



*Supporting bereaved children*

## **SAFEGUARDING CHILDREN POLICY & PROCEDURES**

### **"The Welfare of the Child is Paramount"**

**This Policy has been adopted by Mosaic through the Board of Trustees who remain responsible for its review on an annual basis.**

Policy reviewed and agreed

Signed:

Date:

**Name:** Mary Norrish  
(Designated Trustee)

Signed:

Date:

**Name:** Julie Monaghan  
(Designated staff member)

Position  
Family Therapy Services Manager

Signed:

Date:

**Name:** Sarah Eaby  
(Deputy Designated staff member)

Position  
Senior Therapist

Signed:

Date:

# SAFEGUARDING CHILDREN POLICY & PROCEDURE

## "The Welfare of the Child is Paramount"

### Safeguarding Statement and Commitment

At Mosaic we believe that the safety and welfare of children & young people is of the utmost importance. It is the duty of all staff & volunteers to be actively involved in the safeguarding of children and to be alert to the possibility and signs of abuse.

**Safeguarding children is everyone's responsibility.**

Mosaic recognises its moral and statutory responsibility to safeguard and promote the welfare of all children and young people. All Staff, Counsellors, Trustees and Volunteers will provide a caring, positive and safe environment for every child and young person. We will ensure that all adults who have contact with children through Mosaic have been properly vetted and deemed suitable to work and support children. We will also ensure that all adults who have contact with children have been trained to undertake their safeguarding responsibilities effectively.

The following Policy & Procedures has been adopted by the Board of Trustees of Mosaic in line with those of the Local Safeguarding Children's Boards (LSCBs) of Dorset, Bournemouth and Poole; the guidance of the Children Acts, 1989 and 2004; Guidance for safer working practice for adults who work with children and young people, 2015; What to do if you're worried a child is being abused, (Advice for practitioners), 2015 ; Working Together to Safeguard Children 2015 ; Keeping Children Safe in Education ,Sept.2016 and in conjunction with Mosaic's own Safer Recruitment and Equalities Policies.

### DEFINITION

The safeguarding of children is the protection of those (under 18) who have suffered from, or may be at risk of physical injury, neglect, and emotional or sexual abuse and exploitation. A full list of definitions is attached as **appendix 1**.

### RECOGNITION

The first indication of concern about a child's welfare is not necessarily the presence of an injury.

Concerns may be aroused by:

- Bruises, bite marks, burns/scalds, scars or fractures on a child's body;
- Remarks made by the child, another child, a parent or another adult;
- Observations of the child's behaviour or reactions;
- Unexplained changes in the child's behaviour or personality;
- Evidence of disturbance or explicit detail in a child's play, drawing or writing;
- Neglect - where lack of due care for a child is creating significant risk to their health & well-being.

- Observations when in the family home (at initial assessment) – eg. Evidence of excessive alcohol consumption or concerns regarding possible domestic violence.
- Awareness of access to inappropriate internet content.

## DESIGNATED PERSON FOR SAFEGUARDING CHILDREN

The Family Therapy Services Manager has the designated responsibility for Safeguarding Children, as appointed by the Trustees. In their absence, the Senior Therapist as the Deputy Designated Named Person would assume the lead responsibility for safeguarding children. Anyone who has a safeguarding concern about a child should contact them on 01258 837071 as soon as possible.

### The Designated Person will:

- In all suspected cases of child abuse support the practitioner who has the concerns, to refer directly to the Local Authority Social Care office covering the address of the child.
- Be responsible for co-ordinating action within Mosaic on child protection issues;
- Ensure that all staff & volunteers are familiar with this Policy and Procedures;
- Raise awareness about child protection and arrange initial and refresher training as appropriate.

## SAFE RECRUITMENT PROCEDURES

Mosaic is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and fully implements the Bournemouth, Dorset and Poole Inter-Agency Safeguarding Procedures and the DSCB Safeguarding Children and Safer Recruitment procedures in relation to all recruitment of staff, counsellors, volunteers and trustees. [http://pandorsetscb.proceduresonline.com/chapters/p\\_safe\\_rec.html](http://pandorsetscb.proceduresonline.com/chapters/p_safe_rec.html)

All advertisements for staff, counsellors, volunteers and trustees will include a statement of Mosaic's commitment to safeguarding and promoting the welfare of children and young people and that the post is exempt from the Rehabilitation of Offenders Act 1974. A reference will be made to applicants that an enhanced Disclosure and Barring Service (DBS) check will be carried out by Mosaic for the successful candidate. All checks will be completed before any offer of work in either an employed, self-employed or voluntary capacity. Any disclosure of possible risk to children will be dealt with sensitively but will prevent any offer of work or further involvement with Mosaic. The Designated Person will consult with LADO (see page 7 for contact details) as to the advisability of referring the matter to the DBS to be pursued.

