



This document is the Child Safeguarding Policy of the Christadelphian Support Network UK

It was adopted at the Committee Meeting on 15th June 2019 after consultation with trustees, members and other interested parties.

See the Safeguarding Vulnerable Adults Policy which is in addition and supplements this policy.

CSN

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Previously the Christadelphian Care Group

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1. Introduction

- The Christadelphian Support Network (CSN) puts a high value on work with children and young people, and is committed to their care, guidance and protection.
- We recognise the need to provide a safe and caring environment for children. We acknowledge that children can be victims of physical, sexual or emotional abuse and neglect. We concur with the UNICEF Convention on the Rights of the Child in its statement that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have the right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation including sexual abuse, while in the care of parent(s), legal guardians(s), or any other person who has care of the child”
- We have therefore adopted the procedures set out in this Safeguarding Policy in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in Safeguarding.
- The safety and well-being of all of the children is of highest priority to members of the CSN and safeguarding children is everyone’s responsibility. All members of the CSN aim to provide a secure and caring environment, so that every child can be kept safe. They should always be safe and protected from all forms of abuse and neglect. Parents/guardians have an important role in supporting the CSN in safeguarding children and they are encouraged to discuss any issues or worries.
- Our aim in all our dealings with children is that they should learn of, and develop relationships with, God and the Lord Jesus Christ, in an environment that is safe, loving, and enjoyable, and this policy document is part of a wider aim to enable and encourage children to grow in their faith.
- No child or group of children will be treated any less favourably than others in being able to access services which meet their particular needs and all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs
- Children and parents are informed of the policy and procedures as appropriate
- Children have a right to feel safe; to be understood and to say ‘No’ to doing something that they feel is wrong.
- This policy applies to all members and volunteers who have access to children
- All concerns, and allegations of abuse will be taken seriously by members and volunteers and responded to appropriately.
- The CSN is guided by the Local Safeguarding Children Board procedures. Members of the CSN aim to create an environment in which children are safe from abuse and in which any suspicion of abuse is promptly and appropriately responded to. This Policy takes account of the guidance set out in the current edition of the following government documentation: ‘What to do if you are worried a child is being abused’, (DFE-00124-2015); and ‘Working together to Safeguard Children’ (DFE-00130-2015 “A guide to inter-agency working to safeguard and promote the welfare of children)
- This CSN has commitment to safe recruitment, selection and vetting.

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- The policy is reviewed, approved and endorsed by the CSN annually or when legislation changes
- This Policy is available on the CSN's website www.chsn.org.uk
- A leaflet entitled 'Safeguarding Children is Everyone's responsibility' is available to all members. See Appendix 16.

2. Principle Definitions and Meanings

- Organisation: The Christadelphian Support Network UK (CSN)
- CSN trustees: – members appointed by the CSN as legal trustees under the CSN Constitution
- Members: individuals who are registered with the CSN having completed an application form with statement of confidentiality.
- Help Line Members: members specifically trained to manage the phone and email help lines.
- The terms 'children' and 'young people' will be taken to be synonymous, and to include anyone under the age of 18. This can be age 25 for children with special educational needs and disabilities
- Premises: Various premises where CSN Activities take place
- A youth activity refers to any activity arranged under the auspices of the CSN in which children are supervised in the absence of their parents/guardians: for example a Youth Club, Creche or Sunday School.
- Youth leaders are those in a position of leadership during these activities.
- Parents/guardians – anyone in a position of parental responsibility
- The pronoun 'he' should be taken to include those of either gender.
- The use of the word 'should' does not indicate that the action is optional; it means that Youth Leaders or CSN members will do their utmost to carry it out.
- Designated Safeguarding Lead (DSL) is the recognised term used in context of Safeguarding Children and to avoid possible confusion, especially in an emergency, it is the term used in this document.
- Local Authorities use different terminology for similar Departments. Local Authority Designated Officer (LADO) is a term used to cover the role relating to dealing with allegations against people working with children. The authority will use other terms relating to concerns regarding childrens' safety and well-being. For example: Local Safeguarding Children Board (LSCB), the Multi-Agency Screening Team (MAST), First Response Team (FRT), or Emergency Duty Team (EDT) in accordance with the Local Safeguarding Children Board Guidelines.
- The Disclosure and Baring Service (DBS) requires an enhanced DBS check on all individuals working with children in accordance with their guidelines. In certain circumstances, some adults will have additional checks at a higher level than enhanced.

- Confidentiality. To protect everyone involved, particularly anyone where an accusation has been made, information is to be held on a need to know basis. This will be restricted to the DSL, the one making allegations and the local authority and possibly the police.

3. A Safe Environment

Creating a safe environment for children and young people is crucial.

3.1 Definition

'Working Together to Safeguard Children' (2018) states that abuse is:

'A form 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 a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.'

More specific definitions and signs of abuse are set out in Appendix 1.

3.2 CSN Process and Responsibility

Youth activities should be regarded as the responsibility of the CSN as a whole, not just of Youth Leaders or CSN members.

This means that those who work with children and young people should be carefully selected, trained, supported and their work reviewed by the Trustees.

DBS Check

- Those involved directly with children and young people will have an enhanced Disclosure and Barring Service (DBS) check, as appropriate in compliance with DBS guidelines. This will provide a level of reassurance to those with parental responsibility that their children are being properly cared for. More information about DBS checks can be obtained from the Sunday School Union's Lead Counter Signatory Gill Holden dbs.enquiries@chsn.org.uk.
- The CSN will not knowingly allow someone who is barred from regulated activities with children to act as a Youth Leader. Those whose suitability has not been checked, including through a DBS check, are not allowed to have unsupervised access to children attending youth activities.

Training

Training in child protection is an important part of the provision of care for children at activities arranged on behalf of the CSN. All new Help Line members and Youth Leaders will receive basic safeguarding training from the Designated Safeguarding Lead (DSL) that includes:

This Policy and the identity of the Designated Safeguarding Lead

- a) What is meant by abuse and how it can be identified (see Appendix 1)
- b) Their responsibilities in being alert to the signs of abuse and bullying

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- c) Procedures for recording and referring any concerns to the Designated Safeguarding Lead (see Appendices 2, 3, and 6)
- d) What they should do if a child makes a disclosure (see Appendices 2, 3 and 6)
- e) Safe practices to protect Youth Leaders or CSN members from the possibility of a false allegation (see Appendix 4).
- f) All those who regularly or often act as Youth Leaders or CSN Help Line members are required to attend refresher training at least every three years. The Designated Safeguarding Lead is required to attend refresher training every two years.

