



# SAFEGUARDING CHILDREN POLICY & PROCEDURES

Approval Committee:	Nova New Opportunities Board of Trustees
Date Ratified:	April 2019
Signed by:	Shirley Wakelin, Chair
Issue date:	April 2019
Version:	1.2
Last review date:	March 2021
Review approved by:	Lizzie Cho, Director
Next review date:	March 2023
Review interval:	2 years
Target audience:	Trustees, Staff, Volunteers and Ambassadors
Designated Safeguarding Lead:	Emma Yasmin Butt
Deputy Safeguarding Lead:	Aimee Ling

---

## **Contents**

- 1. Policy Statement**
  - 1.1 Supporting Policies and procedures**
- 2. Introduction**
- 3. Responsibilities**
  - 3.1 Director and Leadership Team**
  - 3.2 Line Managers**
  - 3.3 Trustees, staff and consultants**
- 4. Procedure**
  - 4.1 Recruitment of Employees**
    - 4.1.1 Induction Programme
    - 4.1.2 Job Descriptions and Person Specifications
    - 4.1.3 References
    - 4.1.4 Interviews
    - 4.1.5 Offer of Appointment and New Employee Process
    - 4.1.6 The Rehabilitation of Offenders Act 1974
    - 4.1.7 DBS (Disclosure and Barring Service) Certificate
    - 4.1.8 Dealing with convictions
    - 4.1.9 Overseas Checks
    - 4.1.10 Record Retention / Data Protection
    - 4.1.11 Child protection records retention and storage
  - 4.2 Other people involved with Nova including visitors**
  - 4.3 Working with Children and Young People**
    - 4.3.1 General Guidance for safe working practice
    - 4.3.2 Guidance on Physical Contact with Children and Young People
    - 4.3.3 Risk Assessments and Procedures for all trips and activities
    - 4.3.4 Complaints
  - 4.4 Photography, Social Media & Communication**
    - 4.4.1 Guidance on taking photographs of children
    - 4.4.2 Communicating with children and families
    - 4.4.3 Raising concerns
  - 4.5 Abuse and Neglect**
    - 4.5.1 Bullying
    - 4.5.2 Dealing with Disclosures
    - 4.5.3 Online Safety
    - 4.5.4 Recording concerns
    - 4.5.5 Safeguarding flowchart
    - 4.5.6 Radicalisation and Extremism
- 5. Key contacts**
  - 5.1 Nova New Opportunities Contacts**
  - 5.2 External Contacts for Safeguarding: Kensington and Chelsea**
- 6. Appendices**

Abbreviations used in this document	Meaning
CSC	Children's Social Care
DH	Department of Health
LAC	Looked After Child
LSCB	Local Safeguarding Children Board
LADO	Local Authority Designated Officer
SGC	Safeguarding Children
CYP	Children and Young People
RBKC	Royal Borough of Kensington and Chelsea
DSL	Designated Safeguarding Lead for the Charity

## Nova New Opportunities Safeguarding Contacts

**Nova New Opportunities Director:** Lizzie Cho, 07780 463336, [lizzie.cho@novanew.org.uk](mailto:lizzie.cho@novanew.org.uk)

**Designated Safeguarding Lead:** Emma Yasmin Butt, 07725 302290, [emma.butt@novanew.org.uk](mailto:emma.butt@novanew.org.uk)

**Deputy Safeguarding Lead:** Aimee Ling, 07782 542661 [aimee.ling@novanew.org.uk](mailto:aimee.ling@novanew.org.uk)

### 1. Policy Statement

All children and young people (CYP) have the right to protection from any kind of abuse and the right to be in a safe and friendly environment whilst in the care of Nova New Opportunities. We are committed to providing, as far as is reasonably practicable, an environment that is safe from any kind of harm, for all those under the age of 18 years at all locations used by the charity. We will give equal priority to keeping all children and young people safe regardless of their age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation.

#### We aim to achieve this by:

- Ensuring our policies and procedures are in line with local and national guidelines and legislation.
- Having effective systems in place ensuring that our facilities, procedures and activities take account of the children and young peoples' health, safety and welfare requirements.
- Following safer recruitment procedures carefully, for all staff, ensuring the suitability of all staff to work with CYP under the age of 18.
- Requiring all staff to have completed Local Safeguarding Children Board's (LSCB) Level 3 safeguarding children training, which is required to be updated every three years.
- Providing effective management for staff through supervision, support and ongoing training.
- Ensuring CYP have a clear channel of communication in time of need.
- Ensuring that we take into account the needs and backgrounds of all students as much as possible.
- Making clear to the children, young people and staff what constitutes aggressive and racist behaviour and that it will not be tolerated.
- Ensuring that all staff understand general child safeguarding principles and that a copy of the Nova New Opportunities Safeguarding Children Policy is provided during induction and on the Charity's website.

This policy will be reviewed and updated every 2 years by the Management team of Nova New Opportunities (Director, Lead Community Programme Manager and Family Support Manager in consultation with the Safeguarding Children Advisor and ratified by the Trustees).

### 1.1 Nova New Opportunities supporting policies and procedures

- Role description for the designated safeguarding officer
- Code of conduct for staff, students and volunteers
- Prevent Duty
- The Family Agreement
- Online safety
- Anti-bullying
- Complaints
- Grievance Procedure (including Whistleblowing Policy)
- Health and safety
- Photography and sharing images guidance

**If you would like a copy of the above policies, please request the documents from Ayla Kolakovich, Office and Finance Manager:**

**Email:** [ayla.kolakovich@novanew.org.uk](mailto:ayla.kolakovich@novanew.org.uk)

**Job Title:** Office and Finance Manager

## 2. Introduction

The purpose of this document is to specify Nova's Safeguarding policy and procedures for the protection of children and young people. In this document, a child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout.

Nova New Opportunities is a voluntary organisation and this policy should be read by all Trustees, Staff, Volunteers and Ambassadors working with or alongside children accessing activities provided by Nova New Opportunities (also referred to as 'the Charity'). This policy relates to all children and young people in our care regardless of gender, age, ethnicity, nationality, religion or disability.

The Charity provides online, after-school, weekend, school holiday and residential activities for children and young people and for families. Some activities are delivered on and offsite. All adults working with or alongside children for the charity refers to staff and all volunteers. For the purpose of this document, 'Staff' refers to those paid employees of Nova New Opportunities. 'Volunteers' refers to all others working for the charity and may include (but are not limited to) mentors and helpers.

Safeguarding and promoting the welfare of children and young people is defined for the purposes of this policy as:

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

Safeguarding is the responsibility of everyone. The policy and procedures apply to all of Nova's activities. The document applies to all Nova staff, including tutors, trustees and volunteers.

All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare. Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

The Children Act 2004 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in organisations are competent, confident and safe to do so.

