

**NAYC & ACUK Safeguarding Policy**  
**Activity Centre/Department: All**  
**Centres/Departments Head of ACUK: Mr John**  
**Whittaker**

Calendar Year	Designated Senior Person	Designated Safeguarding Children's Officers
2014	Garryl Willis	Phil Houston, Graham Hugs, Karen Anderson
2015	Shaheen Sheikh	Phil Houston, Graham Hughes, Karen Anderson
2016	Shaheen Sheikh	Richard Buckingham, Graham Hughes, Karen Anderson
2017	Shaheen Sheikh	Richard Buckingham, Graham Hughes/Garryl Willis, Karen Anderson
2018	Shaheen Kamran	Richard Buckingham, Karen Anderson, Andrew Damant
2019	Richard Buckingham	Karen Anderson, Andrew Damant
2021	Karen Anderson	Andrew Damant, Joshua Thompson, Ben Whittaker, Jasmin Holman, Iain Anderson

**Designated Senior Person contact details email [hr@acuk.net](mailto:hr@acuk.net) phone 07432 615 709**

**Policy Review Dates**

Review Date	Changes Made (Yes/No)	By Whom	Date Shared With Staff
July 2014	No	GW/PH/GH/KA	31/7/14
October 2015	Yes	GH/KA/SS	27/10/15
October 2016	Yes	GH/KA/SS	October 2016
January 2017	Yes	GH/KA/SS/RB	January 2017
December 2018	Yes	SK/RB/KA/AD	January 2019
March 2021	Yes	KA/AD/Thirtyone:Eight	March 2021

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### Dates of Staff Training and Details of Course Title and Training Provider

	Date of Training	Training Provider
Designated Senior Person	April 2018 (AD, SK, RB) November 2018 (KA) April 2019 (JT) March 2021 (JH) April 2021 (BW, AD, IA) May 2021 (KA)	Thirtyone:eight (formerly CCPAS)
Centre Awareness Raising	January 2017, August 2016, (Pioneer) June 2017, June 2015, (King's Park) January 2017, February 2016, April 2015 (Whitemoor)  March 2019 Youth Development NAYC May 2019 WML September 2019 Pioneer Staff January 2020 WML February 2020 Youth Development NAYC & KP February 2021 Pioneer Kickstart Trainees May 2021 WML June 2021 All centres August 2021 All centres	Sue Cordwell            Thirtyone:eight

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## Introduction

NAYC / ACUK strives to enable every young person it works with to reach their full potential. This is achieved on a local level through supporting a network of affiliated youth groups and projects. Key to our approach is the use of residential experience, through our purpose built centres and facilities we provide these opportunities to young people on a national level.

As a charitable organisation working with young people, the safety and wellbeing of children is of the utmost importance to us.

'Voluntary, charity, social enterprise (VCSE) and private sector organisations and agencies play an important role in safeguarding children through the services they deliver.

Like other organisations and agencies who work with children, they should have appropriate arrangements in place to safeguard and protect children from harm. Sports clubs and organisations including voluntary and private sector providers that deliver a wide range of sporting activities to children ... should have the arrangements to safeguard children and should collaborate to work effectively with the safeguarding partners

Staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and how to make a referral to local authority children's social care or the police if necessary.'

(Working Together to Safeguard Children and Young People, 2018)

## Organisation's Commitment

1. N.A.Y.C/Action Centres UK believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- the welfare of the child/young person is paramount
- all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- Safeguarding is everyone's responsibility

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The purpose of the policy:

- To provide protection for the children and young people who receive
- N.A.Y.C/Action Centres UK's services, including the children of adult members and users.
- To provide staff with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all staff and Trainees including senior managers and Board of Trustees, or anyone working on behalf of N.A.Y.C/Action Centres UK.

### **Essential Contacts**

*Designated Safeguarding Children's Officers:*

Karen Anderson - NAYC & ACUK 07432 615709  
Andy Damant – NAYC & ACUK 01283 795000  
Jasmin Holman – NAYC & ACUK 01604 493111  
Ben Whittaker – NAYC & ACUK 01604 494100  
Iain Anderson – NAYC & ACUK 01604 499699  
Josh Thompson – NAYC & ACUK 01299 271217

*External agencies*

Thirtyone:eight : 0303 003 1111 (24/7) – Independent safeguarding Consultants for NAYC & ACUK  
NSPCC : 0808 800 5000

Northampton Children's services : 0300 126 1000

Police : 101 (non-emergency) 999 (emergency)

For Non-Northampton based, The following link will help locate the relevant children services: <https://www.gov.uk/report-child-abuse-to-local-council>

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## Section 1

### Prevention

#### Understanding abuse and the need for protection

As in the Children Acts 1989 and 2004, a child is anyone who has not yet reached his/her 18th birthday. Those over the age of 18 are recognised as adults.

