

## **APPENDIX 1**

### **Guidance For Managers** **Protecting children and workers**

**A.** We can reduce likely situations for abuse of children and help protect our staff and volunteers from false accusations by making sure that everyone is aware that **it is not acceptable to:-**

- Spend time alone with children away from others;
- Take children alone in a car on journeys, however short;
- Take children to their home.

In exceptional circumstances where it is **absolutely unavoidable** that these things do happen, they should **only** occur with the full knowledge and consent of the Senior Head or their deputy.

**B.** You should make it clear to all staff and volunteers in your organisation that they should **never...**

- Engage in rough physical games including horseplay – apart from structured sports activities;
- Allow or engage in inappropriate touching of any form;
- Allow children to use inappropriate language unchallenged;
- Make sexually suggestive comments about or to a child;
- Let allegations a child makes go unchallenged or unrecorded;
- Do things of a personal nature for children or vulnerable adults.

## **APPENDIX 2**

### **Guidance for Managers** **Supervision of children**

*Making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm of any kind whilst taking part in organised programmes or whilst at Council facilities.*

#### **Planning**

- Organisers **must** plan and prepare a detailed programme of activities for the children who are involved in the project, **including preparing a risk assessment prior to the event.**
- Managers must ensure that all staff and volunteers have got required appropriate CRB clearance in place.
- Organisers are responsible for the welfare and safety of the children for the whole time they are in their care.
- Young people should not be left to their own devices when undertaking a supervised programme.
- All children should be adequately supervised and engaged in suitable activities at all times.
- In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers should have a number of alternative activities planned.

#### **Supervision**

- Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so.
- Children must be supervised at all times.
- Children must not be left unsupervised at any venue whether it is indoors or out of doors.
- Workers should know at all times where children are and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Children will be safer if supervised by two or more adults.
- Dangerous behaviour by children should not be allowed.

#### **Adult/child ratios**

Level of supervision must be adequate whether at the organisation's venue or on a journey/visit. Therefore, when deciding how many adults are required to supervise, Manager must take into consideration a range of practical matters:-

- The number of participants in the group
- The nature of the site/venue and of the activity involved
- It is important that each individual supervisor knows the responsibilities he/she is expected to bear.

It is for the Manager in charge to exercise his/her professional judgement in deciding the level of supervision taking into account the appropriate national guidance. Risk assessments should be carried out in advance of programming the activity.

## **APPENDIX 2 CONTINUED**

### **Guidance To Managers**

#### **Recording allegations or suspicions of abuse**

*In any case where an allegation is made, or someone in your organisation has concerns, a record should be made. It is good practice to draw up a checklist of details to note and questions **you should ask yourself** in making such a record which could include, for example: -*

- Name of child
- Age
- Any special factors; for example disability, cultural or language issues.
- Parent's name(s)
- All other members of the household, whether living there permanently or temporarily.
- Home address (and phone number if available)
- Is the person making the report expressing their own concerns or passing on those of somebody else? If so, record details.
- What has prompted the concerns? Include dates, times etc of any specific incidents.
- Any physical signs? Behavioural signs? Indirect signs?
- Has the child been spoken to? If so, what was said and who was present? Where the discussion took place is also important to note
- Have the parents been contacted? If so, what was said?
- Has anybody been alleged to be the abuser? If so, record details.
- Has anyone else been consulted? If so, record details.
- **See Appendix 5**

#### **Reporting Incidents or Allegations**

If a disclosure is made it **must be reported in line with Section 5.4. of the Policy**. If in doubt contact your line manager, Human Resources or Senior Head of Community.

The course of action that will be taken:

- Where an allegation is made against an employee, the matter will be investigated in accordance with the Council's disciplinary procedure.
- An appropriate person will be appointed to investigate
- An immediate evaluation will be carried out to determine if there needs to be a full investigation
- The employee may be suspended in cases of a more serious nature
- If during the investigation there are suspicions of criminal activity or intent, the case will be referred to the police and/or social services
- You will be treated with sensitivity and be fully supported by the Council

## **APPENDIX 3**

### **Roles and Responsibilities**

#### **Recruitment**

It is the responsibility of the Head of Service to inform the Recruitment Manager if an advertised post has duties that involve regular and direct contact with Children which will necessitate a Disclosure and Barring Service (DBS) Check. This should be clearly stated on the Recruitment Review form.