All job descriptions and person specifications will be reviewed regularly to ensure they comply with current safe recruitment guidance. These will include the main duties of the post; the extent of contact/responsibility with children and young people and will include an

individual's responsibility for promoting and safeguarding the welfare of children and young people they will be in contact with.

Mosaic's recruitment policy stipulates that all staff (paid or voluntary) will have to complete an application form, detailing past work, history, qualifications, contact details and names of referees. Any gaps in employment will need to be fully explained. Individuals will then be interviewed and references requested. Additional telephone verification of the candidate's suitability to work with children will be sought in addition to written references. Only on receipt of satisfactory references will a formal offer of employment or placement be made.

Mosaic is registered with Due Diligence Checking who carry out all DBS checks. All staff, counsellors, volunteers and trustees are required to complete an one-line DBS form and produce evidence as to their identity, in accordance with the Disclosure Service Guidelines. This information is then witnessed by the Designated Person responsible for processing the DBS forms. DBS clearance information will be kept securely at the administration office. DBS checks and documentation pertaining to any child protection issues will be kept confidentially and securely locked within the organisation's administration office.

Staff can undergo training and induction whilst waiting for the checks to clear but cannot undertake any face-to-face work with children and young people until satisfactory checks have been received. **This training will include mandatory child safeguarding awareness.**

Mosaic implements an induction process for all staff and volunteers which will include information about Mosaic's Safeguarding and child protection policies and procedures. Mosaic will promote safe practice, responsibilities and standards of conduct expected in the role and will monitor suitability of staff in accordance with these standards.

Mosaic will ensure that a yearly safeguarding and safer recruitment self-audit is carried out in line with DSCB procedures.

## THE ROLE OF INDIVIDUAL (STAFF / VOLUNTEERS)

All staff & volunteers working for Mosaic need to be alert to the possibility that a child may be the victim of abuse. Concerns about a child or young person must be discussed with the Designated Person immediately so that if necessary, a referral can be made without delay. In urgent situations, in the absence of either designated person the worker raising the concern should make the referral direct to the Local Authority.

Individual staff or volunteers should not investigate concerns. This is the role of the statutory agencies. However, if a child does say something, it is vital to listen carefully, and record the actual wording as stated by the child / young person, so that it can be reported accurately.

In this situation consult with the senior staff members or Designated Person beforehand, if this is not practicable then the Designated Person should be informed as soon as possible after the event.

All Mosaic Staff, Trustees, Counsellors and Volunteers working directly with children will have received safeguarding and child protection training as required. All Counsellors

working therapeutically with children and young people will have completed Level 3 Safeguarding and regular updates in line with DSCB policy.

## CONFIDENTIALITY & INFORMATION SHARING

All Mosaic Staff, Trustees, Counsellors and Volunteers will understand that child protection issues warrant a high level of confidentiality. Safeguarding issues should only be discussed with the DSL, or designated Safeguarding Trustee. That person will then decide who else needs to have the information and they will then disseminate it on a 'need to know' basis. Our children & young people have the right to expect that all staff and volunteers will deal sensitively and sympathetically with their situation. It is important that information remains confidential and that only those who need to know should be consulted in accordance with child protection criteria.

Child protection information will be stored and handled in line with the Data Protection Act 2018 and HM Gov. Information Sharing and Advice for practitioners providing safeguarding services to children, young people, parents and carers is covered by this ACT.

Information sharing is essential for effective safeguarding and promoting the welfare of children and young people. It is a key factor identified in many serious case reviews (SCRs), where poor information sharing has resulted in missed opportunities to take action that keeps children and young people safe.

Mosaic adheres to the principles of the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law to provide a framework to ensure that personal information of young people and their families is secured safely and shared appropriately.

Information sharing is guided by the following principles:

- Necessary and proportionate
- Relevant
- Adequate
- Accurate
- Timely
- Secure

## WHAT TO DO:

Concern may arise from observations of the child or their surroundings (e.g. injury, behaviour, appearance and nature of play or work produced or evidence of potentially unsafe surroundings) **or** as a result of something said by the child, another child **or** an adult.

## DO NOT DELAY

Tell the **Designated Person** as soon as you can. See emergency contact numbers on page 7.

Early referral gives more time to help the child and family before the situation becomes severe or serious and allows preventative action to be instigated for the protection of the child.

The Designated Person may consult the Local Authority and/or the Police. A flow chart of what to do and who to contact is explained further in a Referral Flow Chart (**appendix 2**).