Defining child abuse or abuse against an adult is a difficult and complex issue. A person may abuse or neglect by inflicting harm or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or adult.

Harm means ill-treatment or impairment of health or development<sup>1</sup>. Please see **Appendix 1** for details of the various categories of abuse outlined within the Working together to safeguard children and young people, 2018 Guidance document.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. *State parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect*
2. *or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5: *No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

The Care Act 2014 applies to an adult who

- Needs care and support (whether or not the local authority is meeting any of those needs); and
- Is experiencing, or at risk of, abuse or neglect; and

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<sup>1</sup> Development means physical, intellectual, emotional, social or behavioural development; Health includes physical and mental health; Ill- treatment includes sexual abuse and other forms of ill-treatment which are not physical including, for example, impairment suffered from seeing or hearing the ill-treatment of another

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As a result of those care and support needs, is unable to protect themselves from either the risk of, or the experience of, abuse or neglect. The rights of adults to live a life free from neglect, exploitation and abuse are protected by the Human Rights Act 1998. Specifically, an adult's right to life is protected; their right to be protected from inhuman and degrading treatment; and their right to liberty and security. Please see **Appendix 2** for various categories and signs and indicators of abuse in relation to adults

As the focus of NAYC & ACUK is work with children and young people, in our efforts to adhere to the principles enshrined within the UNCRC, we have outlined below measures that NAYC & ACUK take in creating a safe place for children and young people within our care:

## 1. Safer Recruitment and Selection

NAYC & ACUK pays full regard to DfES *Guidance for Safer Working Practice for Adults who work with Children and Young People in Education* (May 2019 v2) and also the *Working together to safeguarding children and young people guidance* (July 2018).

We ensure that all appropriate measures are applied in relation to all employees who are likely to be perceived by the children and young people as a safe and trustworthy adult including e.g. staff employed by contractors. Safer recruitment practice includes:

- Application form (including job description and completing a self-declaration form)
- Undertaking interviews
- Scrutinising applicants (verifying identity and academic or vocational qualifications)
- Obtaining professional and character references (checking previous employment history, gaining reasons for any unsubstantiated gaps or inconsistencies and ensuring that a candidate has the health and physical capacity for the job).
- Appropriate checks including the completion of an enhanced disclosure with the Disclosure and Barring Service (where relevant). An assessment is carried out on each specific role to determine if it falls into the definition of 'regulated activity' as defined in the Safeguarding Vulnerable Groups (SVG) Act 2006. Where it is deemed that a specific role does meet the requirements an enhanced DBS check as well as a check of the barred list will be carried out.
- For staff that are 14 to 16 years of age a risk assessment will be carried out, training in the role given and restrictions on child employment followed [Child employment: Restrictions on child employment - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/child-employment-restrictions)

Please refer to the **Recruitment Policy** for additional details.

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## 2. Staff Training and Induction

NAYC & AC UK is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. Induction summary is to be completed by all new staff on day 1 of employment/commencement and signed to confirm completion (see attached Appendix 1)

Staff and Trainees - basic awareness day 1 of induction Agency Staff - Safeguarding Briefing Document

Staff directly/ indirectly working with young people - 1/2-day course

1. Staff directly working with young people -1/2-day course (Instructors/YD team/GST staff/Maintenance team/senior staff)
2. Staff indirectly working with young people - 1/2-day course

## 3. Management of workers – Code of Conduct

NAYC & ACUK has adopted the principles enshrined within the Working together to safeguard children and young people guidance of 2018 to guide our approach to safeguarding and the expectations we place on those who represent NAYC & ACUK when working with children and young people.

Safe working practice ensures that children and young people are safe and that all staff are aware that the nature of their work, places them in a position of trust.