[Guidance for Working Together to Safeguard Children, July 2018](#)

### 3. Responsibilities

The implementation of this policy is mandatory across all areas of the Charity. Any behaviour by a Trustee, member of staff, apprentices, volunteer, freelancer or consultant that contravenes the terms of this policy and procedure may be considered for disciplinary action, which in turn may lead to dismissal for staff and ending of contracts for apprentices, volunteers, freelancers and consultants or for Trustees being removed from the Trustee Board. Specific responsibilities are outlined below:

#### 3.1 Director and Leadership Team

The Director is ultimately responsible for the implementation of the Charity's Safeguarding Policy and Procedures. The Leadership Team will ensure the policy and its accompanying procedures and practice guidelines are implemented across their functional areas of responsibility. The Designated Safeguarding Lead will report to the Leadership Team on any safeguarding and/or child protection issues, which arise.

The Director and Leadership Team are responsible for ensuring:

- the resource available to support staff on safeguarding/child protection issues is maintained.
- that safeguarding implications are constantly reviewed across the scope of the work the Charity delivers to young people, and are fully considered in the development of all new pieces of work.
- the continued development of Charity's approach to Safeguarding, considering and authorising any immediate changes in operational policy required due to a safeguarding incident or near miss.
- safeguarding is considered in all appointments of staff.
- Training of staff is delivered as regularly as is necessary for department needs.

#### 3.2 Line Managers

Line Managers are responsible for:

- ensuring that staff, trustees and volunteers are able to discuss safeguarding, child protection and abuse issues confidentially and receive guidance and support on action if situations arise.
- ensuring the Safeguarding policy is fully implemented locally and that procedures to support the policy are set up as outlined, complied with and communicated.
- ensuring the referral of all safeguarding, child protection issues to the Designated Safeguarding Lead.
- ensuring all reporting staff are aware of their roles and responsibilities under this policy. This must form part of their induction.
- ensuring staff and volunteers undertake appropriate and required induction and training in safeguarding/child protection, at the required level relevant to their role.
- ensuring all new staff members and volunteers have the required disclosure certificate in place if engaging in regulated activity with young people and that they cooperate with the internal DBS procedure to include checking ID and provision of signed copies of documents with application forms to HR.

### 3.3 Trustees, staff, volunteers, and consultants

All Trustees, staff, volunteers and consultants are expected to understand and adhere to the requirements of this policy and procedures and operate within codes of conduct outlined within the various policies that support the work of the Charity.

## 4. Procedure

### 4.1 Recruitment of Employees

All staff involved in staff recruitment should a) attend an RBKC Safer Recruitment and b) successfully complete Level 3 Safeguarding Training. New starters should not commence in their role, until receipt of completed pre-employment checks.

#### 4.1.10 Induction Programme

All new employees will be given an induction programme which will clearly identify the Charity's relevant policies and procedures, including the Safeguarding Children Policy and make clear the expectation and codes of conduct which will govern how staff carries out their roles and responsibilities. All staff and volunteers will be signposted to where they can access all policies.

#### 4.1.2 Job Descriptions and Person Specifications

Nova New Opportunities requires all staff including volunteers to fill out a job application form upon application. It, like our interview process, clearly and accurately sets out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

#### 4.1.3 References

References for short listed applicants will be sent for immediately after an offer has been made. Two FULL professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. The reference request will include a specific reference to suitability to work with children. Any discrepancies or anomalies will be followed up. The Charity will not accept open references, testimonials or references from friends or relatives.

#### 4.1.4 Interviews

There will be a face-to-face interview for all roles. The interview process will explore the applicant's ability to carry out the job description and meet the person specifications. Any information in regard to past disciplinary action or allegations, cautions or convictions, will be discussed and considered in the circumstance of the individual case during the interview process.

#### 4.1.5 Offer of Appointment and New Employee Process

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, and original documentation of qualifications, right to work and proof of

identity; photocopies will be taken. A personal file checklist will be used to track and audit paperwork obtained in accordance with guidance from the safeguarding sector.

#### **4.1.6 The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to children. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Nova New Opportunities.

#### **4.1.7 DBS (Disclosure and Barring Service) Certificate**

It is our policy to re-check employee's DBS Certificates on every application and if there is a gap of longer than 3 months employment with Nova New Opportunities, then applicants will be re-checked before they can return back to work. In short, all employees commencing work will have undergone a new DBS check before commencing work and this is funded by Nova New Opportunities. The Charity encourages staff to sign up for the DBS Update Service.

#### **4.1.8 Dealing with convictions**

All staff must sign a declaration of suitability to work with children at application stage. The Charity operates a formal procedure if a DBS Certificate is returned with details of convictions. The recruiter, in discussion with the Management team, will discuss the facts relating to the above, and then a decision will be made.

#### **4.1.9 Overseas Checks**

All new employees where persons have lived outside the UK are subject to additional checks; a 'Certificate of Good Conduct' or 'Police Certificate' will be required from the applicant's country of residence and are subject to additional checks by DBS services.

#### **4.1.10 Record Retention / Data Protection**

The Charity will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed. The 6-month retention period is in accordance with the Data Protection Act 1998 and will also allow the Charity to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal. All information retained on employees is kept centrally in the Head Office in a locked and secure cabinet.

## **4.2 Other People involved with Nova New Opportunities including Visitors**

In addition to contracted employees, it is recognised that Nova New Opportunities engage a wide range of volunteers, mentors and helpers to support in their activities with children. Where necessary, volunteers will also undergo DBS checks prior to any contact with children; this is not necessary in the majority of our activities where parents are present.

Visitors, including interviewees and parents/carers, are required to sign in to any Nova New Opportunities activity in which they are present. They must wear a lanyard identifying themselves to others as a visitor. These badges should be visibly different to those of the Nova New Opportunities staff in order for them to be easily distinguished. They should be accompanied at all times and never be left unattended with the children.



### 4.3 Working with Children and Young People

Nova requires all those working directly with children, young people and adults at risk on behalf of the charity in any situation to follow the procedures below, in order to create a safe environment in which to work with them.