## MAKE WRITTEN NOTES

As soon as you can, write down your concerns and record the facts accurately on the Child Protection Incident Form, available from the Mosaic office (**appendix 3**). Be careful to distinguish between facts and any opinion you may have formed. Complete the Local Dorset Safeguarding Forms appropriate to area (as found on the Dorset For You website)

These notes must be sent (via encrypted email) or given to the Designated Person immediately, they will help to ensure accuracy in recalling events.

## CONCERN ABOUT WHAT THE CHILD OR SOMEONE ELSE SAYS

**Listen** - do not ask questions or interrogate.

**Remain calm** - If you are shocked, upset or angry the child will sense this and this may prevent them from talking further.

**Reassure** - The child has done nothing wrong - tell her/him it is all right to talk.

**Do not promise to keep it secret** - Tell the child that what they have said cannot be kept secret because you need to make sure they will be safe, but that you will tell someone who can help to do that.

## REMEMBER

If in doubt, consult with senior staff members or Designated Person. Do not ignore concerns, even if these are vague. **Your first responsibility is to the child.**

## CONTACT WITH THE FAMILY

You should talk to the **Designated Person**, who may consult statutory agencies, who will decide on the appropriateness of speaking to the child's family. Where the worker is school based, the Head Teacher must also be consulted.

Remember workers should not investigate concerns themselves and this includes exploratory discussions with the family.

In cases of possible neglect or emotional abuse, the concern is likely to have built up over a period of time. There may have been previous discussion with the family about sources of help (e.g. Social Care, NSPCC), but if concerns persist, there must be an immediate referral to the Local Authority.

Where there are suspicions of sexual abuse, the Designated Person will seek immediate advice from the Local Authority before discussing the matter with the family.

## **CONCERN ABOUT A MEMBER OF STAFF OR VOLUNTEER**

Allegations or concerns about a member of staff or volunteer who may be abusing a child in any way or acting inappropriately must immediately be referred to a statutory agency by a senior member of Mosaic staff within one working day. The procedures set out by the Dorset Children's Safeguarding Board in the management of allegations and risk assessments will be adhered to throughout with due regard to the rights of all parties involved in any allegation whether proven or unsubstantiated.

The nature of the service provided by Mosaic, necessitates that the majority of work is carried out by Sessional Workers on a 1:1 basis. Following an allegation being made, to safeguard the interests of both the children and the accused worker and to minimise potential risk, that Worker will cease to work directly with children, whilst an investigation is being conducted, whether the allegation eventually turns out to be proven or unfounded.

In the case of residential and group activities the relevant code of conduct will apply.

If such an allegation is made, or information is received which suggests that a person may be unsuitable to work with children, the DSL or CEO will be immediately informed. The DSL will discuss the content of the allegation with the Local Authority Designated Officer (LADO) at the earliest opportunity before taking any further action. Where the allegation is made against the DSL or CEO the person receiving the allegation will immediately inform the Trustees who will then contact the LADO for advice.

All allegations will be managed in line with the local authority's procedures for managing allegations against staff. Please refer to:

[http://pandorsetscb.proceduresonline.com/chapters/p\\_alleg\\_against\\_staff.html](http://pandorsetscb.proceduresonline.com/chapters/p_alleg_against_staff.html)

### **ANTI-BULLYING**

Mosaic recognises that under the Children Act 1989 a bullying incident should be addressed as a child protection concern where there is a "reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm". This includes all forms e.g. cyber, racist, homophobic and gender related bullying. Where this is the case all Staff, Volunteers and Counsellors will report their concerns to the DSL who will contact the LADO for advice.

### **WHISTLEBLOWING**

All staff, Counsellors and Volunteers should be aware of their duty to raise concerns, where they exist, about the management of child protection, or an issue which may include the attitude or actions of colleagues. Any such concerns should be reported to the DSL or CEO however if this is deemed inappropriate then the designated 'whistleblowing' Trustee or LADO should be informed.

## **SOCIAL NETWORKING/E-SAFETY**

All Mosaic Staff, Volunteers and Counsellors to be aware of their responsibility to protect children and young people when using social media: This includes:

- understanding the safety aspects – including what is acceptable and unacceptable behaviour for staff and children when using website, social media, apps and other forms of digital communication
- any posts or correspondence will be consistent with Mosaic's aims and values
- parents will need to give permission for photographs or videos of their child to be posted on social media
- all our accounts and email addresses will be appropriate and fit for purpose
- Mosaic will regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are in line with our organisational and DSCB procedures
- For further information, please refer to our On-line Safety Policy Statement

## **MISSING CHILDREN AND CHILD EXPLOITATION**

Any concerns that a child/young person is being or at risk of being sexually exploited should be reported immediately to the DSL. Mosaic is aware that a child often is not able to recognise the coercive nature of the abuse and may not see themselves as a victim. However, Staff, Counsellors and Volunteers must act on their concerns as they would for any other type of abuse. In all cases the DSL must be informed, and Staff, Counsellors and Volunteers will be supported in terms of recognising and assessing risk and where appropriate informing the LADO. This will also apply to children and young people where there are concerns of them going missing and at risk of travelling to conflict zones, female genital mutilation and forced marriage.

