

Safeguarding and Child Protection Policy and Procedure with Appendix DBS and Safe Employment Policy

In line with OCC and the OSCB



SAFEGUARDING CHILDREN POLICY & PROCEDURES

1. Introduction:

- 1.1 This policy has been developed in accordance with the principles established by the Children Act 1989; and in line with the following:
 - a. "Working Together to Safeguard Children 2015"
 - b. "Framework for the Assessment of Children in Need and their Families" 2000
 - c. "What to do if you are worried a Child is being Abused" 2015 ¹
 - d. Oxfordshire Safeguarding Children Board guidelines
- 1.2 The Trustees take seriously their responsibility under section 11 of the Children Act and duties under "working together" to safeguard ² and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements exist within our setting to identify, and support those children who are suffering harm or are likely to suffer harm.
- 1.3 We recognise that all staff³ and Trustees have a full and active part to play in protecting the children and young people from harm, and that the child's / vulnerable adult's welfare is our paramount concern.
- 1.4 Our setting should provide a safe, caring, positive and stimulating environment that promotes the social, physical and moral development of the individual child / vulnerable adult free from discrimination or bullying where children can play and develop happily.
- 1.5 This policy applies to all staff, Trustees and volunteers working at Let's Play. The aims of this policy are:
 - a. To support the child's / vulnerable adult's development in ways that will foster security, confidence and resilience

¹ What To Do If You Are Worried A Child is being Abused www.doh.gov.uk/safeguardingchildren/index.htm

² Safeguarding (as defined in the Joint Inspector's Safeguarding report is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agree local policies and procedures in full partnership with other agencies"

³ "Staff" covers ALL adult staff on site, including temporary, supply and ancillary staff, and volunteers working with children

- b. To provide an environment in which children and vulnerable adults feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- c. To raise the awareness with all staff of the need to safeguard children/ vulnerable adults and of their responsibilities in identifying and reporting possible cases of abuse.
- d. To provide a systematic means of monitoring children / vulnerable adults known or thought to be at risk of harm, and ensure we, contribute to assessments of need and support plans for those children / vulnerable adults where appropriate.
- e. To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding children and vulnerable adults.
- f. To develop a structured procedure within Let's Play which will be followed by all members of the staff in cases of suspected abuse.
- g. To develop effective working relationships with all other agencies, involved in safeguarding children/ vulnerable adults.
- h. To ensure that all adults within Let's Play who have access to children / vulnerable adults have been checked as to their suitability. This includes other community users of our facilities, following correct staff recruitment and selection procedures.

2. **Procedures:**

- a. The Let's Play procedures for safeguarding children / vulnerable adults will be in line with Oxfordshire Local Authority (the LA) and Oxfordshire Safeguarding Children Board (OSCB), Child Protection Procedures, and "Working Together to Safeguard Children 2015". We will ensure that:
 - b. The Trustees understand and fulfil its safeguarding responsibilities.
 - c. All Core Staff (Project Manager, Project Co-ordinator (ASC), Project Co-ordinator (Holidays) and Deputy Project Co-ordinator) have undertaken appropriate training for the role, as recommended by the OSCB, within the past two years. Our Core Staff will update their training with OSCB approved training every two years.
 - d. In the absence of an appropriately trained member of staff,(the Project Manager or Project Co-ordinator Safeguarding Lead) Sheena Gow our Chair of Trustees will assume this role.
 - e. All staff and volunteers new to Let's Play will be made aware of this policy and the procedures for child protection, the name and contact details of the Core

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Staff or Session Leader and have these explained, as part of their induction into the Project.

- f. All members of staff are provided with opportunities at least every three years to receive training in order to develop their understanding of the signs and indicators of abuse, how to respond to a child / young person who discloses abuse and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.
- g. Our Disclosure barring service (DBS) and policy and commitment to Safer Recruitment will ensure the suitability of adults working with children / vulnerable adults on our site at any time.
- h. Community users organising activities for children are aware of and understand the need for compliance with the Let's Play guidelines and procedures.
- i. The name of any member of staff considered not suitable to work with children / vulnerable adults will be notified to the DBS (Disclosure and Barring service), with the advice and support of the Trustees and or LADO.
- j. Our procedures will be annually reviewed and up-dated and a summary report of findings sent to our Trustees and the OSCB.