Children and young people should have their attention drawn to the expectation that they will be cared for and be safe while engaging in activities organized for them. This could be through a poster, verbal statement and/or a written statement. Suggested wording is given in Appendix 7

3.3 Risk Assessment: Safe Activities and Safe Environment

Preventative Guidance. As part of the responsibility to keep children safe there should be

- suitable health and safety arrangements in place
- first aid, fire safety and digital safety policies that everyone understands
- a documented process to review premises and activities for risk.

See Appendix 5. Templates are available as checklists.

4. Roles and Responsibilities of Trustees

The CSN trustees are responsible for ensuring that they comply with their duties under legislation and have regard to the Government guidance set out in 'Working Together to Safeguard Children' 2018 and Charity Commission Guidance Safeguarding Duties for Charity Trustees. October 2018.

The CSN trustees should ensure that the safeguarding arrangements of the CSN take into account the procedures and practice of the local authority as part of the inter-agency safeguarding procedures set up by the Local Safeguarding Children Board (LCSB). They must ensure that any deficiencies or weaknesses brought to their attention are remedied without delay.

They must ensure that the CSN:

- Promotes the well-being of children.
- Ensures a safe environment and safe activities for children
- Has an effective Safeguarding Policy, and appropriate procedures and training in place which are reviewed and updated annually and which are available publicly and to members of the CSN
- Has procedures for dealing with allegations of abuse against members of the CSN (see Appendix 3)
- Has a member of the CSN who is responsible for child protection issues (the Designated Safeguarding Lead, DSL) who attends appropriate refresher training every two years. Note. It is recommended that the CSN appoints at least one deputy DSL.

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- Supports the DSL in their work and in any action they may need to take in order to protect children.
- Arranges that Disclosure and Barring Service (DBS) checks are made for all those regularly or often acting as Youth Leaders before they undertake youth activities
- Arranges that all those regularly or often acting as Youth Leaders or CSN Help Line members undertake safeguarding training at three yearly intervals
- Reviews the work of all those regularly or often acting as Youth Leaders or CSN Help Line members at least annually and ensures that their work is supported
- Complies with the requirements of the Equality Act 2010 concerning the premises; the Data Protection Act 1998 concerning privacy of information and all other relevant legislation.

5. Role and Responsibilities of the DSL

See Appendix 17 for the appointed Designated Safeguarding Lead (DSL) responsible for children.

The Designated Safeguarding Lead is responsible for:

- Ensuring the DSL and any deputies are fully trained for the demands of this role in child protection and inter-agency working.
- The DSL regularly attending courses with other child support agencies to remain conversant with best practice.
- Maintaining awareness of and contact with the Local Authority Designated Officer (LADO), Local Safeguarding Children Board (LSCB), the Multi-Agency Screening Team (MAST), First Response Team (FRT), or Emergency Duty Team (EDT) in accordance with the Local Safeguarding Children Board Guidelines. (Local Authorities use different terminology for similar Departments)
- Keep an up to date record of the telephone numbers of the Child Protection authorities (LADO, MAST, FRT, EDT, Police, NSPCC).
- Every two years attends LSCB approved training (stated under 'Working together to Safeguard Children' 2015 DFE-00130-2015) refresher training provided by the local social services department or an external agency acceptable to the LSCB.
- Receiving child protection concerns raised by a child or adult and acting as a source of support, advice and expertise within the CSN when deciding whether to make a referral by liaising with relevant agencies
- Ensuring that advice is sought from the relevant support agencies when appropriate
- Referring cases of suspected abuse or allegations to the relevant Local Authority Designated Officer (LADO) or relevant investigating agencies. Initially this can be anonymously for guidance. If necessary they would convene a strategy meeting.
- Contacting the LADO for a strategy meeting and investigation in any cases where someone has been asked not to lead youth activities due to risk of harm to a child. LADO will support a referral to the Disclosure and Barring Service and notification to the Police in cases where it is suspected that a crime may have been committed.

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- Ensuring confidentiality. Note. To protect confidentiality it may not be appropriate to inform and consult with the CSN trustees. To protect individuals, information should only be passed on a “need to know” basis.
- Maintaining detailed, accurate, secure, written records of referrals and concerns. NOTE. To ensure confidentiality, access to these records must be restricted. This is also applicable to any electronically stored records. Registration with Information Commissioners Office (ICO) will be required if personal information is stored on computer. (See Appendix 11 and 12).

The Designated Safeguarding Lead must also ensure that:

- This Policy is reviewed and updated at least annually and approved by the CSN trustees
- All Youth Leaders or CSN Help Line members have child protection training at least every three years which includes how to recognise and report any concerns as soon as they arise
- Records of such training are accurately maintained
- All Youth Leaders or members of the CSN have access to this Policy
- Parents/guardians are made aware that this Policy is available on the CSN website. The Policy alerts them to the fact that referrals may be made and that the CSN has a role in carrying out this function.

6. Roles and Responsibilities of Youth Leaders and Members of the CSN

All Youth Leaders and members of the CSN have a duty to safeguard children. They may be the only adults in whom children feel safe to confide. However, they should not attempt to carry out an investigation; nor should any attempt be made to discuss concerns with parents or others.

Youth Leaders and members of the CSN with concerns should always seek the support of the Designated Safeguarding Lead (DSL) as soon as possible.

Youth Leaders or CSN members have a duty to note any changes to a child and to discuss any concerns with the DSL to ensure that children receive the right help at the right time to address risks and prevent issues escalating. These concerns might include: changes in mood, changes in attitude, behaviour, relationships with peers, appearance, changes in family situations, or parental comments. The DSL might ask the Youth Leader to monitor the situation and keep records of any changes or alternatively the DSL might seek advice from Children’s Social Care or make a referral. Youth Leaders or CSN members may make a referral if they feel concerned that action is not being taken or if the DSL is not available.