#### 4.3.1 General guidance for safe working practice

- Staff working with children and young people should:
  - ✓ be appropriately trained and qualified to ensure the safe provision of services, coaching and use of equipment.
  - ✓ carefully plan sessions with the care and safety as their primary concern including the use of appropriate activities.
  - ✓ keep an attendance register for all organised sessions and activities.
- Staff must give due regard to issues of safety at all times. This includes carrying out appropriate risk assessments before all sessions and activities. Due regard should be given to the potential influences and associated risks that different groups may have on each other.
- Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.
- Staffing ratio guidelines must be followed. In practice the ratio of responsible adults to children tends to be 1:8 regardless of age, other guidance suggests 1:10 for older children. It is recommended that, even if the ratio only requires one adult, there is a minimum of two staff with legal responsibility present at all times for children under eight years old.
- Wherever possible, staff should avoid being alone with children and young people. Staff shouldn't offer a lift to a child, young person or adult at risk unless they have written parent/carer consent, or a second adult is present.
- Parental consent and medical information about the child or young person at risk must be obtained in advance when Nova is working directly with, and has responsibility for, them. Staff who are accompanying children and young people should have obtained appropriate parental consent and medical information about them prior to the activity or event. Staff should have access to Information and Parental Consent Forms for all children taking part in sessions and this information should be treated as confidential and is governed by the provisions of Data Protection regulations.
- Children and young people and their parents/carers should be given a 'named appointment' to whom they may report any worries or concerns. The contact names and telephone numbers should be visibly displayed at events.
- Staff should ensure that programmes follow agreed timings and locations
- Staff are expected to promote and incorporate the values of fairness, trust and ethical practice and demonstrate respect and tolerance for all people, with particular regard to the protected characteristics of the Equality Act (2010).
- Staff should behave and dress in a manner that promotes recognised good practice in relation to safeguarding.
- All accidents/incidents involving staff or participants should be recorded using the Charity's accident forms immediately or as soon as practicably possible.

- All staff are responsible for reporting suspected cases of child abuse to the appropriate people in accordance with the guidelines in [Section 4.5](#).

#### **4.3.2 Guidance on Physical Contact with Children**

It is Nova New Opportunities' policy to **advise against physical contact with children and young people**. However, we recognise that there may be circumstances where this is unavoidable, and some exceptions exist (see [Appendix B for further guidance](#)), but it is crucial that staff only do so in ways appropriate to their professional role. Staff must abide by the terms of the Equality Act (2010) and the Children Act (1989). Failure to do so may result in disciplinary action and if necessary, referral to outside authorities.

#### **4.3.3 Risk Assessments and Procedures for all trips and activities**

It is essential that children are provided with safe and secure environments whilst engaging in activities with Nova New Opportunities. The Charity needs to ensure that, as well as conducting formal risk assessment, they constantly reappraise both the environments and activities to which children are being exposed and make necessary adjustments to ensure their safety at all times.

Whilst staff should make every effort to undertake due diligence to minimise the risks within other agencies and organisations to whom they may signpost children and young people, if Nova is not directly involved in the delivery of a signposted activity delivered by another organisation then parents and carers should be aware that safeguarding and risk assessment is wholly the responsibility of the signposted organisation and to permit and approve the participation of their children and young people accordingly.

*See [Appendix F for Risk Assessment Tools](#) and our [Health and Safety Policy](#) for further guidance relating to regarding risk assessments and procedures.*

#### **4.3.4 Complaints**

- Complaints brought by parents or carers will be investigated through the Charity's Complaints procedures.
- Charity staff must follow agreed policy and procedures, ensuring good practice at all times; therefore, any complaints which are upheld due to inappropriate behaviour, disciplinary procedures will be commenced.

### **4.4 Photography, Social Media & Communications with young people**

#### **4.4.1 Guidance on Taking Photographs of Children**

The taking of pictures of children and young people is restricted for legal reasons and many schools and other institutions have a policy on this. There are two reasons for our policy outlined below: firstly, the safeguarding of children in our care, and secondly, data protection regulations. Please refer to our Photography and Sharing Images policy.

#### **Risks to Children**

Children and families may be able to access any of your personal information you have shared on social media, some of which may be inappropriate and can compromise your relationship with that child or young person. By allowing children to 'connect' with an individual on social media inadvertently introduces them to a wider range of adults and content that may not be suitable.

Staff must not post any information, photographs or videos of children on their personal social media accounts. This may make that child vulnerable to inappropriate or unsuitable attention and is also in breach of Nova New Opportunities Safeguarding policy.

#### **4.4.2 Communicating with Children or Families**

Staff and volunteers should not engage in conversation or messaging with any child via social media or private messaging services. However, if staff need to communicate with children or parents regarding changes to trips or plans, this should be done by the appropriate nominated Leader using:

- Generic email account.
- Nova New Opportunities mobile or office phones.
- Public social media account to communicate messages on a larger scale.

Please refer to our [Code of Conduct for Staff and Volunteers](#) for more information.

#### **4.4.3 Raising concerns**

If staff or volunteers become aware of any social media activity or incorrect usage from a child or young person or a member of staff/ volunteer that raises safeguarding concerns, the individual must report this immediately to the DSL.

- Where the incident or concern relates to a member of staff or volunteer, this must always be raised directly to DSL for advice and guidance.

### **4.5 Abuse and Neglect**

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in different settings, for example in a family home or in an institutional or community setting. They may be abused by an adult or adults, parent or carer, another child or children or, more rarely, by a stranger.

Serious harm includes, but is not limited to, cases where the child has sustained, as a result of abuse or neglect, any or all of the following:

- A potentially life-threatening injury;
- Serious and/or likely long-term impairment of physical or mental health or physical, intellectual, emotional, social or behavioural development.

This definition is not exhaustive. In addition, even if a child recovers, this does not mean that serious harm cannot have occurred. Parental issues including domestic violence (DV), substance misuse and mental ill-health can contribute significantly to intentional or non-intentional abuse of children.

All staff and volunteers must be aware that the main categories of abuse are:

- Neglect
- Physical abuse
- Sexual abuse
- Emotional abuse

All staff and volunteers must act in accordance with this policy if a child he/she presents with indicators of abuse.

See [Appendix D](#) for further guidance in identifying [Signs of Abuse](#)

#### **4.5.1 Bullying**

We are committed to providing a caring, friendly and safe environment for all children and young people who come into contact with Nova New Opportunities. Bullying of any kind is unacceptable at any activity run by the Charity. If bullying does occur, all children and young people should be able to tell us and know that incidents will be dealt with promptly and effectively. Please refer to our Anti-Bullying policy for more details.

#### **4.5.2 Dealing with Disclosures**

It is not the responsibility of staff or volunteers to deal with suspected abuse but it is their responsibility to report concerns in line with guidance on reporting child abuse. You may find that these suspicions back up other recorded incidents. Remember, do not investigate – do report.

If a CYP self-discloses a matter that constitutes a potential or alleged situation of abuse, the staff member must take the child or young person to a private place within view but out of ear-shot of other people. Promises of confidentiality must not be given. Tell the CYP that you have a duty to pass on the information, only to those who need to know.

Do not interview them, but ask what happened, keep questions to a minimum and obtain sufficient facts to understand what is being alleged. The following are some key Do's and Don'ts if a child or young person reports abuse:

##### **Always:**

- Stay calm – ensure the child or young person is safe and feels safe.
- Reassure the child that they have done the right thing by telling you.
- Listen carefully to what is said. Ask questions for clarification only and always avoid asking leading questions (such as those prompting a particular answer). Do not make assumptions or offer explanations.
- Make notes and as soon as possible after the event write up a detailed account of what you and the child or young person discussed.
- Allow the child or young person at risk to speak without interruption, at their own pace, accepting what you have been told (This should not be seen as believing or disbelieving what you have been told).
- Alleviate feelings of guilt and isolation, without passing any judgement.
- Reassure the child or young person and stress that they are not to blame, tell them that they are right to tell you and that you will try to offer support – but do not promise to keep it a secret and tell the child it is your responsibility to inform others.
- Tell the child or young person that you will try to offer support, but you are required to pass the information on. Tell them what you will do next and with whom the information will be shared.
- Speak with the Designated Safeguarding Lead for Child Protection, without delay.