3. **Responsibilities:**

Staff at Let's Play will follow the Oxfordshire Safeguarding Children Board Procedures/Local Authority guidance in all cases of abuse, or suspected abuse (these can be found at www.OSCB.org.uk).

We will therefore:

- a. Understand that our responsibility to safeguard children / vulnerable adults requires that we all appropriately share any concerns that we may have about children or vulnerable adults.
- b. Ensure that we refer a child / vulnerable adult if there are concerns about a child's / vulnerable adult's welfare, possible abuse or neglect to the Multi Agency Safeguarding Hub (MASH) on the following contact number 0845 0507666.
- c. Ensure that detailed and accurate written records of concerns about a child / vulnerable adult are kept even if there is no need to make an immediate referral. See guidance on record keeping :
 - a. http://portal.oxfordshire.gov.uk/content/public/CYPF/schools/behaviour_attendance/safeguarding_child_protection/Keeping_Child_Protection_Records.doc
- d. Ensure that all such records are kept confidentially and securely.

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- e. Ensure that the Core Staff, or another appropriate member of staff, attends case conferences, family support meetings, core groups, or other multi-agency planning meetings, contributes to the Framework for Assessments process, and provides a report which has been shared with the parents.
- f. Establish and maintain links with relevant agencies and co-operate as required with enquiries of a child protection nature.
- g. Ensure that all Let's Play staff are aware of the Safeguarding policy and procedures, and understand their responsibilities in being alert to, and acting appropriately in cases of abuse, or suspected abuse, and know how to recognise and refer any concerns.
- h. Provide, where requested, an annual report for the Trustees, detailing any changes to the policy and procedures; training undertaken by the Core Staff and by all staff, number and type of incidents/cases, and number of children / vulnerable adults referred to Children's Social Care and subject to Child Protection Plans (anonymised). The committee will use this report to fulfil its responsibility to provide the OSCB with information about their Safeguarding policies and procedures when requested.
- i. Keep themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training, at least every two years, provided by the Oxfordshire Safeguarding Children Board. Frequent training should include training on child sexual exploitation, radicalisation as well as generalist and specialist safeguarding training.
- j. Ensure that all staff and volunteers understand that there is a procedure to be followed in dealing with child protection allegations made against staff. This procedure must be followed on all occasions. All staff must be made aware of this process and how it differs from other concerns about children.
- k. Ensure that we have staff on all interview panels who are Safer Recruitment Trained.
- l. Ensure that all staff/volunteers are selected and recruited only after having gone through appropriate checks.
- m. Our setting will have regard to our obligations to prevent our young people from being drawn into extremism or terrorism. We recognise that this is our statutory duty under the counter terrorism and security act 2015. Please see the links below for further guidance and information around this.
 - 1) [Prevent Briefing](#)
 - 2) [Prevent within Schools](#)
 - 3) [Channel Panel Advice](#)

4. **Supporting Children / Vulnerable adults:**

- a. We recognise that a child / vulnerable adult who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of self-worth.
- b. We accept that research shows that the behaviour of a child / vulnerable adult in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

4.1 **At Let's Play we will support all children / vulnerable adults by:**

- a. Encouraging the development of self-esteem and resilience in every aspect of life.
- b. Promoting a caring, safe and positive environment.
- c. Liaising and working together with all other support services and those agencies involved in the safeguarding of children / vulnerable adults.
- d. Notifying Social Care as soon as there is a significant concern.
- e. Notifying Social Care when a child/ vulnerable adult attending the centre is privately fostered.

5. **Confidentiality:**

- a. We recognise that all matters relating to child protection are confidential.
- b. The Core Staff or Session Leader will disclose personal information about a child / vulnerable adult to other members of staff on a need to know basis only.
- c. However, all staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children / vulnerable adults.
- d. All staff must be aware that they cannot promise a child / vulnerable adult to keep secrets which might compromise the child's / vulnerable adult's safety or well-being or that of another.
- e. We will always undertake to share our intention to refer a child / vulnerable adult to MASH with their parents /carers unless to do so could put the child at

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greater risk of harm, or impede a criminal investigation. If in doubt, we will consult with the Trustees or MASH/OSCB on this point.