All Youth Leaders or CSN Help Line members must ensure that:

- They have read and understood their responsibilities as set out in this document. : ‘
- They have received appropriate Safeguarding training and are aware of the potential indicators of abuse
- They are open to hearing concerns from children and others, noting dates, times, who was present, positions in the room, and anything factual about the child’s appearance

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- They do not seek to investigate any concerns; they do not take photographs of any marks; they do not attempt to make any medical judgement; and they do not seek to arrange a medical examination (see Appendices 2, 3 and 6).
- They record information using the actual words of the child, noting any questions the child raises but ensuring that they do not ask leading questions or ask the child to write down his or her account. Interviews should not be recorded using electronic means such as videos or sound recorders.
- They understand that they cannot promise confidentiality to a child or to anyone making a disclosure about a child.
- They do not ask a child to remove any clothing. Youth Leaders or CSN members must always be aware of their own vulnerability at this point and should take steps to minimise the risk to themselves whilst supporting the child (see also Appendix 4)
- They understand how to report any concerns and action taken to the Designated Safeguarding Lead, using an Incident Report Form when appropriate (see Appendix 6). These concerns should be reported as soon as possible.
- They understand how to report their concerns to the Designated Safeguarding Lead if they suspect that the behaviour of anyone is causing, or has caused, significant harm to a child (see also Appendix 3).
- They understand that, although referrals to the appropriate agency would normally be made by the DSL, they can also make such a referral.
- They ensure confidentiality in any reporting.

7. Supporting Youth Leaders and Members of the CSN

It is recognised that Youth Leaders and members of the CSN who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting.

They will be supported by providing the opportunity to talk through any anxieties with the Designated Safeguarding Lead and further support will be sought if appropriate.

8. Appendix 1: Definitions and Signs of Abuse

1. General

1.1

'What to do if you're worried a child is being abused' (March 2015) includes the following:

'Some of the following signs might be indicators of abuse or neglect:

- Children who talk about being left home alone, with inappropriate carers or with strangers;
- Children who are reluctant to go home;
- Parents who collect their children when drunk, or under the influence of drugs;
- Children who are concerned for younger siblings without explaining why; and
- Children who shy away from being touched or flinch at sudden movements.'

2. Sexual Abuse

2.1

'Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.' ('Working Together to Safeguard Children' – 2015).

2.2 Possible Signs of Sexual Abuse (0-5 years)

Children may:

- Become insecure or cling to a parent/guardian in a fearful way
- Show extreme fear of a person
- Seem bothered or worried but won't give a reason.

2.3 Possible Signs of Sexual Abuse (5-18 years)

Children may:

- Appear to have secrets they cannot talk about, or ask you if you will keep a secret if they tell you something
- Say that a friend has a problem
- Act in an inappropriate way towards other children or adults

3. Physical Abuse

3.1

'Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.' ('Working Together to Safeguard Children' – 2015).

3.2 Possible Signs of Physical Abuse

- Unexplained injuries or burns

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- Multiple bruises in clusters or of uniform shape
- Bruises that carry an imprint, such as a hand or a belt
- Pinch, grab, grip or bite marks
- Improbable excuses given for unexplained injuries
- Fear of parents being contacted

4. Neglect

4.1

'Neglect is the persistent failure to meet a child's physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.' ('Working Together to Safeguard Children' – 2015).

5. Emotional Abuse

5.1

'Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.' ('Working Together to Safeguard Children' – 2015).

5.2 Possible Signs of Emotional Abuse

- Air of detachment, social isolation, depression, withdrawn, lack of trust of others
- Fear of parents being contacted

6. What is an Allegation?

The criteria as set out in the "Working Together to Safeguard Children" 2010 document define an allegation as:

Information or a concern which suggests that an adult working with or on behalf of children has:

- Behaved in a way that has harmed, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child in a way that indicates he/she is unsuitable to work with children
- It includes historic as well as current allegations.

If an allegation has been made you must seek the advice of the Designated Safeguarding Lead (DSL) immediately. See appendix 2 and 3.

9. Appendix 2: What to do if you Suspect Child Abuse

IF

You suspect a child may have been abused

THEN you should REPORT it to the Designated Safeguarding Lead using the record form in Appendix 10

IF

- A child discloses abuse
- A third party discloses abuse to you or expresses concerns to you

THEN:

- Respond without showing signs of disquiet, anxiety or shock
- Listen carefully to what is being said
- Do not ask leading questions
- Do not promise confidentiality
- Observe the child or adult’s behaviour and demeanour

OBSERVE, RECORD AND REPORT. what you have seen to the Designated Safeguarding Lead as soon as possible

TRY:

- Examples of open questions:
- Can you tell me what happened?
 - Where and when did it happen?
 - Was anyone else there?
 - Tell me about it in your own words

AVOID

- Examples of leading questions:
- X Was it your dad that hit you?
 - X Does your brother bully you?
 - X Did it happen at home?
 - X So that must have upset you?

See Appendix 3 Procedures for youth leaders and members in cases of possible abuse.

10. Appendix 3 Procedures for Youth Leaders and Members in cases of Possible Abuse

1. Concerns and Disclosures

1.1

If there is any cause for concern about a child including a significant change in a child's behaviour; a deterioration in a child's general well-being; unexplained bruising, marks or signs or possible abuse or neglect; comments made by the child; or if there is any reason to suspect neglect or abuse outside the CSN activities, for example in the child's home; then the following action should be taken:

- If appropriate to the concern and/or age of the child, the Youth Leader or member of the CSN should ask a child about it by using open-ended questions; (e.g. 'Can you tell me what happened?' 'Where/when did it happen?' 'Was anyone else there?') but not those which may suggest a cause (e.g. 'Was it your Dad who hit you?' 'Does your brother bully you?') **Youth Leaders or members of the CSN must not attempt to investigate the matter themselves.**
- Youth Leaders or members of the CSN must accurately record a child's response if there is any concern.
- Youth Leaders or members of the CSN must record visible marks, identifying position, shape, size and colour, but on no account request that a child remove his/her clothing for the purpose of a detailed personal examination and on no account take photographs.
- In all such circumstances, Youth Leaders or members of the CSN must contact the DSL immediately or as soon as is reasonably practicable.
- Respect confidentiality to protect individuals involved.
- Observe Record Report

1.2

If children begin to disclose information about abuse, Youth Leaders or members of the CSN should:

- Listen reassuringly without leading the child
- Avoid guaranteeing absolute confidentiality, but reassure the child that information will be passed only to those who need to be informed
- Record it accurately, and verbatim, avoiding all attempts to make interpretative judgements (viz. dates, times, presence of others in the room, child's appearance etc)
- Verify with the child the content of any notes taken
- Sign and date the notes
- Interview children separately
- Not record an interview electronically, remove any clothing from the child or take any photographs.