### **Peer on Peer Abuse:**

Peer on Peer Abuse is the consistent and deliberate actions of a person, or group of people, which are designed to hurt the person at whom they are directed. Children can be vulnerable to abuse by their peers which must be taken as seriously as abuse by adults and be subject to the same child protection procedures. This terminology relates to Sexual violence and/or Sexual Harrassment between children in schools, colleges and at any Mosaic session or event. All staff, therapists and volunteers must act on their concerns as they would for any other type of abuse. In all cases the DSL must be informed of any peer on peer abuse concerns and Staff, Therapists and Volunteers will be supported in assessing risk and when appropriate informing the LADO.

### **Child Exploitation**

Child exploitation (CE) is both sexual (CSE) and criminal (CCE). CE is also known as County Lines. CE, CCE and CSE are interlinked.

There is no clear definition of CE however generally CE issues would describe:

- Extreme violence including severing of limbs, stabbings, beatings, rape, coercive and controlling behaviour, armed robberies, anti-social behaviour
- Grooming of girls and boys for sexual activities including paying off debts, filming of the sexual activity to be used against them in the future, gang rape, images posted online as a form of revenge or punishment or black mail



Signs to look out for:

- New clothes/phones
- Unexplained wealth/hotel keys etc.
- Changed behaviours – acting out of character /aggressive
- Hanging out with a new crowd of peers possibly older
- Changed language/vocabulary
- Withdrawn and secretive – stays in room all day
- Stays out late or perhaps missing – being found in areas miles away from home
- Preoccupied
- Falling behind at school or truanting
- Finding drug paraphernalia or weapons
- Unexplained injuries
- Drug/alcohol use – signs of white powder around nose
- Sees the family and Police as the enemies
- Change in listening to music ie Drill music
- Becomes hypervigilant
- Distinct smell about them “bando” smell (bando = abandoned house usually squalid and dangerous to be in)

[Pan-Dorset Safeguarding Children Partnership - Pan-Dorset Safeguarding Children Partnership \(pdscp.co.uk\)](http://pdscp.co.uk)

[Criminal Exploitation and County Lines - Pan-Dorset Safeguarding Children Partnership \(pdscp.co.uk\)](http://pdscp.co.uk)

[Child Sexual Exploitation & How to Keep Your Child Safe | NSPCC](https://www.nspcc.org.uk/keeping-children-safe/child-sexual-exploitation/)

[Criminal exploitation and gangs | NSPCC](https://www.nspcc.org.uk/keeping-children-safe/child-sexual-exploitation/)

It is recommended that all Mosaic therapists will have undertaken at the very least a Basic Awareness in CE/CSE training. Any concerns regarding a young person will firstly be raised with the DSL at the appropriate setting of the sessions. Followed by informing the DSL at Mosaic who will advise on the best course of action ie contacting and making referrals to CHAD/MASH.

## SUPERVISION

Mosaic provides monthly clinical supervision for all Counsellors working therapeutically with Children and Young people in accordance with BACP or other similar professional bodies. This is to ensure that we are working safely and in the best interests of all Children & Young people.

All staff and volunteers will be provided with an opportunity to talk through any safeguarding concerns with the DSL and where necessary will be provided with further support.

## REQUESTS FOR ASSISTANCE BY OTHER AGENCIES

Mosaic should assist local authority Social Care or the Police when they are making enquiries about the welfare of children. Information about a child must therefore be shared only with the appropriate persons involved.

Requests should be in the form of a letter, fax or email and not accepted via the telephone. Always advise the Designated Person of this contact.

Mosaic will ensure effective inter-agency working around safeguarding includes:

- compliance with Child Safeguarding Practice Review processes (previously Serious Case Review)
- compliance with child death review processes

## GENERAL ISSUES

All staff, trustees, counsellors & volunteers must adhere to the Mosaic Safeguarding Children Code of Conduct. (**appendix 4**). Line managers will ensure that staff & volunteers have read & signed their agreement to the code as part of their initial induction.

Parental Consent needs to be sought for all individual children & young people taking part in any on or off site activities/events, using Registration & Parental Consent Form (**appendix 5**).