- f. We will take no names consultations with our local Assessment Teams to discuss concerns we may have, but we understand that if they then ask for a name we will disclose those details and it will become a referral.

5. **Supporting Staff:**

- a. We recognise that staff working at Let's Play who have become involved with a child / vulnerable adult who has suffered harm, or appears to be likely to suffer harm may find the situation stressful and upsetting.
- b. We will support such staff by providing an opportunity to talk through their anxieties with the Core Staff or Session Leader and to seek further support. This could be provided by another trusted colleague, or a representative of a professional body, as appropriate.
- c. In consultation with all staff, we have adopted a code of conduct for staff at Let's Play. This forms part of our staff induction pack. We understand that staff should have access to advice on the boundaries of appropriate behaviour.
- d. We recognise that our Core Staff and Session Leaders should have access to support and appropriate workshops, courses or meetings as organised by the OSCB.

6. **Allegations against staff:**

- a. All staff should take care not to place themselves in a vulnerable position with a child / vulnerable adult. It is always advisable for interviews or work with individual children / vulnerable adults or parents to be conducted in view of other adults.
- b. We understand that a child or vulnerable adult may make an allegation against a member of staff. If such an allegation is made, the member of staff receiving the allegation will immediately inform the Project Manager or the most senior member of staff available.
- c. The Project Manager on all such occasions will discuss the content of the allegation with the LADO (Local Authority Designated Officer) **before taking any action.** Our Oxfordshire County contacts are Alison Beasley, Acting LADO (01865 323457) or Donna Crozier, Safeguarding Coordinator (01865 816382).
- d. If the allegation made to a member of staff concerns the manager themselves, the person receiving the allegation will immediately inform the Chair of Trustees who will consult with LADO, without notifying the manger first.

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- e. Let's Play will follow the procedures for managing allegations against staff, a copy of which can be accessed through the OSCB website.
- f. Suspension of the member of staff against whom an allegation has been made needs careful consideration, and we will consult with the above named professionals in making this decision.

7. **Whistleblowing:**

- a. We recognise that children / vulnerable adults cannot be expected to raise concerns in an environment where staff fail to do so.
- b. All staff should be aware of their duty to raise concerns about the attitude or actions of colleagues and appropriate advice will be sought from the LADO or Safeguarding Team where necessary.

8. **Physical Intervention/Positive Handling:**

- a. Our policy on physical intervention/positive handling by staff is set out separately as part of our Physical Intervention Policy (PP25). It complies with OSCB Guidance, 'The Use of Force to Control or Restrain Pupils' 2010.
- b. Such events are recorded on a physical intervention form and signed by the witnesses.
- c. We recommend that staff who are likely to need to use physical intervention should be appropriately trained.
- d. We understand that physical intervention of a nature that causes injury or distress to a child / vulnerable adult, may be considered under child protection or disciplinary procedures.

9 **Anti-Bullying:**

Our policy on the prevention and management of bullying is set out in our Anti Bullying Policy (PP26) and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures. Bullying is a safeguarding matter that if left unresolved can become a child protection matter. Our setting will take seriously any bullying concerns and both investigate and take action to protect pupils where appropriate.

10. **Health & Safety:**

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Our Health & Safety policy (PP02), set out in a separate document, reflects the consideration we give to the protection of our children / vulnerable adults both physically within Let's Play, and when away from Let's Play when undertaking trips out.

11. **Mobile Phones:**

- a. The use of mobile phones by employees to make/receive personal calls and/or texts during the working day is forbidden.
- b. Any personal calls should be directed to the Let's Play's landline number so that a message can be relayed to the member of staff, when the member of staff is available, unless there is an emergency situation, where the message must be relayed to the employee immediately
- c. At the start of each session staff or child service user will place their mobile phone in the designated container which will be locked in the office until the session is over.
- d. An increasing number of mobile phones now have built-in cameras and have the capability to capture copy and transmit images through a range of technologies and formats. Employees should never take or transmit images of pupils and colleagues on their personal mobile phone.
- e. A work mobile phone has been provided to Co-ordinators, which can be used in sessions as it has no photographic capability.