2. Seeking Advice

2.1

If a child discloses information, or if a Youth Leader or member of the CSN has a concern as described in 1.1 above, he or she must:

- Identify the reasons for their concern but must not attempt to investigate the matter themselves
- Refer their concerns immediately to the DSL. These should not be discussed at this stage with anyone other than the DSL to protect confidentiality.
- Record any concerns on the Child Safeguarding Incident Report Form (see 3.1 below), noting times, dates, specific observations and any relevant verbal statements. Should the concerns of the Youth Leader or member of the CSN no longer persist, the reasons for this must be noted.

2.2 Allegations about Youth Leaders or members of the CSN

2.2.1

- Allegations about a Youth Leader or member of the CSN must normally be made to the DSL; but if another Youth Leader or member of the CSN is told first, he or she must ensure that the DSL is informed. This should be done without informing the subject of the concern or allegation.
- To protect the individual, it is important to preserve confidentiality. The DSL must contact the Local Authority Designated Officer Team (LADO) immediately for a consultation without the Youth Leader or member of the CSN having been alerted.
- Youth Leaders or members of the CSN who identify a child protection concern about the DSL must promptly consult the LADO and retain confidentiality
- Inappropriate behaviour displayed by other Youth Leaders or members of the CSN must be reported to the DSL. Inappropriate behaviour might include inappropriate sexual comments; excessive one-to-one attention beyond the requirements of their usual role and responsibilities; or inappropriate sharing of images.

2.3

The DSL will take advice from the LADO within 24 hours of any allegations or suspicions of abuse. Should they indicate that there is sufficient cause for concern, the matter must be treated as a child protection referral (in writing or with written confirmation of a telephone referral within 48 hours).

2.4

When deciding whether to make a referral, following an allegation or suspicion of abuse as defined in Appendix 1, the DSL should not make their own decision over what appear to be borderline cases, but rather the doubts and concerns should be discussed with the local authority designated officer team (LADO). This may be done tentatively and without giving names in the first instance. What appears minor at first can later be revealed to be much more serious, and an allegation of child abuse or neglect may lead to a criminal investigation.

Thus Youth Leaders or members of the CSN must not do anything that may jeopardise a police investigation, such as asking a child leading questions or attempting to investigate the allegations of abuse.

2.5

Confidentiality is of extreme importance. Information should be restricted to the one reporting, the DSL and the local authority designated officer team (LADO). The reputation of the one accused must be protected in case the accusation turns out to be false or without foundation. The LADO will be critical of any organisation that breaches this confidentiality by sharing information with anyone including for example the CSN trustees.

3. Record Keeping

3.1

It is important to record factually what has been said and observed, detailing times, dates, places and the sequences of events, and avoiding interpretation or summary. Dates of all entries should be clear and signed by the Youth Leader or member of the CSN. Initial reports may be used in subsequent proceedings including any court proceedings and the CSN will have to disclose their information if a court requires it. Incident Report Forms are available from the DSL and, once completed, must be given to the DSL for appropriate action. Incident Report Forms are stored by the DSL and are only accessible by those authorised by the DSL.

3.2

The DSL must maintain records giving full details of individual cases including, the nature of the event, observation or information; the action taken, by whom, and the outcome of the action; if no action was taken the reason for this must be recorded; the dates and times of events and actions taken; the full names and job titles of all people and services involved; the name of the person making the note (in print). Each record must be signed and dated. They must be stored in a secure place by the DSL. Access to these records by anyone other than the DSL must be restricted and a written record kept of who has had access to them and when.

4. Making a Referral

4.1

Referrals should, wherever possible, be with the knowledge and/or consent of the child's parents/guardians other than in cases where obtaining such consent would:

- Lead to the child or other children being placed at risk
- Place any Youth Leader or member of the CSN at risk (including situations where there is an allegation involving a Youth Leader or member of the CSN)
- Lead to unjustified delay in making enquiries about allegations of significant harm; or
- Hinder or impede a proper criminal investigation by allowing possible interference with evidence.

4.2

If it has been thought necessary to make a referral without informing the parents, then this must be made clear to the LADO (or the Integrated Access Team for the relevant Local

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Authority for the child's home address) when making the referral. The final decision regarding informing parents should then be made jointly between the person making the referral and the LADO (or the Integrated Access Team for the relevant Local Authority for the child's home address).

4.3

If it has not been possible to contact the parents, it is not appropriate to delay the referral.

4.4 **Information for a Referral**

- Child's name, date of birth, address and physical description
- Any uncertainty about the identity of the child to be highlighted
- Names of other children in the family/care relationship
- Contact numbers and names of parents/guardians with parental responsibility
- Child's GP (if known)
- Names of any contacts in support agencies involved with the child or family, whether statutory or voluntary (if known)
- Child's and parents'/guardians' ethnic origin
- Language spoken at home and any need for interpretation
- Any background information or previous concerns
- Nature of current concerns
- How and why the concerns have arisen
- Child's current location and emotional and physical condition
- What appear to be the needs of the child and the family
- The nature of past and present involvement with the child and/or family members
- Is urgent action necessary to protect the child from harm?

4.5

Referrals should be made by phone without delay giving the information available, even if not all of it is to hand. This must be followed up with written confirmation within 48 hours. The person contacting the LADO (or Integrated Access Team for the Local Authority in which the child resides) should make it clear whether advice is being sought or whether a referral is being made. The person should clarify the information that s/he has given and record the name of the person to whom s/he has spoken. The person should also try to get a definite time for a follow up report.

The Emergency Duty Team for children can normally be contacted out of normal hours. Some Local Authority contact details for children not living in the Birmingham area are listed in Appendix 9 or alternatively they can be obtained via the Local Authority websites.

4.6

If a Youth Leader or member of the CSN has significant concerns about a child and passes information to the DSL but no referral is made, the Youth Leader or member of the CSN should be told and the reasons why. If the Youth Leader or member of the CSN disagrees with this

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decision then the Youth Leader or member of the CSN has a duty to take the matter further, possibly to the extent of making a referral to the LADO (or the Integrated Access Team for the relevant Local Authority for the child's home address).

4.7

The local child protection agency will be informed of any serious accident or injury to, or the death of, any child whilst in the care of a Youth Leader or member of the CSN and any advice given must be acted upon.

4.8

At the end of the referral discussion the referrer and Children's Social Care Officer should be clear about the proposed action, who will be taking it, timescales and if no further action, the reason for this decision. The outcomes will be:

- No further action and/or signpost to other agencies
- Early help – referrals within the Social Services Support for the local authority
- Child in Need services – assessment to be undertaken by Children's Social Care
- Child Protection Services – assessment and Section 47 enquiries

Assessment needs to have been done by a qualified social worker and decision made by a social case manager within one working day.