As part of overall good practice risk assessments should also be carried out for all activities, both on & off site, with staff taking full responsibility for using measures to reduce risk for activities within Mosaic (**see Mosaic Off Site & Risk Assessment Guidelines – separate to this document**).

This policy & procedures will be reviewed annually in June each year

## EMERGENCY CONTACT DETAILS

Pan Dorset Safeguarding Children Partnership:

Reporting Concerns:

### [What to do if you're worried a child is being abused: Advice for practitioners](#)

If you are concerned about a child's welfare or worried they are being abused, you can make a referral to Children's Social Care in Dorset by contacting:

<b>Bournemouth, Christchurch &amp; Poole – Children's First Response Hub:</b>	<b>01202 123334</b> <a href="mailto:childrensfirstresponse@bcpcouncil.gov.uk">childrensfirstresponse@bcpcouncil.gov.uk</a>
<b>Dorset - Children's Advice and Duty Service (ChAD) Professionals Number:</b> This is a professionals-only number to discuss your concerns, you will no longer complete a referral form.	<b>01305 228558</b>
<b>Dorset Families and Members of the Public:</b>	<b>01202 228866</b>

### **an emergency or out of hours contact:**

<b>Bournemouth, Christchurch &amp; Poole Out of Hours Service:</b>	<b>01202 738256</b> <a href="mailto:childrensOOHS@bcpcouncil.gov.uk">childrensOOHS@bcpcouncil.gov.uk</a>
<b>Dorset Out of Hours Service:</b>	<b>01305 228558</b>
<b>Police Non-Emergency:</b>	<b>101</b>
<b>Police Emergency:</b>	<b>999</b>

### **Contact the LADO**

If you have concerns regarding an adult who works with a child then this should be reported to the Local Authority Designated Office (LADO) within one working day. These roles are undertaken by the two Councils and you can contact them on:

Bournemouth, Christchurch & Poole

01202 456744 or [LADO@bcpcouncil.gov.uk](mailto:LADO@bcpcouncil.gov.uk)

Dorset: 01305 221122 [LADO@dorsetcc.gov.uk](mailto:LADO@dorsetcc.gov.uk)

## Appendix 1:

### Definitions of Child Abuse taken from Working Together to Safeguard Children 2015

Child abuse and neglect is a generic term encompassing all ill treatment of children including serious physical and sexual assaults as well as cases where the standard of care does not adequately support the child's health or development.

Children may be abused or neglected through the infliction of harm, through the failure to act to prevent harm or by the withdrawal of emotional and /or physical nurturance of the child.

Abuse can occur in a family or an institutional or community setting, or in a non-contact situation, e.g. via the internet. The perpetrator may or may not be known to the child.

**Working Together to Safeguard Children 2015** sets out definitions and examples of the four broad categories of abuse which are used for the purposes of registration:

- Neglect
- Physical abuse
- Sexual abuse and
- Emotional abuse

These categories overlap and an abused child may frequently suffer more than one type of abuse. There are also certain cultural practices e.g. Female genital mutilation (FGM) and arranged marriages of underage young people are now considered forms of physical and emotional abuse under UK law. Since Oct 2015 it is a mandatory requirement to report any suspicion of FGM.

#### PHYSICAL ABUSE

Physical abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness in a child.

#### EMOTIONAL ABUSE

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and

learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another (including domestic violence). It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the sexual exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of children; however, it may sometimes be the only form of abuse identified.

## **SEXUAL ABUSE**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening and includes penetrative (i.e. vaginal or anal rape or buggery) and non-penetrative acts.

It may also include non-contact activities, such as involving children in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming, including via internet.