12. **Role of the Trustees:**

- a. The Trustees of Let's Play undertake the regular review of safeguarding related policies and procedures that operate at Let's Play.
- b. The Trustees have a crucial role in monitoring and challenging staff on the effectiveness of safeguarding arrangements
- c. All staff have a responsibility for action in cases of suspected child abuse. This document outlines the procedures which should be followed if any member of staff suspects a child / vulnerable adult is being abused, or if a disclosure is made.

**Immediate action is required where there is
concern about possible abuse, written records must be
made at each stage of the process.**

All staff are asked to be alert to possible physical or emotional problems being experienced by children and vulnerable adults

If a child / young person asks to speak to you about a problem do not promise confidentiality but explain that it may be necessary to consult a colleague.

13 **Categories of Abuse:**

The table below outlines the four main categories of abuse as defined by the Department of Health 'Working Together to Safeguard Children' document 2010. (Full definitions can be found in this document) Staff should be aware that the possible indicators are not definitive and that some children / vulnerable adults may present these behaviours for reasons other than abuse.

Type of Abuse	<u>Possible</u> Indicators
<p>Neglect The persistent failure to meet a child's / vulnerable adult's basic physical and psychological needs, likely to result in the serious impairments of the child's / vulnerable adult'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 food, clothing and shelter; protect a child / vulnerable adult from physical and emotional harm or danger; ensure adequate supervision; ensure access to appropriate medical care or treatment.</p>	<p>Obvious signs of lack of care including: Problems with personal hygiene; Constant hunger; Inadequate clothing; Emaciation; Lateness or non-attendance at Let's Play; Poor relationship with peers; Untreated medical problems; Compulsive stealing and scavenging; Rocking, hair twisting, thumb sucking; Running away; Low self-esteem.</p>
<p>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</p>	<p>Physical signs that do not tally with the given account of occurrence conflicting or unrealistic explanations of cause repeated injuries delay in reporting or seeking medical</p>

when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child / vulnerable adult	advice.
<p>Sexual Abuse Forcing or enticing a child / vulnerable adult to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child / vulnerable adult is aware of what is happening. The activities may involve physical contact, penetrative or non-penetrative acts and also includes involving children in watching pornographic material or watching sexual acts.</p>	<p>Sudden changes in behaviour Displays of affection which are sexual and age inappropriate Tendency to cling or need constant reassurance Tendency to cry easily Regression to younger behaviour – eg thumb sucking, acting like a baby Unexplained gifts or money Depression and withdrawal Wetting/soiling day or night Fear of undressing for PE</p>
<p>Emotional Abuse The persistent emotional maltreatment of a child / vulnerable adult such as to cause severe and persistent adverse effects on the child's / vulnerable adult's emotional development. It may involve conveying to children / vulnerable adults that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.</p>	<p>Rejection Isolation child / vulnerable adult being blamed for actions of adults child / vulnerable adult being used as carer for younger siblings affection and basic emotional care giving/warmth, persistently absent or withheld.</p>

14. Child sexual exploitation (CSE):

The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people, (or a third person or persons) receive something, (e.g. food, accommodation, drugs, alcohol, cigarettes, affections, gifts, money) as a result of them performing and/or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidations are common, involvement in exploitative relationships being characterised in the main by the child's or young person's limited availability of choice, resulting from their social/economic and/or emotional vulnerability. (DCSF 2009)

14.1 Key facts about CSE:

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- a. Sexual exploitation often starts around the age of 10 years old. Girls are usually targeted from age 10 and boys from age 8.
- b. It affects both girls and boys and can happen in all communities.
- c. Any person can be targeted but there are some particularly vulnerable groups: Looked After Children, Children Leaving Care and Children with Disabilities.
- d. Victims of CSE may also be trafficked (locally, nationally and internationally).
- e. Over 70% of adults involved in prostitution were sexually exploited as children or teenagers.
- f. Sexual violence or abuse against children represents a major public health and social welfare problem within UK society, affecting 16% of children under 16. That is approximately 2 million children.