4.9

Information is disseminated by the DSL to those who need to know. Such information must be dealt with in a confidential manner. Youth Leaders or members of the CSN should be informed of the relevant details only if this will improve their ability to deal with an individual child and/or family.

A written record must be made of what information has been shared with whom, and when.

11. Appendix 4: Preventative Guidance for Youth Leaders and Members

General

- **DO** treat all children with respect and dignity befitting their age.
- **DO** provide an example you would wish young people to follow.
- **DO** encourage children to be independent with personal hygiene and self-care routines.
- **DO** be alert to the issue of bullying and deal with it promptly and sympathetically.
- **DO** remember that caution is required in sensitive moments, such as when dealing with bereavement, bullying, abuse, etc.
- **DO** consider carefully arrangements for residential holidays, camps, weekend studies and whether adults should share sleeping accommodation with children. This should be avoided if at all possible, but may be appropriate with very young children, say for parents, or if the activity is based on a youth hostel where single sex sleeping is customary.
- **DO** remember that another person can misinterpret your actions, no matter how well intentioned.
- **DO NOT** use physical discipline at any time.
- **DO NOT** engage in any inappropriate physical contact.
- **DO NOT** let youngsters involve you in excessive attention seeking, crushes or inappropriate language or behaviour.
- **DO NOT** show favouritism.
- **DO NOT** invite a child or young person into your home alone nor visit them alone.

1. Conversations with Children

1.1

Youth Leaders and members of the CSN should try to avoid having conversations with children in private. Where this is necessary, the conversation should, if possible, take place in a room with visual access, or with the door open, or in a room or area likely to be visited by other people, and another adult should be aware that this is taking place.

1.2

Children showing signs of distress or anxiety in a one-to-one situation should be treated sensitively. If possible another adult should be summoned or an offer made to the child to return to a more open situation such as returning to the group.

2. Physical Contact with Children

2.1

There are occasions when physical contact with a child may be proper or necessary, for example to administer first aid. Touching may also be appropriate where a child or young

Safeguarding Children Guidelines

person is being congratulated or praised, or where the child or young person is in distress and needs comforting.

2.2

There may be some children for whom touching is particularly unwelcome. For example, some children may be particularly sensitive to physical contact because of their cultural background or because they have been abused. Physical contact with children becomes increasingly open to question as they reach and go through adolescence. Youth Leaders and members of the CSN should also bear in mind that even innocent and well-intentioned physical contact can sometimes be misconstrued.

2.3

Any apparently sexualised behaviour exhibited by younger children should be discouraged in a sensitive, low-key but non-reinforcing manner, e.g. by tone of voice, facial expression and physical distance. Such behaviour may be indicative of abuse and should be discussed with the DSL.

2.4

Reasonable force is permissible only if it is absolutely necessary in order to prevent a child:

- a) Committing any offence (or, for a child under the age of criminal responsibility, what would be an offence for an older child)
- b) Causing personal injury to any person (including the child themselves)
- c) Causing damage to the property of any person.

Under no circumstances should any Youth Leader or member of the CSN use any physical discipline with any child engaged in activities arranged on behalf of the CSN. Following any incident where a child has been distressed or restrained, or where unusual physical contact has occurred, the DSL should be informed as soon as possible.

3. Other Guidance

3.1 General

- The welfare of the child should be paramount at all times (Children Act 1989)
- It is the responsibility of all Youth Leaders or members of the CSN to safeguard and promote the welfare of the children
- Youth Leaders and members of the CSN are responsible for their own actions
- Youth Leaders and members of the CSN should work and be seen to work in an open and transparent way
- Youth Leaders and members of the CSN should be visible and open in their practice and, when possible, work with children in an open and visible setting
- Youth Leaders and members of the CSN should ensure that another adult knows where they are and what they are doing when they are engaged in activities with the children
- Youth Leaders and members of the CSN should ensure that if anything does go wrong they inform the DSL as soon as possible

3.2 Procedures

Safeguarding Children Guidelines

3.2.1

- Throughout and after any youth or CSN activity at least two Youth Leaders or members of the CSN must be present until
 - a) All children up to the end of school Year 6 have been taken home or handed into the care of a parent/guardian and
 - b) All children of school Year 7 and above have left the Hall or other location of the activity.
- There must be an adequate adult-to-child ratio for all youth activities. This would normally be 1-to-8 for children aged 5 to 8. This may be higher for activities off premises.
- Registers of attendance must be kept for all regular youth activities and the adults present.
- Youth Leaders or members of the CSN must not arrange to meet alone with a child.
- Programmes for regular youth activities must be provided for all children attending and their parents/guardians.
- A child must not be allowed to attend youth activities without a General Consent Form completed by his or her parent/guardian. (Appendix 8) General Consent Forms are confidential and must be kept in a secure place
- Details of activities must be provided for parents/guardians in advance together with a Specific Consent Form. The details must include the date, time, venue, mode of travel, cost and contact details of a Youth Leader for the duration of the event. A child will not be allowed to take part in such an activity without a completed Specific Consent Form.
- For special events, swimming, ice-skating, orienteering, mountain trekking, canoeing or any other adventure type activity it is essential to obtain specific consent in writing and check that the Public Liability Insurance provides adequate cover for higher risk activities.
- When children are transported to, from or during youth activities in vehicles driven by Youth Leaders or members of the CSN then the driver must ensure that the vehicle has a valid MOT certificate (if applicable), that it is roadworthy, that the driver holds a valid full driving licence for that class of vehicle and is suitably insured. Seat belts must be worn by all passengers. Using a child car seat or booster seat. Children must normally use a child car seat until they are 12 years old or 135 centimetres tall, whichever comes first. Children over 12 or more than 135cm tall must wear a seat belt. The number of passengers must not exceed the number of seats or seat belts available.

Youth Leaders or members of the CSN should not normally carry a child to, from or during a youth activity alone in a vehicle but where this is unavoidable the child must be seated in the rear of the vehicle and the child's parents/guardians must be made aware of this arrangement. Wherever possible another Youth Leader or member of the CSN should occupy the front passenger seat. Drivers must aim to drive safely at all times.

- Prescribed medicines and non-prescription medicines such as paracetamol are not to be administered to children by Youth Leaders or members of the CSN. Emergency medication such as EpiPens, Emerade or JEXTS must only be administered by a trained

Youth Leader or member of the CSN who is qualified to do so and if the written consent of a parent/guardian for the administration of such medication has been received.

