

**Barnstondale Centre**  
**Storeton Lane, Barnston, Wirral CH61 1BX**



## Safeguarding Policy

### APPROVAL and AUTHORISATION

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**Introduction:****Mission Statement**

Barnstondale Centre is committed to safeguarding children, young people and “adults at risk” from harm.

- All children, young people and “adults at risk” have a right to be safe in the activities that they, their group leaders or their parents and carers, choose. All children, young people and adults at risk have equal rights to protection from abuse and exploitation.
- The welfare of children, young people and adults at risk is paramount and any suspicion or allegation of abuse will be taken seriously.
- All children, young people and adults at risk should be encouraged to fulfil their potential and inequalities should be challenged.
- Everybody has the responsibility to support the care and protection of children, young people and adults at risk.
- We have a duty of care to children, young people and adults at risk with whom we work and with whom our representatives work.
- Barnstondale Centre will work in accordance with ‘Working Together to Safeguard Children’ 2015, Children Act 1989/2004 and The Care Act 2014 , also with reference to Keeping Children Safe in Education 2016 (2018)
- The policy relates to all children, young people and adults at risk regardless of gender, ethnicity, disability, sexual orientation or religion whether visiting the Centre, working as volunteers, employees or on work placement. Barnstondale Centre works in accordance with The Equality Act 2010

**Purpose**

- The purpose of this policy is to ensure that all staff and volunteers at Barnstondale Centre recognise and accept their responsibilities to develop awareness of the issues which cause harm to vulnerable groups and act appropriately and effectively, since ‘safeguarding is everyone’s responsibility’ (Working Together 2015), Children Act 1989/2004 and The Care Act 2014
- The policy relates to children, young people and adults at risk regardless of gender, ethnicity, disability, sexual orientation or religion whether visiting the Centre, working as volunteers, employees or on a work placement and incorporates the Equality Act 2010 which protects people from discrimination in the work place and wider society.

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## Policy Statement

This policy should be read alongside all policies, plans and strategies governing other areas of activity within the Centre:

Equal Opportunities  
Data Protection Policy  
Health and Safety Policy  
Manual Handling Policy  
Safer Recruitment Policy  
Whistleblowing Policy  
Accidents Policy  
Complaints Policy  
Volunteers Policy  
Staff Handbook

Barnstondale Centre is committed to providing a safe environment for all children, young people and adults at risk who visit the Centre, and/or participate in activities involving staff and/or volunteers of the Centre. We create a culture of listening and vigilance to ensure all children, young people and vulnerable groups are safe and secure

The policy will be reviewed regularly, at least every three years, taking into account changes in legislation and statutory guidance Working Together 2015, Keeping Children Safe in Education 2016.

The policy will be available on the Centre network, in the Staff Handbook and on request to all volunteers and staff.

All new staff and volunteers will be required to attend basic awareness training and be issued with good practice guidance and Staff Handbook.

### Key Personnel

#### Designated safeguarding officers:

Safeguarding Co-ordinator/ Senior Designated Person – George Jones	0151 648 1412 07802 792243 <a href="mailto:george@barnstondale.org">george@barnstondale.org</a>
Deputy Designated Person – Heidi Hughes	0151 677 3843 07875 667975
Trustee Safeguarding Representative – Vicki Shaw	0151 691 8481

**See Appendix 4 for useful contacts**

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## **Roles and Responsibilities of Safeguarding Co-ordinator:**

The Safeguarding Co-ordinator is responsible for acting as a source of advice on child, young person and adults at risk safeguarding matters, for co-ordinating action within the Centre, for liaising with relevant statutory agencies about suspected or actual cases of abuse and undertaking the following duties as per Children Act 1989, 2004 and Working Together 2015; Care Act 2014 and in accordance with the local Wirral Safeguarding Children Board