## **NEGLECT**

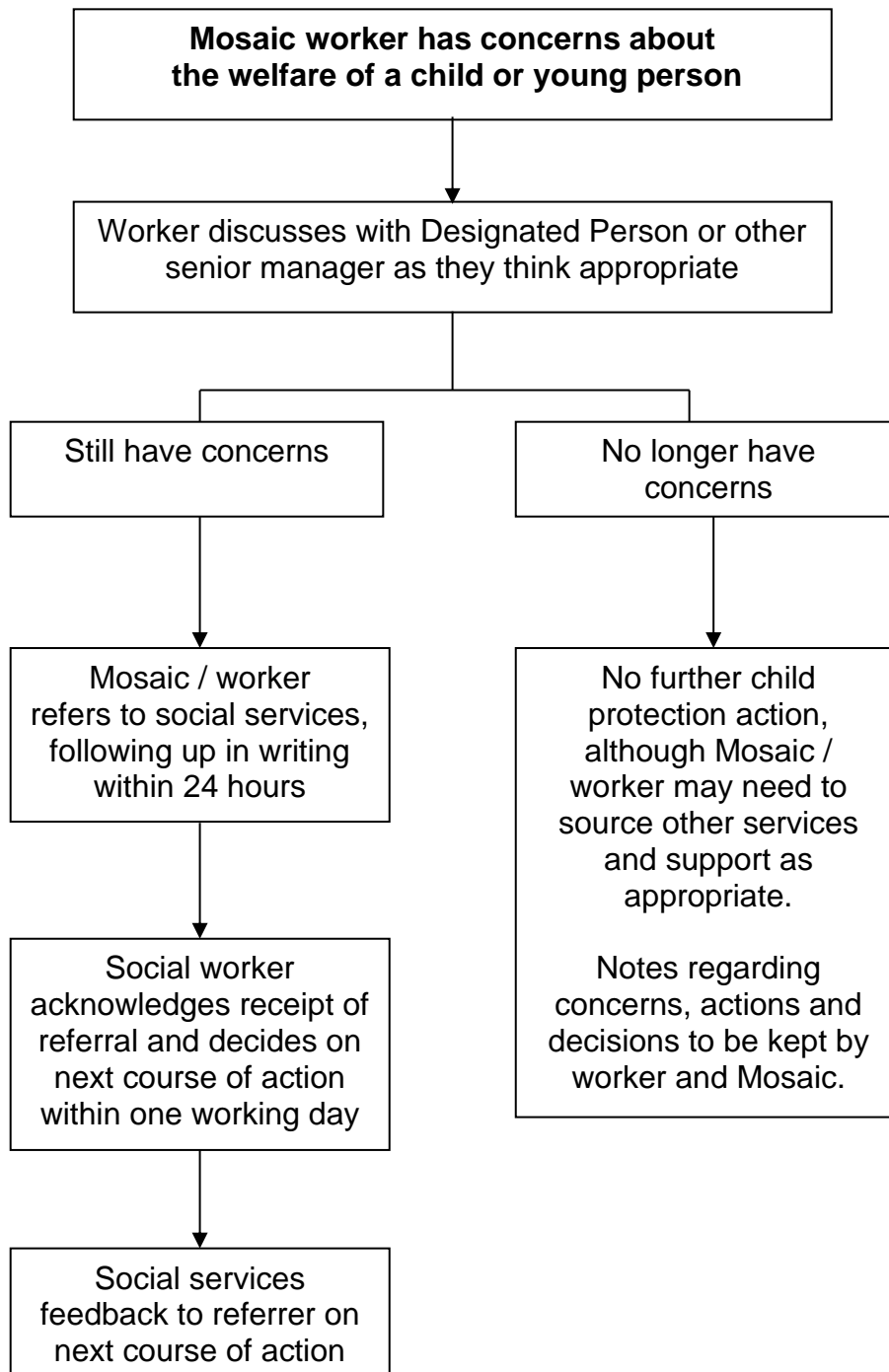
Neglect involves the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health and development.

This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's basic emotional needs.

## Appendix 2:

### What to do if you're worried that a child is being abused?

#### A Referral Flow Chart



## Appendix 3:

### MANAGING ALLEGATIONS OF ABUSE MADE AGAINST STAFF

Allegation is made to you about a member of staff/volunteer involving a child/Young person

(Treat the matter seriously – keep an open mind)

#### You should:

- Make written record of information, time date and place of assault, what was said
- Sign and date the record
- Immediately report matter to the Designated Manager (DM) or Deputy DM (where the DM is subject of the allegation report to the Deputy or Senior Manager or Safeguarding Trustee)

#### You should not:

- Investigate yourself or ask leading questions
- Make assumptions
- Promise confidentiality, only to reassure that information will only be shared on a 'need to know basis'

#### DM should:

- Obtain the written details by the reporting person who received the information
- Approve and date written information given
- Record any information about times, dates and locations
- Report the allegation directly to the LADO within **1 Working Day**

If Outside working hours and an allegation needs immediate attention

DM should consult Children's Social Care Emergency Duty team

Or Local Police

Ensure to inform LADO as soon as possible

LADO will establish level of concern and whether threshold for allegation management is met

#### Less serious allegations:

- LADO may offer advice to referrer on next steps
- How employee can be supported with safer working practices

#### Serious allegations:

- Consideration of police investigation
- Children's Services assessment
- Consideration by the employer of disciplinary action

**Appendix 4:**  
**Safeguarding Children – Incident Report Form**  
**MOSAIC**

**"The Welfare of the Child is Paramount"**

**Safeguarding Children - INCIDENT RECORD FORM**

<b>Your Name:</b>
<b>Your Position:</b>
<b>Child's Name:</b>
<b>Child's Address:</b>
<b>Parents/Carers Name and Address:</b>
<b>Child's Date of Birth:</b>
<b>Date and Time of any Incident:</b>
<b>Your Observations:</b>