14.2 **Good practice – Individuals:**

- a. Recognise the symptoms and distinguish them from other forms of abuse
- b. Treat the child/young person as a victim of abuse
- c. Understand the perspective / behaviour of the child/young person and be patient with them
- d. Help the child/young person to recognise that they are being exploited
- e. Collate as much information as possible
- f. Share information with other agencies and seek advice / refer to Social Care

14.3 **Good practice – Organisations:**

- a. Ensure robust safeguarding policies and procedures are in place which cover CSE
- b. Promote and engage in effective multi-agency working to prevent abuse
- c. Work to help victims move out of exploitation
- d. Cooperate to enable successful investigations and prosecutions of perpetrators

Link to guidance

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/278849/Safeguarding_Children_and_Young_People_from_Sexual_Exploitation.pdf

15. **Forced marriages (FM):**

- 15.1 FM is now a specific offence under s121 of the Anti-Social Behaviour, Crime and Policing Act 2014 that came into force on 16 June 2014.
- 15.2 A FM is a marriage conducted without the valid consent of one or both parties, and where duress is a factor Forced marriage is when someone faces physical pressure to marry (eg threats, physical violence or sexual violence) or emotional and psychological pressure (eg if someone is made to feel like they're bringing shame on their family). This is very different to an arranged marriage where both parties give consent.
- 15.3 FM is illegal in England and Wales. This includes:

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- a. taking someone overseas to force them to marry (whether or not the forced marriage takes place)
- b. marrying someone who lacks the mental capacity to consent to the marriage (whether they're pressured to or not)

Link to the guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380125/MultiAgencyPracticeGuidelinesNov14.pdf

16. **Female Genital Mutilation (FGM):**

- 16.1 FGM is child abuse and a form of violence against women and girls, and therefore should be dealt with as part of existing child safeguarding/protection structures, policies and procedures.
- 16.2 FGM is illegal in the UK. In England, Wales and Northern Ireland, the practice is illegal under the Female Genital Mutilation Act 2003.
- 16.3 Other than in the excepted circumstances, it is an offence for **any person (regardless of their nationality or residence status)** to:
 - a. perform FGM in England, Wales or Northern Ireland (section 1 of the Act);
 - b. assist a girl to carry out FGM on herself in England, Wales or Northern Ireland (section 2 of the Act); and
 - c. assist (from England, Wales or Northern Ireland) a non-UK person to carry out FGM outside the UK on a **UK national or permanent UK resident** (section 3 of the Act).

Link to the guidance:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/380125/MultiAgencyPracticeGuidelinesNov14.pdf

17. **Prevent:**

- 17.1 The Counter Terrorism & Security Act 2015 places a Prevent duty on specified schools to have “due regard to the need to prevent people from being drawn into terrorism”. The education and childcare specified authorities in Schedule 6 to the Act are as follows:
 - a. The proprietors of maintained schools, non-maintained special schools, maintained nursery schools, independent schools (including academies and free schools) and alternative provision academies, PRUs, registered early years providers, registered late years providers and some holiday schemes.
- 17.2 Schools/settings subject to the Prevent Duty will be expected to demonstrate activity in the following areas –

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- a. Assessing the risk of children being drawn into terrorism
- b. Demonstrate that they are protecting children and young people from being drawn into terrorism by having robust safeguarding policies.
- c. Ensure that their safeguarding arrangements take into account the policies and procedures of the Local Safeguarding Children Board.
- d. Make sure that staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism
- e. Expected to ensure children are safe from terrorist and extremist material when accessing the internet in school

18. **Dealing with Disclosures:**

18.1 **Receive:**

Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief but take what is said seriously.

18.2 **Reassure:**

Stay calm, no judgements, empathise. **Never make a promise that you can keep what a child has said a secret.** Giving reassurance that only those who need to know will be told. Reassure the young person that they were right to tell you.

18.3 **React:**

- a. React to the child / vulnerable adult only as far as is necessary for you to establish whether or not you need to refer this matter, but don't interrogate for full details.
- b. Don't ask leading questions – keep the questions open eg 'is there anything else you want to say?'
- c. Do not criticize the perpetrator; the student may have affection for him/her.
- d. Explain what you will do next – inform the Session Leader, keep in contact.