**Never:**

- Rush into details that may be inappropriate.
- Make promises you cannot keep.
- Take sole responsibility – consult someone else so that you can protect the child or young person and gain support for yourself.
- Attempt to personally investigate any allegations of abuse as an allegation of child abuse may lead to a criminal investigation.

The same approach to receiving a disclosure must be taken if the discloser is not the allegedly abused child, but another child or an adult. Nova is a referrer, not an investigative agency for child protection matters. An incident may eventually end up as a court case and repeated recital. When the DSL has been informed, they will make the decision whether or not to refer the concern to Social Care. The Multi Agency Safeguarding Hub (MASH) will be consulted when there is uncertainty about whether to refer.

#### **4.5.3 Online Safety**

Regularly training ensures staff have a good understanding of all aspects of online safety. Staff must refer online safety concerns to a DSL via the charity's safeguarding procedures. Parents are supported to keep their children safe at home through sign posting to external support networks and sharing the Family Agreement. If online learning includes any form of live streaming/videoing facilitators must: ensure parental consent has been obtained; be mindful of their surroundings, ensuring any personal photos etc are not in view consider background noise that may be heard by children ensure others who they may live with are not present in the room during lessons/activities, ensure they dress appropriately for activity/lesson, ensure they are in control of the screen save the video/chat content See Online safety policy for further details.

#### **4.5.4 Recording Concerns**

If you are concerned that a child or young person, may be at risk or has disclosed that they are being harmed, you should notify your line manager, Director or Designated Safeguarding Lead immediately.

A full record must be made as soon as possible detailing the nature of the allegation. Record in writing everything that was said, using the child's own words using inverted commas ("" ) for the CYP's comments. Submit this information to the DSL in a completed [Safeguarding Report Form \(Appendix C\)](#).

- ✓ Note place, date, time, and names of persons to whom the information was given.
- ✓ Do not ask the child to make a written statement.
- ✓ Do not confront any person against whom an allegation has been made.
- ✓ Avoid jargon or organisational specific terminology.

Include:

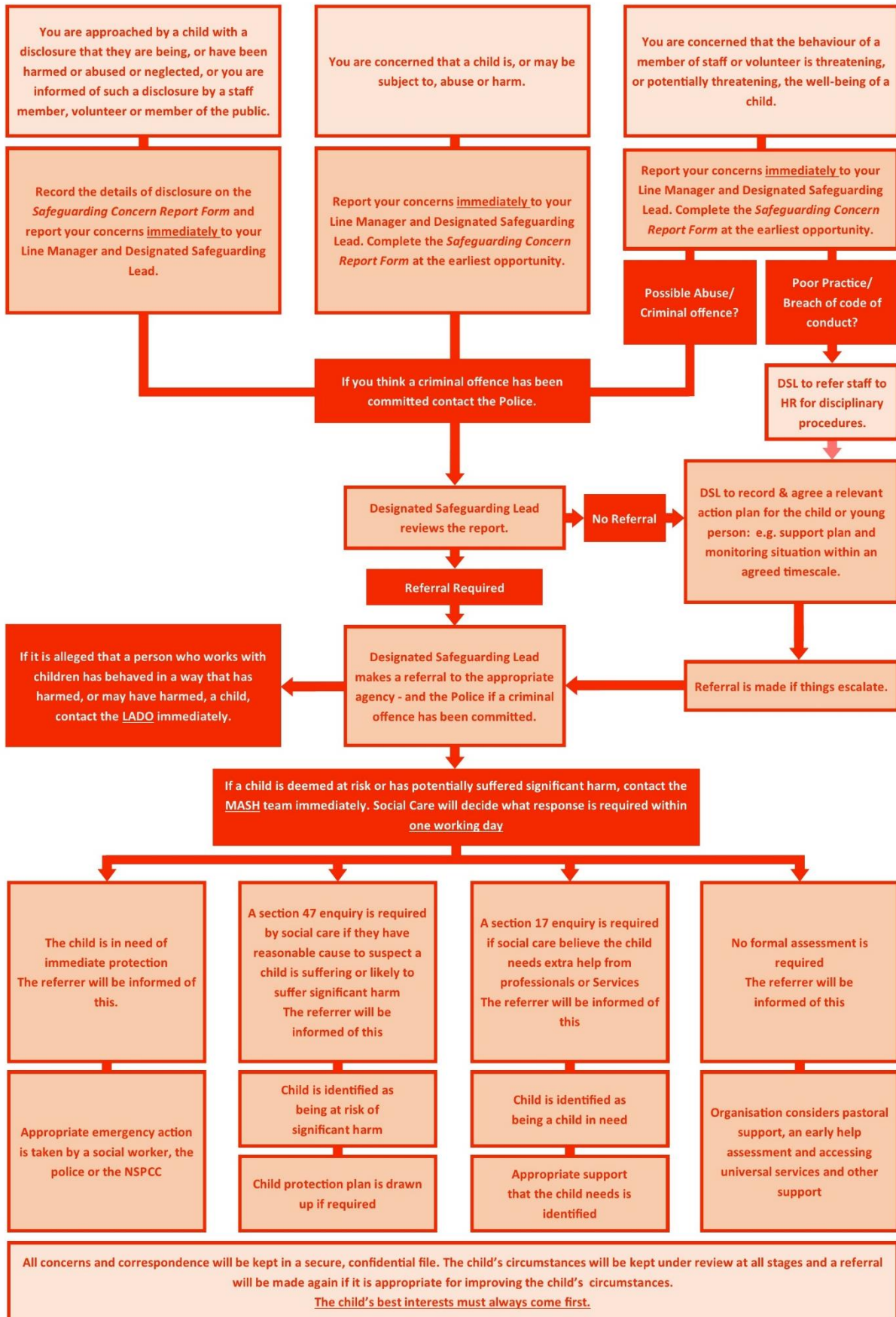
- ✓ The nature of the alleged abuse.
- ✓ A description (if applicable) of any injuries observed.
- ✓ An account of the allegation.

- ✓ Ensure that the record is signed and dated by the appropriate persons.

Your line manager, Director or Designated Safeguarding Lead will assess the concerns to determine whether to referral to an external agency needs to happen or if the concern can be addressed via the Charity's internal procedures.

Where a referral is to be made externally, the Designated Safeguarding Lead will report the matter to the authorities. The external agency will conduct their own investigation. Anonymity may not be maintained on reporting.

### 4.5.5 Safeguarding Flowchart



#### 4.5.6 Radicalisation and Extremism

The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable children, young people and adults at risk. Children and young people may be targeted by adults who hold extreme views that advocate violence and this may include involving them in extremist activity in the UK or abroad, putting them in extreme danger.

Radicalisation is a process by which an individual, or group comes to adopt increasingly extreme political, social, or religious ideals and aspirations that reject or undermine the status quo or undermine contemporary ideas and expressions of a nation. Extremism is when people have very strong opinions, and these could become extreme. People who have certain beliefs about politics or religions which are hateful, dangerous or against the law are often known as extremists.

Nova staff, including trustees, volunteers and consultants working directly with children and young people must be aware of radicalisation and extremism and report any suspicions of radicalisation and extremism immediately to their Manager, Director or Designated Safeguarding Lead.

Nova staff will be expected to have completed Prevent awareness training to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas. Ideally, trustees, volunteers and consultants who are delivering services directly to children and young people will also have completed the Prevent awareness training however it is recognised this is not always practical and therefore a minimum requirement is that they have read this document and have acknowledged reading it.

*See Appendix E For more information on our Prevent Duty and Recognising the Signs of Radicalisation and Extremism*



## 5. Key Contacts

### 5.1 Nova New Opportunities contacts

Nova New Opportunities Director: **Lizzie Cho**

Designated Safeguarding Lead: **Emma Yasmin Butt**, 07725 302290, [emma.butt@novanew.org.uk](mailto:emma.butt@novanew.org.uk)

Deputy Safeguarding Lead: **Aimee Ling**, 020 8960 2488, [aimee.ling@novanew.org.uk](mailto:aimee.ling@novanew.org.uk)

The following local authority organisations are responsible for key inter-agency forums for child protection, safeguarding assessments and decisions at level and are identified on local government websites:

Social Services Departments  
Local Safeguarding Children Board (LSCB)  
Multi Agency Safeguarding Hub (MASH)

### 5.2 Contacts for Safeguarding: Kensington and Chelsea

Consultation and advice about a child/young person resident in The Royal Borough of Kensington and Chelsea:

**Kensington and Chelsea Duty Line:**  
Tel: 020 7361 3013 (Out of hours – 020 7361 3013)

**For case consultations or Local Authority Designated Officer referrals, please contact the following:**

**Sarah Stalker (Child Exploitation Lead)**  
Family Support and Child Protection Adviser (Monday/Tuesday and Wednesday only)  
Telephone: 020 7598 4640  
Mobile: 07971 322 482  
Email: [sarah.stalker@rbkc.gov.uk](mailto:sarah.stalker@rbkc.gov.uk)

**Prabha Vashee**  
Family Support and Child Protection Adviser  
Mobile: 07890 380 253  
Email: [pvashee@westminster.gov.uk](mailto:pvashee@westminster.gov.uk)

**Sharon Aggor**  
Family Support and Child Protection Adviser  
Mobile: 07929 822 2840  
Email: [sharon.aggor@rbkc.gov.uk](mailto:sharon.aggor@rbkc.gov.uk)

**Sarah Mangold**  
Interim Service Manager for Safeguarding, Bi-Borough  
Mobile: 07984 016 841  
Email: [sarah.mangold@rbkc.gov.uk](mailto:sarah.mangold@rbkc.gov.uk)

**For LADO consultations and referrals please contact the duty Child Protection Adviser on:**

Telephone: 020 7361 3013  
Email: [KCLADO.Enquiries@rbkc.gov.uk](mailto:KCLADO.Enquiries@rbkc.gov.uk)

**Safeguarding and Child Protection Training, Consultation and Advice for Schools and Education:**

**Elaine Campbell**  
Bi-Borough Safeguarding Lead for Schools and Education  
Tel: 020 7361 3000 / Mobile: 07712 236508  
email: [elaine.campbell@rbkc.gov.uk](mailto:elaine.campbell@rbkc.gov.uk)

**Tri-borough FGM:**

**Rochelle-Ann Naidoo**  
Tri-borough Senior Practitioner  
Telephone: 020 7641 1610  
Email: [rnaidoo@westminster.gov.uk](mailto:rnaidoo@westminster.gov.uk)

### Bi-borough PREVENT:

**Contact the local team on:**

Telephone: 020 8753 5727  
Email: [prevent@lbhf.gov.uk](mailto:prevent@lbhf.gov.uk)

### Tri-borough Multi-Agency Safeguarding Hub (MASH):

**Karen Duncan**

Tri-borough MASH Business Support Officer  
Telephone: 020 7641 3991  
Email: [kduncan1@westminster.gov.uk](mailto:kduncan1@westminster.gov.uk)

### Bi-Borough Admissions and Access to Education (Children Missing Education, Child Employment and Elective Home Education enquiries):

**Wendy Anthony**

Bi-Borough Head of Admissions and Access to Education  
Telephone: 020 7745 6440  
Email: [wendy.anthony@rbkc.gov.uk](mailto:wendy.anthony@rbkc.gov.uk)

### Other National contacts

NSPCC Advice Line (24/7): 0808 800 5000

### Whistleblowing

If you are concerned about how child protection issues are being handled in your own or another organization that may be putting children at risk please contact:

**NSPCC Whistleblowing Advice Line** 0800 028 0285 / [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

### [PREVENT Duty Guidance](#)

For concerns relating to radicalisation and extremism.

### [NSPCC](#)

A registered charity established to prevent cruelty to children with many useful resources and guidance. They operate a 24 Hour Helpline for advice and support: 0808 800 5000.

### [Child exploitation and Online Protection \(CEOP\)](#)

CEOP are part of the police who investigate and deal with cases of online grooming. Their Child Protection Advisors are fully trained to offer support and guidance to any young people who are worried about online grooming. You can make a report or request advice and guidance relating to online safeguarding.

The following current legislation is relevant to/has directly informed this policy:

- [Working Together to Safeguard Children \(2018\)](#)
- [Children Act \(2004\)](#)
- [Equality Act \(2010\)](#)
- Promoting the Health and Well-being of Looked After Children – statutory Guidance (DfE and DH 2015)
- The Sexual Offences Act (2003)
- Female Genital Mutilation Act (2003)

For details of legislation and up to date information on Child Protection, see:

[Safeguarding children and young people](#)

## **6. Appendices**

- A. Changing Children Guidance**
- B. Physical Restraint and Intervention Guidance**
- C. Safeguarding Report Form**
- D. Types of Abuse**
- E. Prevent Duty & Recognising the Signs of Radicalisation and Extremism**
- F. Risk Assessment Tools & Procedures for trips and activities**

## Appendix A

# NOVA NEW OPPORTUNITIES Changing Children Guidance

### Procedures for dealing with children who have wet themselves (where parents are unavailable)

1. Find replacement clothes.
2. Take child to the toilet and ask them to try to go to the toilet.
3. Ask child to change self in toilet. Give child plastic bag to put wet clothes in and wet wipes to clean themselves.
4. If there are no replacement clothes ring parents and ask to bring clothes immediately.
5. If child is too young to change in toilets by self, **two adults must be present** while one adult helps child get changed.
6. If a staff member is on their own, ask a sensible child to get member of staff to come out for an urgent situation.
7. Staff should use disposable gloves if handling soiled or wet clothes.
8. Ensure parent/carers are informed when they collect their child.