3.3 Safety, risk management and related matters

3.3.1

- Premises, its equipment and environment are to be checked regularly to help ensure the health and safety of all its users including children, especially with regard to fire safety, hygiene and security risks.
- Risk assessments are to be completed for youth activities.
- Emergency evacuation procedures must be explained to the children and an emergency evacuation practice held at least annually for each regular youth activity. Emergency evacuation signs must be clearly displayed and the routes kept clear. Firefighting equipment is available but should only be used by an adult who is competent to do so. The safe evacuation of the building should be the immediate priority.
- Activity organisers need to be aware of those trained to administer First Aid. Records must be maintained of any First Aid administered and of any accidents or incidents and parents/guardians must be informed. **A First Aid kit must be taken on all youth activities away from the Hall.**
- Public liability and legal expenses insurance must be maintained by the CSN and reviewed annually.

12. Appendix 5 Keeping it in Mind

Checklist for annual review

| Task | Person Responsible | Date completed |
|--|--------------------|----------------|
| Safeguarding Children should be an annual item on Annual Business Meeting agenda. | | |
| The DSL should be an annually appointed (or re-appointed) CSN office. | | |
| A Health and Safety audit for the meeting room should be carried out annually. | | |
| The Safeguarding Children Policy and Vulnerable Adult Policy should be reviewed annually | | |
| Public Liability Insurance should be reviewed annually | | |
| The First Aid Kit should be made available and its contents checked regularly | | |
| At least one Trained First Aider should be available | | |
| The Accident Book should be kept and completed after every accident | | |
| The Accident Book should be reviewed regularly and any patterns or risks identified | | |
| Confidential Storage of Records. Blank templates should be readily available – completed reports should be stored confidentially | | |
| The supply of Parental Consent Forms and Risk Assessment forms for activities should be kept stocked | | |
| The attendance Register to include adults present should be readily available | | |

13. Appendix 6 Accident and Incident Procedure

In the event of anyone having an accident or becoming unwell:

- For a child/young person:
 - a) If the parents/guardians are on site, alert them, otherwise the Sunday School Superintendent or Youth Group Leader must get the Child / Young Person Record Forms out and attempt to contact them
 - b) Someone must check the Child / Young Person Record Form for any allergies or medical conditions
- If appropriate, First Aid may be administered by a trained first aider, taking into account any allergies or medical conditions
- If the casualty requires medical assistance, call 999 and ask for the ambulance service
- If there is no parent/guardian present, then a suitable person must accompany a child/young person to hospital, taking the Child / Young Person Record Form with them if possible
- An Accident/Incident Form (located in the first aid box in the kitchen) must be completed by the person dealing with the incident.
- Completed Accident/Incident Forms must be given to the DSL and stored confidentially in the safe.
- At all times common sense must prevail. Care must be taken not to give excessive First Aid outside the First Aider's competency.

Existing Injuries

In the event of a child arriving with an injury sustained at home or elsewhere the Sunday School Teacher / Youth Group Leader should ask the parent / carer to complete an existing injury form.

If the injury is discovered after the parent has left a phone call should be made to the parent /carer to ascertain the required information. The parent / carer should then sign the form on return.

14. Appendix 7 Information for Children

Suggested wording to make children and young people aware of the intention to care for them and what to do if they feel unsafe.

Written Statement:

Our Promise to Look after You at CSN Activities

When you are with us you can expect to be in very good care. Leaders will do their best to help you learn about God and the Lord Jesus Christ while being safe and enjoying yourself.

We will try to set a good example in the way we behave. Leaders are 'in charge' so may need to tell you what to do and make sure everyone behaves - but will not say or do anything to upset or harm you.

If you are ever worried about how a leader is behaving, you can tell any adult you trust. You can ask him or her to help stop it from happening and it will not get you into trouble.

If you do not feel safe you can ask to phone someone you know and, if you want, be picked up early. You will not have to explain why to a leader.

Jesus called children to be with him and said no one should stop them; we hope our activities will bring you closer to Jesus and nothing will get in your way.

Poster:

When you are at CSN you can expect:

- To be in very good care
- to be safe
- to enjoy yourself
- for leaders to be good examples
- not to be upset or harmed

If you are worried about how a leader is behaving:

- Tell an adult you trust
- Ask him or her to help stop it from happening
- Remember - telling will not get you into trouble

Verbal Statement

Can anyone remember what Jesus said when his disciples tried to stop children from being taken to him?

He called the children to him and said that no one should stop them. We hope that CSN will bring you closer to Jesus and nothing happens to get in your way.

As leaders it is our job to help you learn about the Lord Jesus, to make sure you are safe and to help you enjoy yourself. When leading activities, we may need to tell you what to do and get everyone to behave, but we will try never to say anything that would upset you or do anything to harm you.

It is also our job to be good examples so you should never be worried about how any of us behaves – but if you ever are we want you to know that you can tell an adult you trust and

Safeguarding Children Guidelines

you will not get into trouble. Hopefully that person will help stop whatever it is that you don't like happening.

If while you are here you do not feel safe and we can't sort it out you can ask to phone someone you know and, if you want, be picked up early. You won't have to explain it to us if you do.

We have got a poster here to remind you about this [show and say where it will be].

Now, let's get on with learning about Jesus, being safe and having fun!

15. Appendix 8 Child/Young Person Record Form

This form must be completed for every child or young person under the age of 18 attending activities with CSN and **must** be signed by their parent/legal guardian.

| | |
|--|--|
| Name of Child | |
| Date of birth | |
| Name of parent(s) | |
| Home Address | |
| Postcode | |
| Telephone(home) | |
| Mobile (belonging to?) | |
| Mobile(belonging to?) | |
| Email address | |
| Who will normally collect your child? | Please make sure we are aware if an alternative person is collecting your child. |
| Is there anyone else you give permission to collect your child (state full name) | |

Emergency Contact Details: at least 2 contacts must be provided

| | |
|-----------------------|--|
| Contact 1 Name | |
| Contact number(s) | |
| Relationship to child | |

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| | |
|-----------------------|--|
| Contact 2 Name | |
| Contact number(s) | |
| Relationship to child | |

Medical Information:

This information is used to ensure that any medical needs your child may have whilst attending Sunday School or Youth Group are dealt with appropriately.

| | |
|--|--|
| Child's Doctor | |
| Surgery Name and Address | |
| Surgery telephone | |
| Does your child take any regular medication? | |
| If yes, please give details | |
| Will they need to take this medication at Sunday School or Youth Group? (if yes, a separate consent form will need to be completed) | |
| Does your child have any specific health or medical needs? (e.g. Asthma, Diabetes, Epilepsy) | |
| Does your child have any known allergies? (including plasters)? | |
| If yes, please give details | |

| |
|--|
| |
|--|

Permission:

I agree that my childmay be allowed to take part in the activities arranged by Christadelphian Support Network.