18.4 **Record:**

- a. If possible make brief notes about what they are actually telling you at the time. Keep these notes, however rough they are. If you are unable to make notes at the time write down what was said as soon as you can.
- b. Try to record what was actually said by the young person rather than your interpretation of what they are telling you.

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- c. Record the date, time, place and any noticeable nonverbal behaviour.

18.5 **Report:**

- a. Report the incident to the Session Leader and do not tell any other adults or young people what you have been told.

Never attempt to carry out an investigation of suspected abuse by interviewing the young person or any others involved. This is a highly skilled role and any attempts by yourself could affect possible criminal proceedings.

18.6 **Record Keeping:**

- a. The Safeguarding Leads for child protection are responsible for ensuring that the necessary paperwork is completed and sent to the relevant people and stored in a safe and confidential place. This means that the records will be a coherent factual record of the concerns that are stored on individual children in a clear chronological order.

**If you have safeguarding concerns ring:
Project Manager: Deb Kerrison on
07824 708638.**

**Safeguarding Lead: Richard Mills
07591297847.**

Sheena Gow 07765508524.

**MASH 0845 050 7666
(out of office times) 0800 833408.
<https://www.oxfordshire.gov.uk/cms/content/online-mash-enquiry-form>**

**Police 08458505505 or 01865
335200.**

***If you have concerns about a
member of staff contact the LADO
(Local Authority Designated
Officer) on:
01865 810603.***