N.B. Any staff recruited through other channels for example Agency staff where a DBS Check has not been carried out or staff who commence employment before receipt of their DBS check must **not** be allowed to work unaccompanied with Children or Vulnerable Adults

#### **Training**

On starting employment with Eastbourne Borough Council all staff who occupy positions where a DBS check is considered appropriate will receive child and vulnerable adult awareness training from their line manager &/or Human Resources.

Divisions in the Council where regular and direct access with children and vulnerable adults takes place will receive Child Protection training arranged by the Training and Development Manager in consultation with the East Sussex Local Safeguarding Children's Board. In high risk areas (Sports Centres, Leisure Centres) Managers must ensure that there are staff / supervisors on site at all times who have received bespoke Child Protection Training.

#### **Staff**

If approached to respond to the potential victim or reporting person in accordance with the guidelines included in Section 5 of the policy.

#### **Managers / supervisors**

- Will ensure that all new staff receive awareness training
- Will receive child protection training
- Will advise staff on how to deal with situations arising
- Will provide support for the person reporting the incident
- Contact Social Services / police
- Will Inform the Senior Head of Community that a child protection incident has been reported
- Will keep the reporting person informed of action taken
- Will keep a written record including:
  - Date/time
  - Those present
  - Actions taken
  - Telephone / other conversations what was said/seen/done

**Senior Head of Community** – This post-holder is the designated lead for this policy. All allegations reported will be logged centrally.

**Head Of Corporate Development**

To ensure that the Council's contracts include appropriate reference to the requirement for Child and Vulnerable Adult Protection Policies and Procedures

**Senior Head of Development and Environment/ Senior Head of Tourism & Leisure and the Senior Head of Community**

To ensure that all funding agreements to voluntary and other organisations include, where appropriate, a requirement for Child and Vulnerable Adult Policies and Procedures

**All Senior Heads/Chief Officers**

To ensure that Heads of Service are aware of this policy and that it is being complied with.

## **APPENDIX 4**

### **Risk Assessment**

For the purposes of this policy the type of work shown is indicative of the type of areas where protection of children and vulnerable adults should be considered. It is not intended to be comprehensive or exclusive. Managers of work areas have responsibility for identifying "at risk" staff & other groups

High Risk Staff who enter people's homes where Children or Vulnerable Adults may be

e.g.

- Visiting Officers Benefits, Housing Needs Staff
- Leisure Centre & Sports Centre Staff
- Neighbourhood Advisors
- Contractors
- Volunteers

Low Risk Staff who work out of the office but have no direct contact with Children, e.g.

- Contract inspectors
- Planning Officers / Building Control Officers

No Risk Staff who are office based and have no contact with Children or Vulnerable Adults

e.g.

- Secretarial and Administrative Staff

When considering risk the same methodology should be applied to staff, contractors and volunteers. A record of risk and mitigating actions should be kept and fed into the annual Service and Financial planning process or , if more urgent, via the Head of Service.

## APPENDIX 5

### Safeguarding Report

Name of child	
Age	
Any special factors; for example disability, cultural or language issues.	
Parent's name(s)	
All other members of the household, whether living there permanently or temporarily.	
Home address (and phone number if available)	
Is the person making the report expressing their own concerns or passing on those of somebody else? If so, record details.	
What has prompted the concerns? Include dates, times etc of any specific incidents.	
Any physical signs? Behavioural signs? Indirect signs?	
Has the child been spoken to? If so, what was said and who was present? Where the discussion took place is also important to note	
Have the parents been contacted? If so, what was said?	
Has anybody been alleged to be the abuser? If so, record	

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