**Exactly what the child said and what you said** (Remember; do not lead the child – record actual details and the reason for your concern. Remember it is not your role to investigate. Continue on separate sheet if necessary)

**Action Taken so far:**

**External Agencies Contacted (Date & Time)**

**Police**

**Yes/No**

**If Yes – Which Station & Officer:**

**Contact Number:**

**Details of Advice Received:**



# Appendix 5: Safeguarding Children – Mosaic Code of Conduct

## Safeguarding Children CODE OF CONDUCT

**All children and young people must be treated with equality, dignity and respect. It is expected that any staff member, group or organisation working with children & young people must carry out the following practices as a matter of high importance, both in centre based & off-site activities:**

### **Organisational Responsibilities:**

1. All groups, volunteer helpers and paid staff are to be given a copy of these guidelines and where appropriate a copy of the Mosaic child protection policy. Staff (paid & unpaid) must also follow the Mosaic Recruitment Procedures and agree to have a disclosure DBS check carried out.
2. There should always be at least two adults supervising activities, who have been DBS checked or undergoing checks, no matter how small the group.
3. No person under the age of 16 years of age should be left in charge of any children of any age. A child or group of children or young people (under 18) must not be left unattended at any time.
4. A register & record of attendance of children or young people attending activities should be kept for each session. Also written consent should be sought for any on or off-site activities.
5. Confidentiality about children's, young people and adult's personal Information must be practised. Children/young people and parents have the right to expect that helpers will deal sensitively and sympathetically with their situation. It is important that information is only available to those who 'need to know' it. All volunteers, paid staff and helpers must respect issues of confidentiality.
6. It is important to keep a check on visitors & guests whether their visit is by invitation or unsolicited. They should sign & note their time of arrival at, & departure from, the activity. This further ensures the welfare of children to be safeguarded at all times.
7. When organising off site group activities and outings **A First Aid Kit & staff trained in first aid** should be available at all times, with clear information as to how to access it and where to get help in case of emergency. An **Accident Book** should be kept and any accidents should be recorded immediately in the book. Parents/Guardians are to be made aware of the accident by signing the book at the end of the session. Written permission from the parents/guardians is to be given to administer medication and the name of the medicine and the dosage is to be clearly written in a **Medication Book**. The person administering the medicine is to sign the Medication Book after each time medication is given.
8. All Health & Safety issues should be considered in the room(s) used. This includes all equipment and substances used and a separate risk assessment should be carried out for all activities and reviewed on a regular basis (see separate Off-Site Activities & Risk Assessment Guidelines).

9. Photography & videoing events of activities can only be carried out with the full consent of parents/guardians. If publishing images on a web site or newsletter, names must be kept anonymous. Parents, guardians and young people should give specific permission for any images to be put on to a web site.

### **Staff Responsibilities:**

10. Staff should promote activities that are fun, enjoyable and educational, ensuring fair play and challenging any bullying behaviour.
11. Any allegations or disclosure by a child must be treated seriously and dealt with in line with the Mosaic Safeguarding Children Policy.
12. An adult should escort all children under the age of 8 years to the toilet. The adult is to wait outside the toilet cubicle with the **outer** door held open. If there is not outer door, then the adult should wait outside the closed door. Members of staff should as part of their supervision of activity areas, check the toilet areas at regular intervals.
13. At no time should any occasional volunteer or helper, who has not yet been DBS cleared, have any contact with children or young people. Furthermore, all staff members (paid or unpaid) should avoid being left alone with any child for any significant period ....
14. All staff (paid & unpaid) must not involve themselves in rough physical or sexually provocative games and are to avoid inappropriate or intrusive touching of any kind and are to control and discipline without physical punishment.
15. All staff (paid & unpaid) must not use any foul or abusive language and never make sexually suggestive comments to a child or young person, even in fun.
16. The child/young person should always be told why his/her behaviour is not acceptable and the reasons for applying a particular sanction. You must ensure that parents are fully informed and support whatever sanction is applied.
17. Parents/Carers should always be immediately informed if staff or volunteers have had to do things of a personal nature for a child such as changing clothing. An incident report should be completed by the member of staff. All staff need to be aware of correct first aid procedures to follow where an incident requires immediate attention.
18. The leader in charge must be fully aware of fire safety and evacuation procedures in the event of an emergency and practise them at least once every six months (see fire safety procedures in community centre & individual halls).
19. Consideration should be given to the need for adaptations to activities or equipment to meet the special needs requirements of individual children.
20. Under no circumstances should any child or young person with prior arrangements for being collected by a parent/guardian, be left alone at the end of any session. Staff should be aware of the named person responsible for collecting a child and if this is not the usual parent or guardian then written permission must be given by the parent in advance of the activity.