I understand that there may be activities that take place off the Christadelphian premises, E.g. walks, visits to local parks or activity centres

I agree to them walking or going in leaders’ cars.

I give permission for a leader or teacher may take my child in their car to hospital or home should this be necessary.

In the event of an emergency I agree to my childbeing given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

| | |
|---------------------------------|--|
| Signed (parent / guardian only) | |
| Print name | |
| Relationship to child | |
| Date | |

PARENTAL CONSENT FOR OFFSITE ACTIVITY

Date: *of activity*

This form must be completed for every child or young person under the age of 18 participating in an offsite activity, without the presence of their parents. It should be returned to the organiser who will take it with him/her on the activity. Parents should ensure that their child understands that it is important for his/her safety and the safety of the group as a whole that any instructions given by the leaders in charge are obeyed.

| | | |
|--|--|---------------|
| Name of Child | | Date of Birth |
| | | |
| Home Address | | Telephone |
| | | |
| Who will be responsible for your child during this activity? | | |

Your Permission:

I agree that my childmay be allowed to take part in the *activity* arranged by the Christadelphian Support Network.

I understand that there may also be occasion's when a leader may take my child in their car to hospital or home.

In the event of an emergency I agree to my child being given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

Safeguarding Children Guidelines

| | |
|---------------------------------|--|
| Signed (parent / guardian only) | |
| Print name | |
| Relationship to child | |
| Date | |

Please complete the Medical Information and Contact Details over the page.

Medical Information:

This information is used to ensure that any medical needs your child may have whilst attending Sunday School or Youth Group are dealt with appropriately.

| | |
|--|--|
| Child's Doctor | |
| Surgery Name and Address | |
| Surgery telephone | |
| Does your child take any regular medication? | |
| If yes, please give details | |
| Will they need to take this medication at Sunday School or Youth Group? (if yes, a separate consent form will need to be completed) | |
| Does your child have any specific health or medical needs? (e.g. Asthma, Diabetes, Epilepsy) | |
| Does your child have any known allergies? (including plasters)? | |
| If yes, please give details | |

Safeguarding Children Guidelines

Permission:

I agree that my childmay be allowed to take part in the activities arranged by the Christadelphian Support Network.

I understand that there may be activities that take place which may take my child off the Christadelphian premises E.g. walks, visits to local parks, activity centres.

I agree to them walking or going in leaders’ cars.

I give permission for a leader or teacher may take my child in their car to hospital or home should this be necessary.

In the event of an emergency I agree to my childbeing given any medical, surgical or dental treatment, including general anaesthetic and blood transfusion, as considered necessary by the medical authorities present.

| | |
|---------------------------------|--|
| Signed (parent / guardian only) | |
| Print name | |
| Relationship to child | |
| Date | |

16. Appendix 9 Useful Telephone Numbers

(using examples from the Birmingham area, insert local contacts)

When making a referral, please check the permanent address of the person who has parental responsibility for the child(ren) and contact the safeguarding organisation that covers that address.

BIRMINGHAM MULTI-AGENCY SAFEGAURDING HUB (MASH)

0121 303 1888

MASH@birmingham.gov.uk

BIRMINGHAM EMERGENCY DUTY TEAM (Outside normal office hours)

0121 675 4806

DUDLEY SAFEGUARDING TEAM

Children's services referral and advice service on **0300 555 0050** during office hours (9am - 5pm). Emergency Duty Team: **0300 5558574**

SANDWELL SCB SAFEGUARDING TEAM

0121 569 4800

WORCESTERSHIRE SAFEGUARDING CHILDREN BOARD

Family Front Door on 01905 822666 from Monday to Friday 8.30am to 5.00pm.

Local Authority details for children residing in any other Local Authority can be found via the relevant websites.

BIRMINGHAM CHILDREN'S HOSPITAL

Switchboard 0121 333 9999

| | |
|--|----------------------|
| NSPCC: | 0808 800 5000 |
| CHILDLINE: | 0800 1111 |
| BIRMINGHAM CHILDREN'S SAFEGUARDING BOARD: | 0121 464 2612 |

18. Appendix 11 Accident/Incident Record

| Name and Age of Child | Date and Time of Incident |
|---|---------------------------|
| | |
| Description of Circumstances Leading to the Incident | |
| | |
| Record of Injury and Action Taken / Treatment given (including who dealt with incident) | |
| | |
| Leader/Teacher Signature | Parent/Guardian Signature |
| | |
| Date: | Date: |

Body map

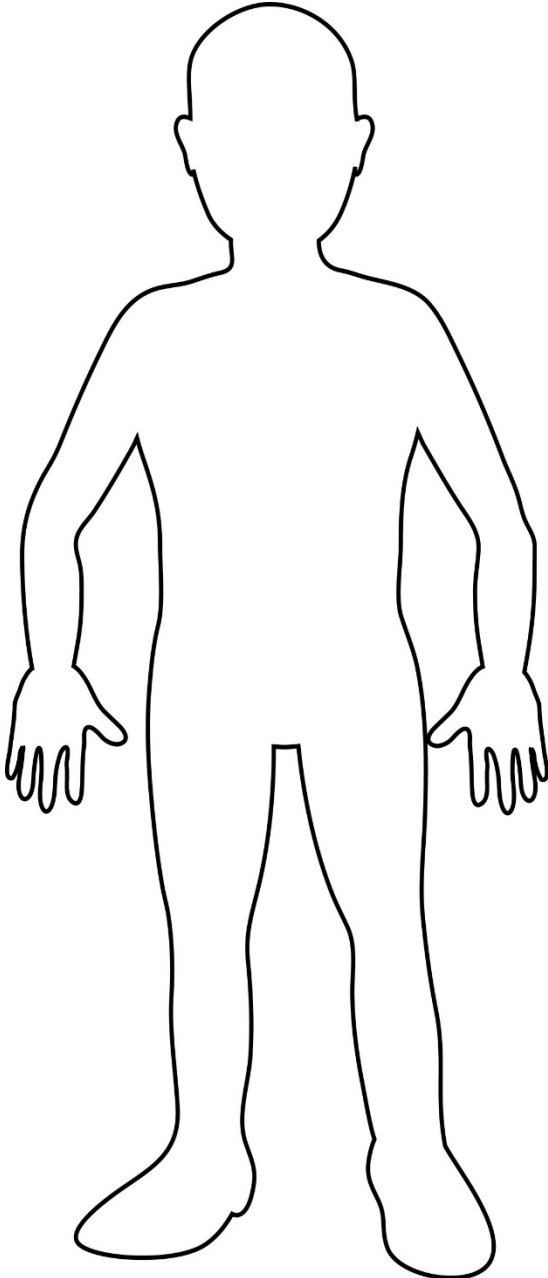
Please mark clearly site of any injuries

Front View

Rear View

LEFT

RIGHT



EXISTING INJURIES

Safeguarding Children Guidelines

| | |
|--|---------------------------|
| Name of Child | |
| | |
| Description of injury | |
| | |
| Cause of injury including action taken and who (name and relationship to child) gave account of incident | |
| | |
| Leader/Teacher Signature | Parent/Guardian Signature |
| | |
| Date: | Date: |
| | |

19. Appendix 12 Safeguarding Register

| Reference | Date | Identification | Reported by | Action Taken |
|-----------|------|----------------|-------------|--------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

20. Appendix 13 Fire Evacuation and Testing Procedure

The CSN Fire Evacuation Procedure is explained at each event.

- To raise the alarm – shout “Fire Emergency”
- Leave by the nearest signed exit
 - Person in charge to lead the children out by the nearest safe exit, taking the register with them
 - if it is safe to do so, one leader is to check that all areas of the building are clear then leave the building by the nearest safe exit
- Youth Group Leaders are to use their register to ensure all the children and
- Assemble at designated place
- No-one is to re-enter the building until it is safe to do so

21. Appendix 14 Adoption of Policy and Procedures

This policy was reviewed at the Trustee meeting on 1st July 2017 and adopted as follows:-

| Post | Name | Signature | Date |
|--|-----------------|-----------|------|
| Named Person (DSL) Youth Group Leader | Andrew Collinge | | |
| Chairman | | | |
| Trustee | | | |
| Deputy DSL | Gill Holden | | |
| | | | |
| | | | |

All Help Line Members and youth leaders to be given a copy (electronically) of these procedures. Hard copies will be made available on request.

22. Appendix 15 Poster Notice

Safeguarding is a priority here

We are committed to safeguarding and the care of children and vulnerable adults within our church community by following Government guidance and legislation on Safeguarding children and Adults and good practice, including safe recruitment of workers and volunteers and registration and referral to the Disclosure and Barring Service.

We will respond without delay to every situation where a child may be at risk or is in significant danger and will fully cooperate with statutory agencies during any investigation.

We will supervise and support any child or member through pastoral care and through national support agencies.

Our formal Safeguarding policy available on request from:

Andrew Collinge

If you have any concerns about safety or welfare of a child, please contact:

Andrew Collinge 07836378287 or Gill Holden 07859 908842

They have been appointed by the Church/CSN in this place to respond to any safeguarding issues.

Signed On behalf of CSN

Date

Useful Contacts

Childline
0800 111

NSPCC
0808 800 5000

Stop it now
0808 1000 900

Through the roof
01372 749955

Childnet
www.childnet.com

CEOP
Ceop.police.uk

NAPAC
0808 801 0331

Christadelphian
Support Network
0800 9545 099
www.chsn.org.uk

23. Appendix 16. Leaflet Everyone's Responsibility

Safeguarding Children is Everyone's responsibility

Everyone has the right to be safe and protected from fear, violence and abuse. Children may be unable to take care of themselves or protect themselves from harm or exploitation.

Abuse can be a single act or it can continue over a long time and may take many different forms.

Who is a child?

A child is a person under 18 years of age

Date: 1st July 2017

Examples of abuse

Physical abuse

- Injuring someone by hitting, slapping, pushing, kicking or restraining
- Misuse of medication
- Poisoning, drowning, suffocating and fabricated or induced illness

Sexual abuse

- Rape, sexual assault or pressuring someone into sexual acts they have not consented to, do not understand or feel powerless to refuse.
- grooming, sexual exploitation or activities that involve watching sexual acts whether or not the child is aware of what is happening.

Financial or material abuse

- Theft, fraud, misuse of property or possessions.

Emotional abuse

- Humiliation, blaming, controlling, coercion, intimidation, harassment, verbal abuse, or withdrawal of services or supportive networks.
- Verbal abuse is showing disrespect and verbally or publically humiliating someone.

Neglect

- Failure to meet someone's basic physical and/or emotional needs, for example not providing food, hydration, warmth or shelter resulting in impairment of their health and development.
- Poor professional practice, withholding medication or ignoring physical care needs
- For children, this may mean witnessing domestic abuse; missing hospital appointments and not protecting from danger.

Discrimination abuse

- Comments based on a person's race, gender, age religion or sexual orientation.

What to do now?

If you have concerns about a child's welfare, you can discuss these in confidence with our Designated Safeguarding Lead.

Name: Andrew Collinge Phone: 07836378287

Or Gill Holden: 07859 908842

The CSN Safeguarding Policy has been created because of the concerns of the Trustees that children should be properly cared for, guided and protected, and that members of the CSN should act responsibly in these matters.

All those involved with support work will be provided with a copy of the full policy and will be familiar with its contents.

The CSN Safeguarding Policy is available on request.

24. Appendix 17 Important Information

Named Person / Designated Safeguarding Lead :- Andrew Collinge.
andrew.collinge@chsn.org.uk . 07836 378 287

Deputy Named Person / DSL :- Gill Holden. Gill.holden@chsn.org.uk . Phone 01422 354554

Local Authority Safeguarding Team Multi-Agency Screening Team (MAST)

First Response Team: -

Emergency Duty Team: -

Secure email:-

LADO:-

NSPCC: - 0800 800 5000

Police helpdesk: - 101 / 01924 375 222

Further information and procedures can be found on the Local Safeguarding Children's Board website:-

Quote from Statutory guidance on making arrangements under section 11 of Children Act 2004

"The support and protection of children cannot be achieved by a single agency Every Service has to play its part. Everybody involved with children must have placed upon them the clear expectation that their primary responsibility is to the child and his or her family."

Lord Laming in the Victoria Climbié Inquiry Report, paragraphs 17.92 and 17.93

The law and other recent events make it clear that the needs of the child/young person come first.

DATE OF REVIEW

Annually July each year

These Guidelines should be reviewed and amended if necessary by Andrew Collinge