NAYC & ACUK recognises that the planning and organisation of the Centre and the ways of working adopted by the staff, freelance contractors all contribute to creating the right environment for the safeguarding of children and young people.

NAYC & ACUK will, therefore, through its operating procedures, policies and practices aim to:-

- Plan activities where possible with more than one adult present and avoid 1 :1 activities out of sight and hearing of others.
- Create an environment where children, young people and adults feel comfortable and caring enough to identify behaviour they don't like or feel comfortable about.

Details of the expected **Code of Conduct** have been outlined in **Appendix 3**

NAYC & ACUK recognises that a number of other policies and procedures developed and operated by the organisation form part of the wider agenda of safeguarding and promoting children and young people's welfare.

This encompasses issues such as e.g. Safety; health and safety; medical needs; the security of buildings used by NAYC & ACUK; providing first aid; racist incidents; drugs and substance misuse etc. These can be accessed via HR.

We recognise that children and young people may be at risk of online sexual exploitation.

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We will ensure that our online safety procedures are robust, and that children and young people are confident to report any concerns about themselves or others to NAYC & ACUK staff. See also **Online safety policy** available via HR.

#### 4. Partnerships with others

NAYC & ACUK wants to ensure that, through effective partnership working, all the children and young people with whom they work are supported to be healthy, safe and able to enjoy and achieve so that they will make a positive contribution throughout their lives and achieve economic well-being. The organisation agrees that it is essential to establish positive and effective working relationships with other agencies.

#### 5. Support, Advice and Guidance for Staff

Staff are supported by 3 nominated Designated Safeguarding Children's Officers (DSCOs). Support is always available from:

- Thirtyone:eight - 0303 003 1111 (24/7) – Independent Safeguarding Consultants for NAYC & ACUK
- Northamptonshire Multi-Agency Safeguarding Hub (MASH - 0300 126 1000)
- Police Child Abuse Investigation Team
- Designated Officer/ LADO - 01604 364 031
- Safeguarding in Education service

**Whistleblowing.** We will seek to follow the principles contained in the Public Interest Disclosure Act 1998. Therefore, we expect that all employees will report improper actions and omissions. Whilst all malpractice and acts of discrimination will be investigated, it is especially important that suspicions of abuse are immediately reported to the DSCO. It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from Thirtyone:Eight, although NAYC & ACUK hope that staff and volunteers will use the procedures outlined within this document. If, however, the individual with the concern feels that the DSCOs have not responded appropriately, or where they have a disagreement with the DSCO as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that NACY & ACUK demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable

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## Section 2

### Responding well

Instructors, youth workers and other adults working for NAYC & ACUK are well placed to observe any physical, emotional or behavioural signs which indicate that a child may be suffering significant harm.

The relationships between staff and children and young people which foster respect, confidence and trust can lead to disclosures of abuse, and staff being alerted to concerns.

**It is not the responsibility of the staff to investigate concerns or to determine the truth of any disclosure or allegation.**

#### 1. Recognising concerns regarding a child or young person

*Staff will immediately report to their line manager, who will then report to the DSCO*

- any suspicion that a child is injured, marked, or bruised in a way which is not readily attributable to the normal knocks or scrapes received in play
- any explanation for injury given which appears inconsistent or suspicious
- any behaviours which give rise to suspicions that a child may have suffered or maybe suffering harm (e.g. worrying drawings or play; inadequate care, ill treatment, or emotional maltreatment)
- any concerns that a child is presenting signs or indicators of abuse or neglect
- any significant changes in a child's presentation
- any concerns regarding person(s) who may pose a risk to children

Record concerns in the appropriate form which can be accessed from the relevant Designated Safeguarding Children's Officer or HR database

#### 2. Responding to a child or young person making an allegation of abuse

Children and young people who are being abused will only tell people they trust and with whom they feel safe. Youth workers and instructors often share a close relationship with participants and may therefore be someone in whom a child/young person might like to place their trust. They want the abuse to stop. By listening and taking what a child/young person says seriously you will already be helping to protect them.

Don't worry that you may be mistaken. **Your role is to pass concerns on to the DSCO.** It is better to have discussed it with somebody with the experience and responsibility to make an assessment. In the absence of the Lead DSCO, the Deputy DSCO should be contacted immediately.

**Appendix 4** gives you guidelines on **how to respond well** to a child, young person or adult making a disclosure or allegation of abuse.

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### 3. Recording and Monitoring

- Ensure you record concerns relating to a child or adult on the appropriate Incident report form within one hour of receiving an allegation or disclosure.
- This can be accessed from the relevant Designated Safeguarding Children's Officer or HR database
- Ensure that you record only facts and as far as possible verbatim of what was shared and hand it to the Designated Safeguarding Children's Officer as quickly as possible (submitted in person or emailed, as is appropriate).
- Any copies of written notes should be securely handled and stored.
- In discussion with your DSCO and line Manager, discuss arrangements for monitoring and if needed pastorally supporting the child or young person. Do not make your own arrangements no matter how well-meaning the motivation.

### 4. Procedure to be followed by the DSCO following the reporting of a disclosure.

The DSCO should contact the appropriate agency or they may first ring the Thirtyone:Eight Helpline for advice. They may be advised to contact Social Services in the area the child or adult lives.

If this is the case, the DSCO (in conjunction with you where appropriate) must then complete that Local Authority's referral form. This must be sent to Social Services within **2 working days** including details of the date, time, place and people who were present at the discussion.

There may be further actions following a safeguarding referral. This will include taking the lead from Social Services or other statutory agencies that may be involved i.e. police, LADO, Adult social services etc. Often times an assessment of risk and need will be initiated by the intervening agency and where appropriate information shared with the referring organisation should there be an on-going need for further support. The DSCO may need to inform others depending on the circumstances and/or nature of the concern such as Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the Charity Commission to report a serious incident.

See **Appendix 5** for a flowchart on this process.

### 5. Allegations of abuse against a person who works with children/young people

Where there is either a concern or an allegation is made against, any person working in or on behalf of the organisation that he or she has:

- behaved in a way that has harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child or
- behaved towards a child or children in a way that indicates s/he is unsuitable to

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## work with children

The person who has received an allegation or witnessed an incident will immediately inform the DSCO and make a record. (If the person receiving information or witnessing an incident is from an external service or agency then they should also notify their own line manager)

In the event that an allegation is made against any DSCO the matter will be reported to the Head of NAYC & ACUK who will proceed with guidance and support from the remaining DSCO's and/or Thirtyone:Eight.

The Designated Safeguarding Children's Officer, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regard to the safety of the child.
- Make a referral to a designated officer called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity. The police may be consulted if there a concern that a crime may have been committed.
- If concerns are substantiated or the duty to refer applies, make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

See **Appendix 6** for a flowchart on this process. Please also see **Appendix 7** for detailed matrix on Safeguarding roles and responsibilities within the organisation.

## 6. Information Sharing/Confidentiality

*"Where there is a concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration."*

NAYC & ACUK adheres to the "Information Sharing: Advice for Practitioner's" Guide HM Government, 2018. Therefore, all relevant information about a child, young person or adult at risk will be held on record when they access the Centre. The Activity Centre will collate, store and agree access to this information and ensure all staff are aware of and adhere to agreed procedures

## 7. Supporting a child/survivor of abuse

NAYC & ACUK is committed to considering appropriate arrangements for pastoral care, working with statutory agencies as appropriate, and supporting all those who have been affected by abuse who have contact with or are part of the organisation.

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Thirtyone:eight have defined the following pointers (**Standard 8: Pastoral Care, Online Safeguarding Manual**) to consider as a code of practice for those who may offer pastoral care whether to a child or adult:

- Avoid any behaviour that may give the impression of favouritism or a 'special' relationship.
- When providing mentoring and/or coaching roles this should be clearly defined
- Be aware of the pitfalls of over-dependency in pastoral relationships. This dependency can apply both ways. Ensure adequate supervision with your line manager.
- Workers should be aware of the limits of their ability/competence and seek further help when faced with situations outside their expertise.
- Pastoral relationships have been known to develop into romantic attachments (both ways). If this becomes an issue, the worker should declare this to their supervisor/manager and another worker should be appointed. This is because all pastoral relationships are ones in which the worker is in a position of power and influence by virtue of their work or nature of the activity.

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## **APPENDICES**

### **Appendix 1**

#### **Categories and signs and indicators of abuse – children**

Physical Abuse 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 a parent or carer 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, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways; or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse as can other children.

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 conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber-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.

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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, neglect may involve a parent or carer failing to:

- provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Other forms of abuse:**

Domestic Abuse, any incident or pattern of incidents of controlling coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members, regardless of gender or sexuality (Government revised definition, 2013). This can encompass, but is not limited to, the following types of abuse: psychological, physical, sexual, financial, emotional.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Child sexual exploitation is never the victim's fault, and all children and young people under the age of 18 have a right to be safe and should be protected from harm. (Department for Education, 2017). The Sexual Offences Act 2003 introduced several new offences to deal with those who sexually exploit children and young people. The offences protect children up to the age of 18 and can attract tough penalties.

NAYC & ACUK is committed to work in partnership with parents, carers and families to support with online safety at home and children feeling safe in the community, and while socialising with peers to enable potential situations of Child Sexual Exploitation to be identified rapidly and ensure a swift response follows which will be in line with Northamptonshire Safeguarding Children Board (NSCB) procedures so that clearly defined interventions can be put in place without delay. NSCB have developed useful resources on this subject which can be accessed here in cases where there are concerns about CSE: <http://www.northamptonshirescb.org.uk/more/borough-and-district-councils/child-exploitation-resources/>. Concerns with evidence which indicate possible CSE in children under 13 years old must result in an immediate referral into the MASH.

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### Female Genital Mutilation (FGM)

“Female genital mutilation (FGM) is a collective term for procedures which include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. This may be performed on girls aged between four and thirteen and sometimes newborns or on young women before marriage or pregnancy” (Working Together, 2018)

The practice is :

- medically unnecessary,
- extremely painful and
- has serious health consequences even death (both at the time when the mutilation is carried out and in later life).

The Female Genital Mutilation Act 2003 made it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel or procure the carrying out of FGM abroad, even in countries where the practice is legal. A mandatory reporting duty for FGM requires regulated health and social care professionals and teachers in England and Wales to report known cases of FGM in under 18-year-olds to the police. The FGM duty came into force on 31 October 2015.

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## Appendix 2

### Categories of abuse in adults

Physical abuse: this is usually the use of force to cause pain such as hitting, pushing, pinching, shaking, misusing medication, scalding, restraint, hair pulling  
Sexual abuse such as rape, sexual assault to which the adult at risk has not or could not have consented or to which they were pressured into consenting.

Psychological or emotional abuse such as threats of harm or abandonment, being deprived of social or any other form of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, being prevented from receiving services or support.

Financial or material abuse such as theft, fraud or exploitation, pressure in connection with wills, property, or inheritance, misuse of property, possessions or benefit.

Neglect such as ignoring medical or physical care needs and preventing access to health, social care or educational services or withholding the necessities of life such as food, drink and heating.

Discriminatory abuse such as that based on race or sexuality or a person's disability and other forms of harassment or slurs

Institutional/organisational/ acts of omission abuse can sometimes happen in residential homes, nursing homes or hospitals when people are mistreated because of poor or inadequate care, neglect and poor practice that affect the whole of that service.

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## Appendix 3

### Behaviour and Conduct

NAYC & ACUK staff and freelance contractors work with children and young people in challenging activities and settings, managing complex relationships with both children and young people and with their leaders and/or staff. Many children and young people undertaking challenging activities for the first time are anxious and excited. Many of the activities undertaken require physical contact between staff and freelance contractors and children and young people. Staff and freelance contractors will ensure that:

- Whilst recognising that physical contact with children and young people is sometimes appropriate and necessary this should be appropriate to the activity being undertaken and the level of anxiety or distress displayed by the children or young people taking part in the activity.
- Whilst recognising that physical contact with children and young people is sometimes appropriate this should only take place in public situations.
- They will avoid being alone with individual children and young people especially in the following circumstances/locations: bedrooms; toilets and washrooms; vehicles; areas indoors or outdoors where they are not readily visible to others. This includes cleaning and housekeeping duties in toilets, washrooms and common areas.
- These procedures are overridden only where there is an overriding safety requirement to do so.

NAYC & ACUK aims to provide a setting and activity programme for children and young people that will build the confidence and self-esteem of the children and young people that are resident at an Activity Centre or attending NAYC clubs and activities. To this end all staff and freelance contractors should aim to adhere to the following code of conduct:

- Treat all children and young people with sensitivity and respect
- Listen to children and young people
- Value children and young people as individuals
- Avoid making negative comments or 'jokes' about a child or young person's competence in an activity, their appearance or their physique.
- Avoid making comments or 'jokes' that relate to an individual child or young person's age, race, gender, sexuality or physique.
- Avoid making suggestive remarks or gestures, even in fun
- Encourage and praise children and young people
- Involve children and young people in decision making where that is appropriate
- Respect children and young people's right to privacy
- Avoid being drawn into inappropriate attention seeking behaviour such as tantrums or crushes
- Avoid showing favouritism to any individual child or young person

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## Appendix 4

### Responding well to a child, young person or adult disclosing or alleging abuse

1. Don't panic. React calmly so as not to frighten the child/young person;
2. Show that you have heard what they are saying, and that you take their allegations seriously, and that they were right to confide in you;
3. Reassure them that they are not to blame;
4. Allow them to talk, do not prompt or ask questions. Do not interrupt them when they are recalling significant events. Don't make them repeat their account. Make sure you understand what they are saying;
5. Be honest straight away and explain what actions you may have to take, in a way that is appropriate to their age and understanding;
6. Do not promise to keep what you have been told a secret, as you have a responsibility to disclose information to those who need to know. Reporting concerns is not a betrayal of trust;
7. Do not allow shock or distaste to show;
8. Do not confront the abuser;
9. Write down what you have been told, using exact words if possible;
10. Write down all you have been told or seen on an incident form;
  - The reason for the concern
  - What was said or witnessed and details of any other persons present
  - Dates and times of incidents and when the notes were made
11. Report your concerns to the DSCO or most senior member of staff on the premises

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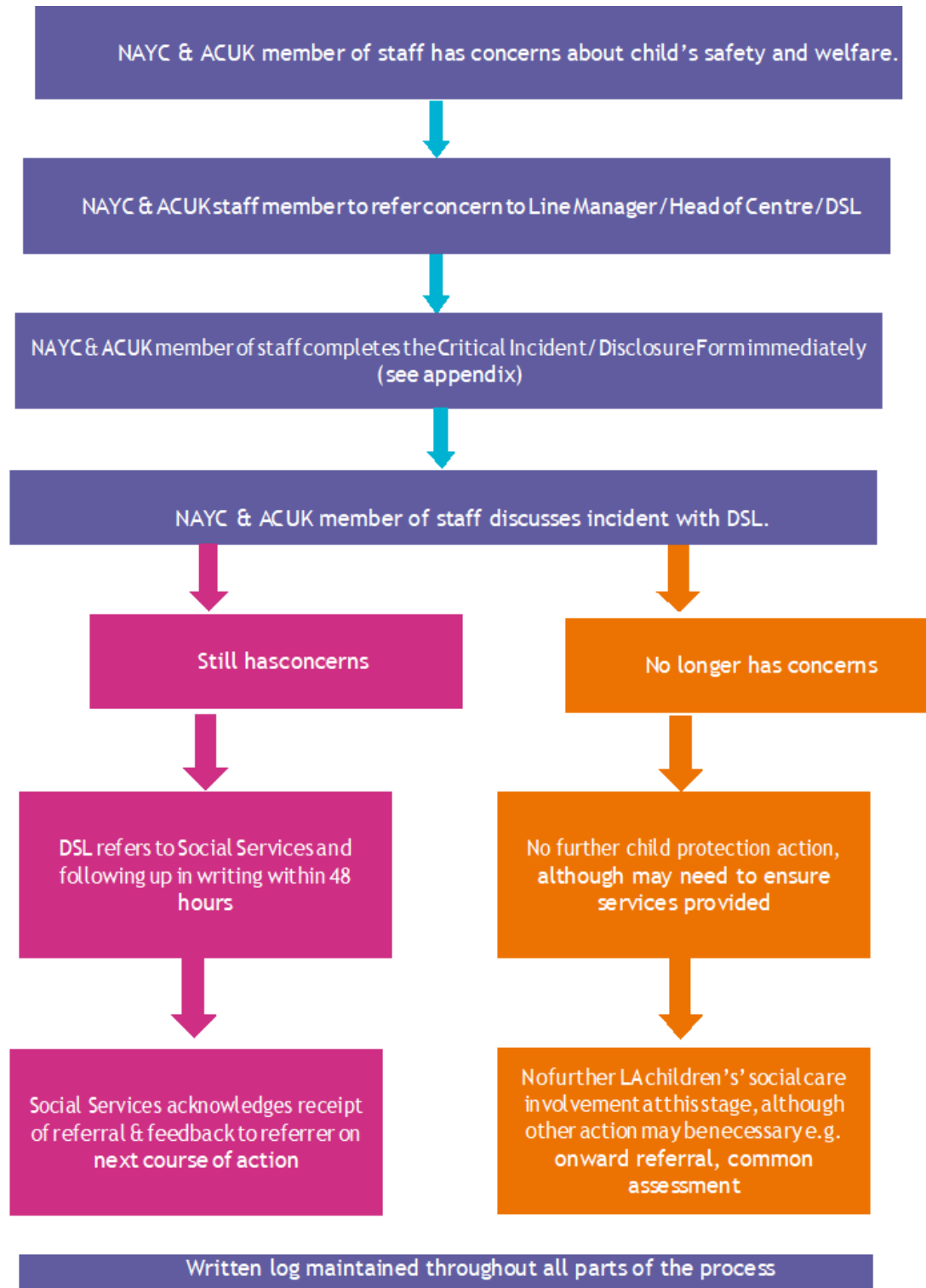
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**Appendix 5**

**NAYC & ACUK Referral Procedures - Concern of Child's Safety and Welfare**



**Appendix - 6**

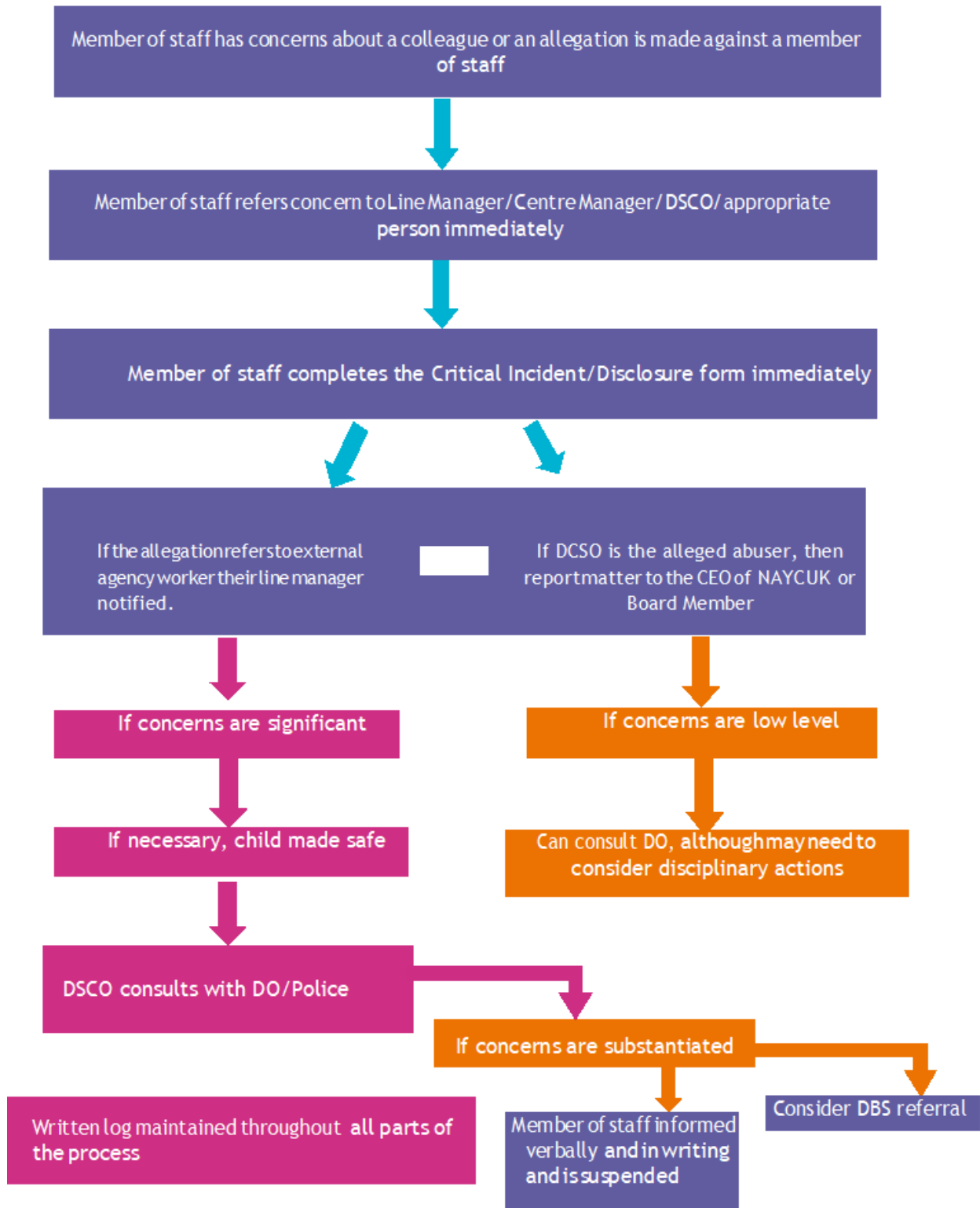
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**NAYC & ACUK Referral Procedures - Concern About Colleague or Allegation Against Staff Member**