## **Additional Code of Conduct for Off Site & Residential Activities:**

21. Planning for any off-site activities should follow guidelines set out in the Mosaic - Off Site & Risk Assessment Policy.
22. If children/young people are to be taken on excursions, written permission should be obtained from the parents/guardian with parental responsibility. This permission may be obtained for a given time e.g. a term.
23. Where residential events or courses are organised, males (boys over 8 years, staff/volunteers, or parent/carers) should never enter all-female bedrooms. The reverse holds true. In the case of mixed dormitories with children under 8 years, only female staff/volunteers/parent/carers should enter
24. Parents should always be informed if their children/young people are to be transported in a car or other vehicle. Persons transporting children/young people on this basis need to be aware of insurance and licence implications and make sure the correct level of cover is available for the vehicle being used. Drivers should also make sure that seat belts are used at all times and that car seats are in line with government regulations.
25. There should always be a copy of all consent forms with information about next of kin of all children/young people, voluntary helpers, leaders and paid staff left with an identified emergency contact person for the organisation.
26. An information sheet detailing what to do in the event of an emergency should be provide for parents & young people, for any significant off-site activity.
27. When an adult is on the excursion with his/her children and wishes another parent to look after his/her children, written permission must be given to that parent in charge of that child or children. Completion of a consent form for emergency medical treatment should also be included.

## Appendix 6:

# Mosaic Information & Parental Consent Form

ACTIVITY OR PROJECT:

NAME:		SURNAME:			
ADDRESS OF RESIDENCE And Contact Telephone Number		Post Code: Telephone Number:			
Date of Birth	/ /	AGE	MALE ( ✓ )	FEMALE ( ✓ )	
School You Go To:					
Contact for Parent/Carer In Case of Emergency		NAME:  TEL:		NAME:  TEL:	
MEDICAL INFORMATION					
GP's Name Address & Tel. Number		Post Code: Telephone Number:			
Please give the date of last Tetanus Injection if known					
PLEASE TELL US ABOUT:					
<ul style="list-style-type: none"> <li>• ANY DIETARY REQUIREMENTS</li> <li>• MEDICATION TAKEN REGULARLY</li> <li>• DISABILITIES</li> <li>• SPECIAL EDUCATIONAL NEEDS</li> <li>• BEHAVIOURAL ISSUES</li> <li>• ALLERGIES (E.G. PENICILLIN)</li> </ul>					

**Please read the following information & sign below  
(A copy will be given to all parents/carers & members)**

- I give my consent for the person named on this form to attend Mosaic and for him/her to take part in activities on and off site during advertised session hours. I will ensure that my child understands that any rules and instructions given by staff must be obeyed at all times.

- I undertake to inform the Leader in Charge of any changes in the fitness of my child, which may affect any activities they take part in. I give consent for those in charge to give permission for my child to receive medical treatment in case of emergency, but only in the event that I cannot be contacted or present in time.
- I agree that if the person named on this form is responsible for any act, which damages the premises or equipment, either individually or jointly with others, I will accept liability for the costs involved to remedy the damage, in proportion to the degree of involvement of my child causing the damage.
- I understand that from time to time Mosaic may photograph or video events & activities for use in promoting the organisation or satisfying funding bodies that an activity has taken place. I give consent for these images to be used for **these purposes only.**

**Signed:**

**(Parent/Carer)**

**Date:**

## **Young Persons Contract**

### **I AGREE:**

- To show respect and courtesy to other members and the staff of Mosaic both on and off site and to obey and instructions given by staff in relation to my safety.
- To show respect to the equipment, premises and the surrounding area. I understand that I will be responsible for any damages I cause as a direct result of vandalism.
- To pay any subscriptions or fees for use of the facilities or events and understand that I will not be allowed to owe any money from one day to another or one event to another.
- To keep the centre tidy during each session and assist staff in clearing up.

***Failure to abide by this contract may result in members being barred for a period of time and parents or carers being notified.***

**Signed:**

**(on behalf of Mosaic)**

**Date:**



## **SAFEGUARDING CHILDREN POLICY**

This Policy has been adopted by Mosaic through the Board of Trustees who remain responsible for its review on an annual basis

### **I ACKNOWLEDGE:**

- I have received a copy of the Safeguarding Policy and have read and understand the contents of this policy
- I agree to act in accordance with the Standards of Conduct within this document

Signed:

Date:

Signed:  
(Designated Person)

Date:  
Position: