduct with children via information technology, including email, mobile phone and on social media. No CBA employee should use their personal social media accounts to communicate with children involved with the CBA.

Where CBA employees and volunteers engage with children online they should behave in the same way that they do offline.

The CBA seeks to promote safety online by not publishing children's personal details (full name, address etc) and by following the guidance on our photographic permission forms.

The CBA does not currently have a facility for online discussion on our YAC website, nor do we currently use social media to interact with children, as most of our audience are under the minimum age for registering with social media sites (usually 13). If we want to adopt any new platforms or technologies for interacting with children online in future, these will be carefully risk assessed before any decision is made.

### **Cyberbullying**

If you find out that a child is being cyberbullied using technology it is just as important to act as it is with other forms of bullying. There are several additional things that you can do to help the child:

- Help the child to keep evidence – e.g. emails, text messages, screen shots and web addresses
- Support them in finding out how to block people, change details or leave certain services where appropriate
- Support the child in containing the material – if you know the person, ask them to remove the content
- Contact the relevant service provider to get the content taken down
- If the content is illegal, or you suspect it to be illegal, contact the relevant authorities
- Keep a record in the same way that you would with offline bullying.

Follow up the incident in the same way that you would for offline bullying, using the guidance above.

## **12. Useful contact details**

Designated Safeguarding Officer: Mike Heyworth (CBA Director) 01904 521232 or out-of-office hours: 07793 817 510.

Deputy Designated Safeguarding Officer: Gill Bull (CBA Deputy Director) 01904 521234 or out-of-office hours 07770 249307.

Chair of the Board of Trustees: contact via 01904 671417.

NSPCC Helpline: 0808 800 5000 [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

ChildLine: 0800 1111 (textphone 0800 400 222)

### **Recognising signs of abuse**

Recognising child abuse is not easy. It is not the responsibility of CBA employees or volunteers to decide if child abuse has taken place or if a child is at significant risk of harm from someone. We do however, have both a responsibility and a duty, as set out in our child protection procedures, to act in order that the appropriate agencies can investigate and take any necessary action. The following information should help you to be alert to the signs of possible abuse.

#### *Physical abuse:*

Most children collect cuts and bruises as part of daily life. Injuries should always be interpreted in the light of the child's medical and social history, developmental stage, and the explanation given. Most accidental bruises are seen over bony parts of the body, such as elbows, knees and shins, and are often on the front of the body. Some children, however, will have bruising that is more likely inflicted rather than accidental. Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given, or visible on the 'soft' parts of the body where accidental injuries are unlikely, such as the cheeks, abdomen or back. A delay in seeking medical treatment where it is obviously necessary is cause for concern.

The physical signs of abuse may include:

- Unexplained bruising, marks or injuries
- Multiple bruises in clusters
- Cigarette burns
- Human bite marks
- Broken bones
- Scalds with upward splash marks
- Multiple burns with a clearly demarcated edge.

Changes in behaviour that can also indicate physical abuse include:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Depression
- Withdrawn behaviour

#### *Sexual abuse:*

Adults who use children to meet their own sexual needs abuse both boys and girls of all ages. Usually, in cases of sexual abuse it is the child's behaviour that may cause you to become concerned, although physical signs may also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

It is also important to remember that it is not just adult men who sexually abuse children: there are increasing numbers of allegations of sexual abuse against women, and sexual abuse can also be perpetrated by other children or young people.

The physical signs of sexual abuse may include:

- Pain or itching in the genital area
- Bruising or bleeding in the genital area
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour that can also indicate sexual abuse include:

- Sudden or unexpected changes in behaviour
- Fear of being left alone with a specific person or group of people
- Having nightmares
- Running away from home
- Sexual knowledge which is beyond their age or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as overeating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they cannot tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not being allowed to have friends
- Acting in a sexually explicit way towards adults

#### *Emotional abuse:*

Emotional abuse can be difficult to identify, as there are often no outward physical signs. However, there may be a developmental delay due to a failure to thrive and grow and children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to play or mix with other children.

Changes in behaviour which can indicate emotional abuse include:

- Neurotic behaviour e.g. sulking, hair-twisting, rocking
- Being unable to play

- Fear of making mistakes
- Sudden speech disorders
- Self-harm
- Fear of parent being approached regarding their behaviour
- Developmental delay in terms of emotional progress.

*Neglect:*

Neglect can be a difficult form of abuse to recognise, yet can have some of the most lasting and damaging effects on children.

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or 'smelly'
- Loss of weight, or being constantly underweight
- Inappropriate clothing for the conditions

Changes in behaviour which may also indicate neglect include:

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

These descriptions and indicators are not meant to be definitive, but only to serve as a guide. It is important too, to remember that many children may exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death or the birth of a new baby in the family, or relationship problems between parents/carers. In assessing whether indicators are related to abuse or not, authorities will always want to understand them in relation to the child's development and context.