#### Do Not:

- Ask children to help other children to get changed
- Touch the children's genitals
- Blame or embarrass the child for wetting themselves

## Appendix B

# NOVA NEW OPPORTUNITIES

## Physical Restraint and Intervention Guidance

- The Charity recognises that there may be times when physical contact with a child or young person (CYP) may be necessary, for example; giving first aid, if a child is in distress or needs comfort or calming down.
- It is also recognised that there are some children for whom touching is unwelcome, because of their cultural background or personal history.
- The Charity aims to develop clear common practice with all CYP accessing activities and events, where restraint or holding may be necessary.
- This guidance should be made available to all staff, volunteers; as well as where necessary for parents or carers, who are authorised to help during activities and events.

This guidance is written with reference to Section 9.3 of the Education and Inspections Act 2006 and any subsequent additions. Management should also follow any updates and training provided by RBKC.

### Definitions

Physical intervention should be very rarely used by Charity staff and most incidents of challenging behaviour should be managed by talking to the children, calming them down and diffusing the situation.

However, on exceptional occasions it may be necessary for adult physical intervention for the following reasons:

- When there is immediate danger of personal injury to the child
- When there is immediate danger of injury to another person
- To avoid damage to property
- When a child is behaving in a way to cause serious disruption to other children

In exceptional circumstances, where there is immediate risk of injury, a member of staff may need to take any necessary action that is consistent with the concept of 'reasonable force'.

It is important to remain outwardly calm and quiet, considering the safety of children, staff and self.

The Charity aim is to only use physical intervention if all other strategies, e.g. diversion, reasoning, warning, have been ineffective. The purpose is to limit the child's ability to hurt themselves or others with the minimum of force through limitation of movement. It should not cause pain, panic or fear. Try to talk with the child explaining what you are doing and why.

Staff will ensure that considerations are made with regard to:

- Withdrawing other children or adults from the situation
- Distracting and re-directing the child's attention
- Making the environment as safe as possible to avoid a child causing injury to themselves, other children or a member of staff

## Acceptable Forms of Physical Restraint and Intervention

- Leading or guiding a child by the hand or arm, or shepherding them with a hand in the centre of the back
- Holding a child who has lost control until they are calm and safe
- Physically moving between and separating two children
- Blocking a child's pathway
- Using reasonable force to remove a tool, that may be used in a dangerous manner, from a child's grasp
- Where there is immediate risk of injury, any necessary action that is consistent with the concept of 'reasonable force' – i.e. to prevent a child running out of a safe activity or environment, running into a busy road or hitting or hurting someone

Charity staff may move, defend themselves, lead, restrain or block someone, ensuring that they are bearing in mind the whole time their own safety as well as that of others and of the child who is the subject of any physical restraint or other intervention.

## Unacceptable Forms of Physical Restraint and Intervention

Following are unacceptable forms of physical restraint and interventions and are potential grounds for disciplinary action for staff.

- Any form of corporal punishment, slapping, punching or kicking
- Holding by the neck or collar, or otherwise restricting the ability to breathe
- Holding by the hair or an ear
- Twisting or forcing limbs against a joint
- Tripping up a pupil or holding an arm out at neck or head height to stop them
- Holding a child face down on the ground or sitting on them
- Shutting or locking a child in a room, except in extreme situations whilst summoning support
- Charity staff MUST also avoid touching or holding a child in a way that might be considered indecent.

## Reporting an Incident of Physical Restraint and Intervention

An electronic record of any incident where restraint was used will be kept on the Survey Gizmo database. A full written account of the incident should be made by the member of staff concerned and will include:

- The child's name and date of birth
- Date and time of the incident
- Details of the incident including the reason why force was needed, how the incident began and progressed, who said what, what was done to calm things down
- Who managed the incident
- Method including what degree of force was used; what kind of hold, where and for how long, method of restraint if used
- Details of witnesses and/or other staff involved
- Witness statements
- Debriefing details / evaluation
- Parent / carer informed and response

The incident forms are monitored on a weekly basis.

## Appendix C

### Nova New Opportunities Safeguarding Children and Vulnerable Adults Procedures Report Form

Name of staff reporting concern:
Date:

Name of service user:	Date of Birth:		
<i>(Please circle all that apply)</i> Programme:	IAG	WCP	Education

Details of concern, please describe the issue fully including dates, names, reported allegations, observations of behaviour, injuries etc.

Signature of staff completing form:.....

Date:.....

To be completed by Designated Safeguarding Lead/Deputy Safeguarding Lead

Action taken:

Referred to Child/Adult Social Services: Yes/No

If yes, date of referral:

Signed:

## Appendix D

# Types of Abuse

All staff should be aware of the following six categories of abuse (*with links from the NSPCC and ChildLine for further reading*):

### 1. Physical abuse:

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or physical harm to a child. It may also be caused when a parent fabricates the symptoms of, or deliberately induces illness in a child. Female Genital Mutilation (FGM) is a form of physical abuse.

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/physical-abuse/legislation-policy-guidance/>

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/abuse-safety/physical-abuse>

### 2. Female Genital Mutilation (FGM):

Female Genital Mutilation (FGM) is illegal in England and Wales under the FGM Act 2003. It is a form of child abuse and violence against women. FGM comprises all procedures involving partial or total removal of the external female genitalia for non-medical reasons.

Section 5B of the 2003 Act<sup>1</sup> introduces a mandatory reporting duty which requires regulated health and social care professionals and teachers in England and Wales to report 'known' cases of FGM in under 18s which they identify in the course of their professional work to the police.

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/469448/FGM-Mandatory-Reporting-procedural-info-FINAL.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/469448/FGM-Mandatory-Reporting-procedural-info-FINAL.pdf)

### 3. Emotional abuse:

Is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Imposing age or developmentally inappropriate expectations 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.
- Seeing or hearing the ill-treatment of another
- Serious bullying, causing children frequently to feel frightened or in danger
- Exploitation and corrupting children

Some level of emotional abuse is involved in all types of maltreatment of a child though it may occur alone. <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/emotional-abuse/what-is-emotional-abuse/>

### 4. Child Sexual Exploitation (CSE)

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.

#### Useful links:

<https://www.rbkc.gov.uk/sharedservices/lscb/professionals/childsexualexploitation.aspx>



<https://www.met.police.uk/globalassets/downloads/child-abuse/the-london-sexual-exploitation-operating-protocol-3rd-edition-june-2017.pdf>

Useful tool for discussions with children: <https://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/underwear-rule/>

## 5. Neglect:

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 and development. It may involve a parent failing to:

- provide adequate food, clothing and 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)
- ensure access to appropriate medical care or treatment
- neglect may occur in pregnancy as a result of maternal substance misuse.