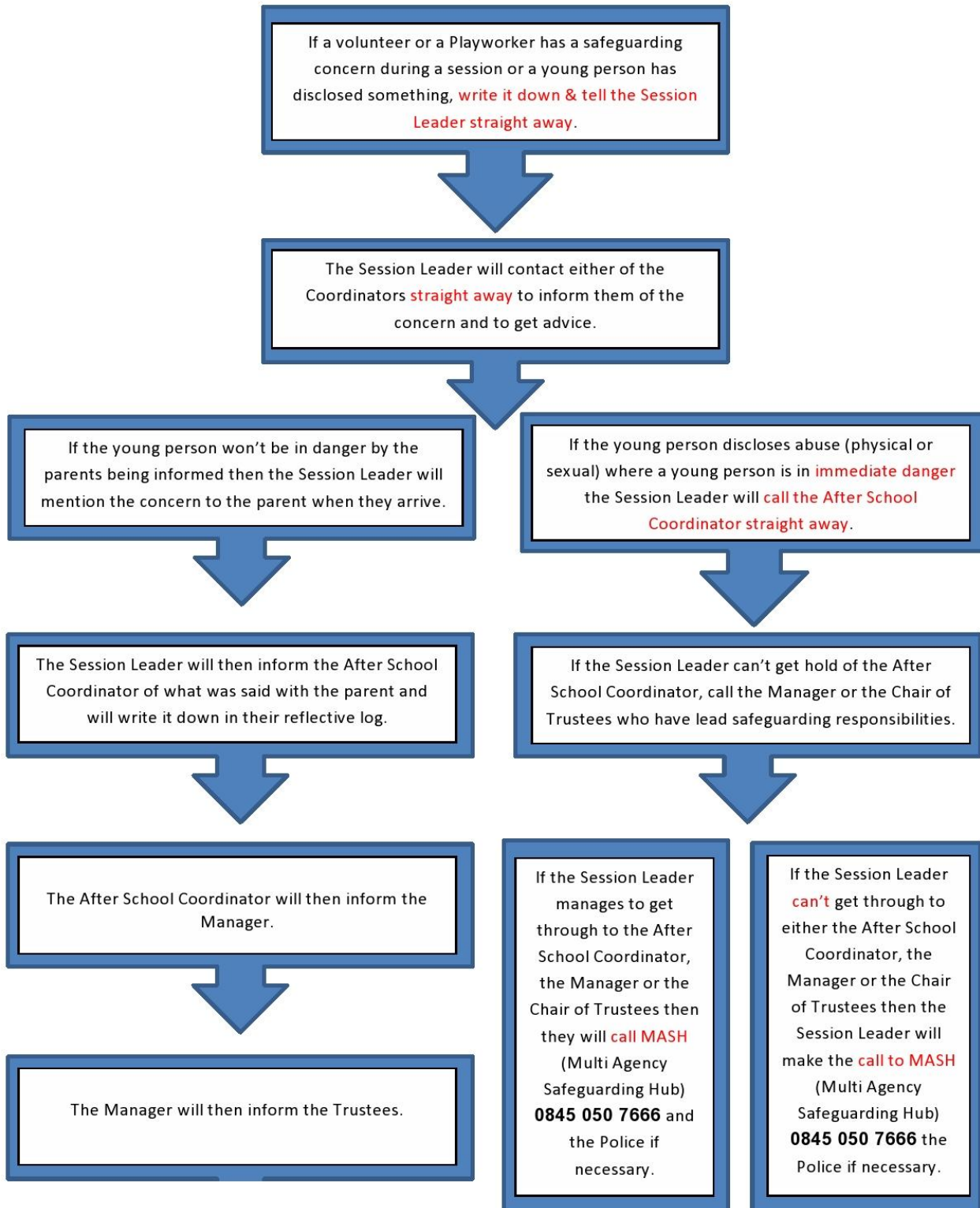


Oxfordshire LA would like to acknowledge the following, whose documents were referred to during the preparation of this policy: Buckinghamshire, Thurrock, Cambridgeshire, Northamptonshire, Kent and IRSC colleagues.

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Appendix 1: Safeguarding Flowchart

Safeguarding Flow Chart: What to do if you have a concern....



Appendix 2: DBS and Safe Recruitment Policy

DBS & SAFE EMPLOYMENT POLICY & PROCEDURES

Principles:

- a. This Policy describes the Guidance for safe and appropriate appointments.
- b. It has been included as an appendix in:-
 - 1) Safeguarding and Child Protection Policy and Procedures PP12
 - 2) Recruitment of Ex-Offenders PP04

1. Policy:

- a. In line with local authority guidelines, the Let's Play Project will follow new statutory legislation introduced to ensure that safe recruitment practice is carried out.
- b. As a first step, all persons showing an interest in working or volunteering at the Let's Play Project will be required to sign an in-house Declaration form in advance, (attached Appendix 1) - this is **not** a replacement for the *enhanced DBS disclosure*).
- c. The Disclosure and Barring Service (DBS) provides criminal record disclosures for people working with children and vulnerable adults.
- d. The Let's Play Project requires that applications be made to the DBS for all employees, trustees and volunteers for an *enhanced DBS disclosure* who are aged 16 and over.
- e. All applicants for volunteer and Playworker vacancies will be given a Staff Suitability form(Disqualification by Association) to fill out prior to the interview – any issues raised on the form will be discussed at the interview and necessary advice from external agencies will be taken.
- f. It is essential that safe recruitment practice is in place to ensure that unsuitable persons do not gain access to work with children / vulnerable adults either on a paid or voluntary basis.



2. Procedures:

2.1 DBS procedure for employees, trustees, volunteers working with the Let's Play Project:

- a. The Project Manager (or other senior appointed person) will ask if the new candidate is already signed up to the DBS update service.
- b. If they are signed up to the DBS update service, a member of the Core Staff team will carry out a Status check at www.gov.uk/dbs, after viewing the original DBS Certificate and record necessary information as stated in 2.3.
- c. If the person is thought to be suitable to join the Let's Play Project, then at the second interview stage they will be asked to bring along documents that are needed for our own *new enhance DBS disclosure*, this will apply to all persons aged 16 or above who wish to be involved in the Let's Play Project even if a person has an existing *enhanced DBS disclosure* elsewhere (unless they have signed up to the DBS update service).
- d. If the existing disclosure highlights 'convictions' or 'other matters,' then a risk assessment is required and a record kept. In this case refer to the Let's Play Project's own policy regarding the employment of ex-offenders (**PP04**) and as a safeguard, seek advice from the Local Authority for guide lines.
- e. Upon return of the DBS form to the new employee, Let's Play will ask for the employee to bring their DBS form into the office, if the new disclosure has 'convictions' or 'other matters' revealed, then the Let's Play Project Manager must carry out a risk assessment (as above). If the employee refuses to bring in their DBS form we cannot employ them.
- f. **No one may work directly with children or vulnerable adults without a current and satisfactory enhanced DBS disclosure which has been applied for through the Let's Play Project unless they are signed up to the online update service.**