### Anti-bullying procedures

While bullying is not usually defined as a form of abuse, it can be abusive and can have serious and long-term effects on a child. This procedure aims to provide detailed guidance to employees and volunteers so that they will know what to do if an incident of bullying occurs between children. The procedure also refers to situations where a young person may be behaving in a bullying way towards an employee or volunteer.

The procedure aims to ensure that the CBA responds fairly and consistently to incidents of bullying, recognising that those who bully often have needs too. It applies to all employees who observe bullying perpetrated by children within the CBA, who may have incidents of bullying reported to them or who may be concerned that a child or adult at the CBA is showing signs of being bullied by another child.

If an adult is bullying a child, this should be reported under the child protection procedures (*Dealing with allegations against an employee*).

If a child is bullying another child to the extent that it may cause significant harm, then it will also need to be dealt with under child protection procedures (*Dealing with allegations against another child*).

Bullying is behaviour, usually repeated over time, that intentionally hurts another individual or group, physically or emotionally. It can include:

- Verbal teasing or making fun of someone.
- Excluding children from games or conversations.
- Pressuring other children not to be friends with the person who is being bullied.
- Spreading hurtful rumours or passing around inappropriate photographs, images or drawings.
- Cyberbullying (i.e. using computers or mobile phones to bully someone).
- Shouting at or verbally abusing someone.
- Stealing or damaging someone's possessions.
- Making threats.
- Forcing someone to do something embarrassing, harmful or dangerous.
- Harassment based on race, gender, sexuality or disability.
- Physical or sexual assault (although all sexual incidents and all but very minor physical incidents constitute abuse and must be dealt with in accordance with child protection procedures).

If someone is being bullied, they might not tell anyone directly. This could be because they have been threatened and are afraid to say anything or because they believe that nothing can be done about it and that telling someone will only make it worse. It could also be because they don't recognise that what is happening to them is bullying. Signs that someone may be being bullied could include:

- Being unhappy, withdrawn and unwilling to spend time in a group, especially during unstructured periods (e.g. break times).
- Being without friends.
- Missing meetings and activities at the CBA/YAC and/or expressing reluctance to attend.
- Being clingy with adults.
- Appearing to lose possessions or money (things that may really have been stolen by or given away to bullies).
- Unexplained injuries.
- Uncharacteristic illness or aggression.

Some of these signs might also indicate abuse at the hands of adults or other negative experiences, so they should be treated with caution.

### **What to do if you observe a child being bullied or if someone tells you that s/he or another child is being bullied**

Take the child seriously. Do not tell her/him to stop being silly or to keep out of the way of the bullies. This will not help and will make the child feel let down and less inclined to tell anyone else. Listen to the child's full account of what is happening and make notes with the child as soon as possible.

If you observe the bullying directly, act assertively to put a stop to it. Explain to all concerned that the incident will have to be reported properly to stop it happening again. Report the bullying to your supervisor (e.g. YAC Leader, line manager or CBA Director).

Unless the incident is minor and can be dealt with informally, the child's parent or carer should be informed. If possible, there should be a three-way meeting between the child, their parent and the supervisor.

If the bullying is taking place within the CBA (e.g. in a YAC branch) the child and parent should be reassured that it will be dealt with as a priority and should be asked for their views on what would be helpful to deal with the situation.

The supervisor should, having spoken to the child who has been bullied and the child's parent/carer, also speak to the child or children accused of bullying and obtain their account of what has happened (if this child is known to the CBA). This should also be noted in writing and the parents/carers of the alleged bully informed. The child and his/her parents should be asked for their views on what should be done to put a stop to any further bullying and to repair the damage that has been done.

Apart from very minor incidents that have been directly observed by an employee and dealt with at the time, all bullying that takes place at the CBA should be discussed within the relevant employee or volunteer group (e.g. YAC branch) within one week. The incident should be discussed and the details of a draft plan drawn up to address the situation, taking into account any suggestions made by the children involved and their parents/carers. The following areas should be covered:

- Details of any apology that has or should be offered by the bully (or bullies).

- Details of any support for the person who has been bullied (e.g. use of a 'buddy' scheme, extra input from an employee, referral to another service such as Child Line 0800 11 11).
- Details of any consequences for the bully, in addition to making an apology.
- Details of any support for the bully.
- Details of any further work to be done with others in the group, including children who may have observed or encouraged the bullying.
- Details of any changes in how the employee group may handle bullying in the future.

The plan should be shared with the children concerned and their parents, and should be reviewed regularly.