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## Appendix – 7

### Safeguarding Roles and Responsibilities

	<b>Chief Executive (NAYC &amp; ACUK)</b>	<b>DSCO</b>	<b>All Staff</b>
<b>Responsibilities</b>	All areas of the organisation have a Safeguarding policy and procedures in place that are accessible and compliant with local authority guidance and locally agreed inter-agency procedures, and the policy is made available to visiting institutions on request;	Will ensure that the policies and procedures adopted by NAYC & ACUK are fully implemented, and followed by all staff;	Fully comply with the NAYC & ACUK policies and procedures  Attend appropriate training!
	All areas of the organisation operate safer recruitment procedures and make sure that all appropriate checks are carried out on staff who work with children	Will ensure that sufficient resources and time are allocated to enable the DSCO and other staff to discharge their safeguarding responsibilities	Inform the DSCO or their line manager of any concerns (See contact Tel. Numbers on display in the office)
	All areas of the organisation have procedures for dealing with allegations of abuse against staff that comply with guidance from the local authority and locally agreed inter-agency procedures	Will ensure that all staff feel able to raise concerns about poor or unsafe practice in regard to children, and such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing policies	
	A senior member of the youth development/activity centre's leadership team and deputy/deputies are designated to take lead responsibility for safeguarding	Liaise with Local Authority's Designated Officer when managing all allegations made against members of staff	
	All staff undertake appropriate training	Referrals 1. Refer cases of suspected abuse or allegations to the relevant investigating agencies 2. Act as a source of support, advice and expertise within the centre 3. Liaise with Head of NAYC & ACUK to inform him/her of any issues and ongoing investigations and ensure there is always cover for this role.	
	Staff remedy, without delay, any deficiencies or weaknesses regarding Safeguarding arrangements	Training 1. Ensure all staff access appropriate safeguarding training which should include recognising signs of abuse and what action they should take (i.e. inform DSCO of any concerns). This training should be updated at least every 2 years.	

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		<ol style="list-style-type: none"> <li>2. Understand the importance of signs and indicators of abuse and how 'minor' concerns when seen within a cumulative context can form a picture of significant harm.</li> <li>3. Recognise when it is appropriate to make a referral</li> <li>4. Have a working knowledge of how Safeguarding Children's Partnership operate, the conduct of a Safeguarding case conference and be able to attend and contribute to these;</li> <li>5. Ensure that all staff have access to and understand the NAYC &amp; ACUK Safeguarding policy;</li> <li>6. Ensure that Safeguarding is included in induction training;</li> <li>7. Ensure all staff have access to standardised recording format for reporting concerns</li> <li>8. Keep detailed, accurate, secure, written safeguarding records and know how to transfer and archive these records</li> <li>9. Attend relevant multi agency training</li> </ol>	
	<p>Liaising with the DO (Designated Officer) and /or partner agencies in the event of allegations of abuse being made against a Centre Manager</p>	<p>Raising Awareness</p> <ul style="list-style-type: none"> <li>• Ensure the Safeguarding policy is updated and reviewed annually</li> <li>• Ensure all staff fully comply with the centre's policies and procedures</li> </ul>	
	<p>Where services or activities are provided on the Centre premises by another body, the body concerned has appropriate policies and procedures in place in regard to safeguarding children and liaises with the body on these matters where appropriate</p>		

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