Factors such as those described in physical, emotional, sexual abuse and neglect that are found in cases of child abuse or neglect are not proof that abuse has occurred, but must be regarded as indicators of the possibility of significant harm.

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/neglect/>

## 6. Sexual abuse:

Includes exploiting a child by force or enticing them to take part in sexual activities whether or not the child is aware of what is really happening. The activities may involve physical contact including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. It includes abuse of children through sexual exploitation and non-contact activities such as involving children in looking at or in the production of pornographic materials. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

If, during the delivery of services, it becomes apparent that a child is sexually active, **staff must be alert** to the possibility of the child being in an abusive relationship and act appropriately to safeguard the child/young person.

### Key Messages for staff:

- The welfare of the child is paramount
- Early help to prevent problems escalating
- Treat families with consideration, respect and in a non-judgmental way
- Work professionally with other agencies
- Make referrals and provide information to Children's Social Care and provide services as part of and agreed action plan
- Keep records that are clear, concise and contemporaneous ensuring they are dated and signed.
- If in doubt ask your DSL for guidance.

### Referrals and Reporting

All staff are expected to take appropriate action if they suspect that a child/young person is suffering from significant harm or likely to suffer significant harm, by making a referral (initially by phone then in writing) to the appropriate local authority CSC. The RBKC referral form is available via the link below. In recording the outcome of an assessment, staff should make a **clear distinction between fact, observation, allegation and opinion.**

If applicable, report allegations and incidents of abuse to the appropriate LADO (Local Area Designated Officer). For further guidance, refer to the flow chart in Section 4.5.5 and refer to Section 5.1 Contacts for Safeguarding: Kensington and Chelsea for the contact details within Local Authorities and other external agencies.

**Where to refer if the child attends the Charity from outside the borough of RBKC**

Referrals must be made to the appropriate local authority CSC. This is determined by the most recent address of where the child is living and where the concern is identified.

For cases with queries or possible child sexual abuse, the **Designated Safeguarding Lead (DSL)** must be alerted immediately for management of these cases. The child should be reviewed in the most appropriate setting. For alleged child sexual abuse that may require forensic evidence, these cases must be referred directly to:

- The Havens (London) <https://www.thehavens.org.uk/> or
- National rape crisis centres: <https://rapecrisis.org.uk/centres.php>

The ultimate aim of safeguarding children is to ensure positive outcomes for the child/children. The child's local LSCB's Threshold of Needs frameworks provide the context within which staff undertake their assessments. This then determines the level of support that will be required from a single or multi-agency perspective.

Details of the Charity's partner LSCB, is the Royal Borough of Kensington & Chelsea's (RBKC) Children's Social Care (CSC) thresholds for referrals can be found above in Section 5.1 Contacts for Safeguarding: Kensington and Chelsea.

## Appendix E

## Recognising the Signs of Radicalisation & Extremism

Radicalisation and extremism can put a child or young person at risk of being drawn into violence and criminal activity and has the potential to cause significant harm.

Children who are at risk of radicalisation may have low self-esteem or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family. Children and young people may become radicalised if they feel:

- Isolated and lonely or wanting to belong
- Unhappy about themselves and what others might think of them;
- Embarrassed or judged about their culture, gender, religion or race;
- Stressed or depressed;
- Fed up of being bullied or treated badly by other people or by society;
- Angry at other people or the government;
- Confused about what they are doing;
- Pressured to stand up for other people who are being oppressed.
- The desire to be valued and respected
- There are few other options open to them
- No one is listening to them/have no voice

Signs that may indicate a child is being radicalised include:

- Isolating themselves from family and friends
- Talking as if from a scripted speech
- Unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use.

However, these signs don't necessarily mean a child is being radicalised – it may be normal teenage behaviour or a sign that something else is wrong.

## The Prevent Duty

From 1 July 2015 all organisations working with children and young people are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. This duty is known as the Prevent duty. It applies to a wide range of public-facing bodies. Bodies to which the duty applies must have regard to the statutory guidance. Paragraphs 57-76 of the guidance are concerned specifically with organisations working with children and young people: <https://www.gov.uk/government/publications/prevent-duty-guidance>

## Appendix F



## **NOVA NEW OPPORTUNITIES** **Risk Assessment Tools**

**Refer to risk assessment in additional document.**

**Information about the Transport(s) and Destination/Venue**

Transport details

Company Name-

Direct contact number –

Insurance

details-

Does the driver have DBS checks, if appropriate?

Venue details

Name of venue –

Address –

Key contact (name and role) –

Direct contact number –

Does it have its own risk assessment? -

If so, is a copy available? –

Do they have public liability insurance? -

Do the staff members at the venue have DBS checks, if appropriate? -

Fire drill arrangements:

Obtain details of fire drill procedure, exit points, assembly point and whether they are expecting to have a fire drill

on the day of the visit.

Accommodation details (If applicable):

Name –

Address –

Direct contact number –

Does it have its own risk assessment? -

If so, is a copy available? –

Do they have public liability insurance? –

Do the staff members at the venue have DBS checks, if appropriate? –

Fire drill arrangements: Obtain details of fire drill procedure, exit points, assembly point and whether they are expecting to have a fire drill on the day of the visit.

### NOVA Project Risk Assessment

Project date		Trip Leader	
NOVA staff/ volunteers		Materials/equipment to be used	
External volunteers			
Estimated participants			
Description of Project/ Activity			

### Proposed activities and the associated risks

No.	ACTIVITY	HAZARD AND RESULTING RISK	WHO MIGHT BE HARMED	CONTROL MEASURES	Residual Risk H/M/L
1	Exposure to adverse weather	Cold injury, heat injury, over exposure to sun etc.	All group members, including leaders	<ul style="list-style-type: none"> <li>Staff will consider possible weather conditions, plan appropriate programme and ensure that participants are aware of clothing and equipment required</li> <li>Specialist personal protective clothing and equipment to be made available to group if appropriate</li> <li>Staff will plan wet weather plans where necessary</li> </ul>	L
2	Accident/ill health		All group members	<ul style="list-style-type: none"> <li>First aider available</li> <li>Staff on site to support</li> <li>Carrying a first aid kit.</li> <li>Medical records of participants to be carried on trips</li> <li>Staff to go to the location of the casualty and ask staff member for first aid assistance.</li> <li>Volunteer to remain with the group and await instructions. Staff member with the casualty to assess the situation and call the emergency services if necessary</li> <li>Staff member to wait with the casualty until the emergency services arrive and then accompany the casualty in the ambulance.</li> <li>Rest of group to return to Nova by walking. Volunteer keeps in</li> </ul>	L