2.2 DBS Procedure for placement students:

- a. The Project Manager (or other senior appointed person) will contact the College's Work Placement Officer before the placement student starts their placement at Let's Play to confirm they have a current up to date enhanced DBS.
- b. The Work Placement Officer will then have to provide a letter to Let's Play detailing :
 - i. Full Name of Placement Student
 - ii. Date of Issue on DBS form
 - iii. DBS Number

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2.3 **Recording procedure and tracking:**

- a. The date the DBS application is sent will be recorded.
- b. A follow up on-line tracking of the application may be required if there is a delay in its return.
- c. The Let's Play Project's in-house tracking form will record details of all *enhanced DBS disclosures*, including:-
 - i. Full name
 - ii. Date of issue
 - iii. DBS number
 - iv. Disclosures - 'convictions' or 'other matters'
 - v. Expiry date - 3 years from date of issue to be noted (for renewal).
- d. These will be held in a secure file in the office.
- e. The Let's Play Project will renew all *enhanced DBS disclosures* every 3 years.
- f. Further information about DBS checks is available at
<https://www.gov.uk/disclosure-barring-service-check/overview>



Appendix 1:

Let's Play Project Confidentiality Agreement

In your work with the Let's Play Project you may have access to confidential information about clients or employees. Access to this information may be through records and reports (either paper or on computer), client or employee contact or conversations. This information may or may not be connected with your specific duties. It is vital that you treat all information about clients or employees as strictly confidential. Our clients and employees must be able to have confidence that personal information is never released unless:

- There is a legal requirement on statutory agencies e.g. Child (or adult) protection.
- There is a need to alert those at risk as well as other relevant workers/agencies, when an assessment is made that an individual poses a risk to the physical safety of the following:
 - Family (especially children)
 - Carers
 - Members of the public
 - Staff or statutory and voluntary agencies

In these cases the matter should be referred to the Coordinators and their line manager for a decision. We expect all employees, whether employed on a permanent, temporary or casual basis to maintain the confidentiality and security of information and to take all necessary steps to ensure this. You may be personally liable for any breach of confidentiality.

Please sign this agreement to confirm that you accept your responsibilities to maintain the confidentiality of client and/or employee information.

Name:.....
Signature:.....
Dated:.....

Appendix 2:**RECRUITMENT OF EX-OFFENDERS POLICY & PROCEDURES****Principles:**

- a. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust the Let's Play Project complies fully with the DBS Code of Practice, and undertakes to treat all applicants for positions fairly.
- b. It should be included as an appendix in:-
 - 1) DBS & Safe Employment Policy & Procedure PP06

1. Policy:**1.1 The Let's Play Project:**

- a. Undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- b. Is committed to the fair treatment of its staff, potential staff, volunteers or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.
- c. Actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- d. Selects all candidates for interview based on their skills, qualifications and experience.

2. Procedures:**2.1 Disclosure:**

- a. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
- b. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
- c. Where a Disclosure is to form part of the recruitment process, all applicants called for interview are encouraged to provide details of their criminal record at an early stage in the application process.

Let's Play Project. St Mary's School, School Lane. Banbury. Oxon OX16 2EG.

- d. The applicant is requested to send this information under separate, confidential cover, to a designated person within the Let's Play Project and is guaranteed that this information will only be seen by those who need to see it as part of the recruitment process.
- e. Unless the nature of the position allows the Let's Play Project to ask questions about an applicant's entire criminal record the Let's Play Project only asks about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- f. The Let's Play Project ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
- g. The Let's Play Project also ensures that staff have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
- h. At interview, or in a separate discussion, the Let's Play Project ensures that an open and measured discussion takes place on the subject of any offences, or other matter, that might be relevant to the position.
- i. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- j. The Let's Play Project makes every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and makes a copy available on request.
- k. The Let's Play Project undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.
- l. If the applicant is successful a full risk assessment is carried to identify any potential risks along side the Playworker job description to determine their suitability for the role.

1.3 Note:

Having a criminal record will not necessarily bar an applicant from working with the Let's Play Project.

This will depend on the nature of the position and the circumstances and background of the offences.