				contact with staff and Nova by phone.	
3	Confrontation with members of the public	Inappropriate behaviour by members of the public towards volunteers/ staff	All group members, including leaders	<ul style="list-style-type: none"> <li>• Staff clear as to expected standards of behaviour of group</li> <li>• Appropriate briefing to parents and children on required behaviour <ul style="list-style-type: none"> <li>○ Parents responsible for behaviour of their children and must always have them in view</li> <li>○ Parents to inform trip leader if they plan to leave the group for any reason</li> </ul> </li> </ul>	M
4	Transport to and from venue	Injury whilst travelling, lost person whilst travelling	All group members including leaders	<ul style="list-style-type: none"> <li>• Use reputable coach company/ minibuses</li> <li>• If using public transport: <ul style="list-style-type: none"> <li>○ One staff member/ parent allocated to be first onboard and last off board</li> <li>○ One staff member/ parent allocated to be last onboard and first off board</li> <li>○ Staff member will stand by and check doorway as young people enter/ exit</li> <li>○ Group to be briefed regarding need for children/ young people to proceed with orderly entry/ exit</li> <li>○ Young people/ children to be seated wherever possible.</li> </ul> </li> </ul>	M
5	Participants lost or separated from group	Young people lost or separated from group		<ul style="list-style-type: none"> <li>• Ensure supervising staff are competent, understand their roles and are aware of risk assessments</li> <li>• Leaders to use suitable control measures (e.g. buddy systems, large groups split into small groups each with named leader)</li> <li>• Staff discuss itinerary with full group and ensure all participants know destination address, establish meeting point in eventuality of loss</li> <li>• Leaders to conduct regular head counts, particularly at arrival and departure points, and when separating and reforming groups</li> <li>• Ensure all parents have contact details of leader</li> </ul>	M
6	Whilst on activity: Inappropriate	Injury to self, other party members or passers by		<ul style="list-style-type: none"> <li>• Staff to ensure that parents are supervising children/ young people at all times</li> <li>• Ensure parents/ children fully briefed on behaviour expectations</li> </ul>	L

	behaviour			<ul style="list-style-type: none"> <li>Additional supervision to be arranged if required</li> <li>Emergency procedures – what to do if there is an incident or they become lost or separated from group</li> </ul>	
7	Inappropriate provision, activity or actions by providers or providers staff			<ul style="list-style-type: none"> <li>Only bona-fide, reputable providers will be used</li> <li>Where appropriate, prior written assurance will be obtained from the company that it has suitable and sufficient safety management and quality control systems in place</li> </ul>	L
8	Hazards specific to buildings open to the public e.g. crowds, multiple rooms, stairways		All group members, including leaders	<ul style="list-style-type: none"> <li>All leaders familiar with guidance offered by site management including layout of venue, emergency and first aid procedures and how to contact any duty staff/ manager, if required at any time.</li> <li>Group to be fully briefed regarding required behaviour, potential hazards, any 'no-go areas, and all relevant safety measures/ procedures – particular mention will be made of: <ul style="list-style-type: none"> <li>Meeting points and timings</li> <li>Individuals are never left on their own by other members of their group</li> <li>System for contacting staff in emergency</li> </ul> </li> <li>Large groups to be divided into smaller sub-groups reporting to designated members of staff during the visit.</li> <li>Group leaders to do a name-check on each gathering</li> <li>All leaders have an established contingency plan for dealing with a lost group member</li> </ul>	L
9	Fire	Death, smoke inhalation, burns or related fire injury. Crush injuries caused by panic	All on site	Fire procedures of the venue will be clearly communicated to the participants. Fire detection and alarm systems in place. Smoking is strictly prohibited on all trips.	L
	Leaving possessions	Theft/damage to possessions.	All on site	NOVA to brief to brief participants to not leave possessions lying around and to keep any valuables safely with them or in lockers where	



13	Suspicious packages	Injury, death	All	<p><b>Tell all:</b></p> <ul style="list-style-type: none"> <li>Do not touch/ pick up anything that does not belong to you</li> </ul> <p><b>Adults:</b></p> <ul style="list-style-type: none"> <li>Try and identify an owner in the immediate area</li> <li>If you still think it's suspicious, don't feel embarrassed or think anybody else will report it</li> <li>Report it to a member of staff, security, or if they are not available dial 999</li> <li>Move away to a safe distance – eve for a small item such as a briefcase move at least 100m away from the item starting from the centre and moving out</li> </ul>	M
14	Bomb threats	Injury, death		<p><b>Tell all:</b></p> <ul style="list-style-type: none"> <li>Follow instructions from police/ security personnel</li> <li>Leave the area</li> </ul>	M
15	Vehicle as a weapon	Injury, death		<p><b>Tell all:</b></p> <ul style="list-style-type: none"> <li>Move quickly to a safe place</li> <li>Do not pick up belongings</li> </ul>	M

The risk assessment will be delivered to project participants during the Health and Safety briefing at the start of the day.

Signature of Programme Manager..... (Aimee Ling)

Date .....

## Definitions of Risk

### Severity

**Low** - Causing minor injuries (e.g. cuts, scratches, sprains, bruises, lacerations). No lost time other than first aid treatment. Minor loss/damage (e.g. superficial damage to interior decorations).

**Medium** - Causing temporary disability (e.g. fractures). Loss/damage causes short term disruption (e.g. damage to a vehicle or large broken window)

**High** - Causing permanent disability (e.g. loss of sight, limb or hearing) or causing death to one or more people. Loss/damage causes longer term disruption (e.g. vehicle write off, fire to a store or flood) or serious business disruption. e.g. fire, explosion or structural damage)

### Likelihood

**Low** - The situation is well managed and all reasonable precautions have been taken. However occasional lapses could occur. This also applies to situations where people are required to behave safely in order to protect themselves, but are well trained. Or the loss, accident or illness would only occur under freak conditions.

**Medium** - Insufficient or substandard controls in place. Loss is unlikely during normal operation; however, it may occur in emergencies or non-routine conditions. (e.g. unpracticed staff needing refresher training).

**High** - Serious failures or absence in management controls. The effects of human behaviour or other factors could cause an accident, but it is unlikely without an additional factor. (e.g. poorly trained person, ladder not secured, oil spilled on floor in walkway).

The Risk Rating is determined by a combination of the likelihood of the accident / event occurring and its severity as follows:

		Likelihood		
		Low	Med	High
Severity	Low	Low	Low	Med
	Med	Low	Med	High
	High	Med	High	High

## Document Control Sheet

Document Name: Safeguarding Children Policies and Procedures

Current Version: V.1.2

**First Issue Date:** April 2019

**Next Review Date:** March 2022

### Document History:

Version	Type of Change	Date	Revisions from previous issues	Review Undertaken by	Revision approved by
V.1	First issue	April 2019			
V.1.2	Review and Update	March 2021	Moderate revision, changes to formatting, contact updates and to reflect changes in national guidelines.	Emma Butt, Matthew Barnett	Lizzie Cho - Director