- establishing contact with the relevant statutory agencies and following local procedures (see Appendix 4 for contact details)
- providing information and advice on safeguarding within the Centre
- ensuring the Centre's safeguarding policy and procedures are followed and to inform the appropriate statutory agencies of relevant concerns
- With respect to any safeguarding concerns, ensuring that appropriate information is available at the time of referral and that referral is confirmed in writing, under confidential cover Liaising with the statutory agencies.
- Keeping relevant personnel within the Centre informed about any action taken, with regards to safeguarding concerns they raised with the Designated Safeguarding Officer and any further action required on a strict need to know basis (in accordance with Information Sharing 2015 document). The Data Protection Act 1998 and General Data Protection Regulations 2018 allow for such sharing of information for the purposes of safeguarding of children/adults at risk.
- Ensuring that an individual case record is maintained of the action taken by the Centre, liaison with other agencies and the outcome, and kept securely in accordance with The Data Protection Act 1998 and General Data Protection regulations 2018
- Advising the Centre Trustees of safeguarding training needs

## **Disclosure and Barring Checks**

Depending on an individual's role at the Centre they may be asked to undertake a DBS (Disclosure and Barring Service) check. These will be organised with the Safeguarding Co-ordinator and completed by Merseyside Assemblies Youth Camp. ID requirements and forms will be explained to each individual and ID and References, data will be kept confidential and stored safely as per Data Protection Act 1998 GDPR 2018.

Any member of staff without a current DBS will be supervised whilst working with children and adults at risk. (See Annexe F of KCSIE 2016 as guidance)

## **Confidentiality and information sharing**

Working Together 2015: Safeguarding is everyone's responsibility. The legal principle that 'the welfare of the child/vulnerable adult is paramount' means that the considerations of confidentiality which might apply to other situations in the organisation should not be allowed to override the right of the child/VA to be protected from harm. Confidentiality should not be confused with secrecy:

**Never promise a child confidentiality- safeguarding overrides confidentiality and sharing of information guidance.** However every effort should be made to ensure that confidentiality is maintained for all concerned when an allegation has been made and is being investigated. Any exchange or disclosure of information regarding adults must be in accordance with the Data Protection Act 1998 (soon to be superseded by General Data Protection Regulations May 2018) and the Human Rights Act 1998 and the Freedom of Information Act 2000.

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## General Good Practice Guidelines

These guidelines should be followed in the case of all vulnerable people including children and young people up to the age of 18 and adults with special needs, such as physical or learning disabilities.

- Staff and volunteers with direct, regular access to children, young people and adults at risk, i.e. in 'regulated activity' will be subject to Enhanced and Barred Checks. This will be organised through Merseyside Assemblies Youth Camp.
- All staff and volunteers should be easily identifiable (wearing uniform or ID badge).
- Treat ALL visitors with equal care and with respect and dignity. All visitors must sign in to the Centre. The sign in book is in the main office.
- Whenever possible make sure that accompanying adults stay with their charges at all times.
- All relevant staff have enhanced DBS checks. If you are in a situation where you are alone with a young person use common sense and make sure it is for as short a time as possible. Inform someone else by 'phone or radio where you are, what you are doing, why and how long you'll be. No person who has not been subject to enhanced DBS and barred checks should be alone with children/young persons. If you have not had a DBS check you must not be alone with a vulnerable person but must be accompanied by a member of staff or volunteer who has had a DBS check with barred check (e.g. teacher from the relevant school, youth worker), or the parent/carer or ensure that you are in an open public area and clearly visible to other people.
- Ensure all activities are in public areas and that parents, school staff, colleagues or other responsible adults are with the group/individual.
- Avoid physical contact or touching wherever possible. Where an activity requires some sort of physical interaction, e.g. guiding hands into position, helping with activities, etc.; always ensure another independent adult, parent or carer is with you. Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. The extent of the contact should be made clear and undertaken with the permission of the pupil. Contact should be relevant to their age / understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the pupil (GSWP 2015).
- Avoid any activity or discussion that is, or could be construed to be, sexually stimulating or inappropriate.
- In a situation where an individual is distressed, whenever possible ensure that the parent, carer or teacher deals with the situation.
- **Never drive or walk a vulnerable person home alone, and never take them to your home.** Any one-to-one situation that is not part of your duties puts you at risk of allegations
- Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles and with at least one adult additional to the driver acting as an escort.

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- When transporting children/adults at risk using the centre vehicles, staff should note that it is a legal requirement that all passengers wear seatbelts and the driver should ensure that they do so. They should also be aware of and adhere to current legislation regarding the use of car seats for younger children.
  - Staff should ensure that their behaviour is safe and that the transport arrangements and the vehicle meet all legal requirements. They should ensure that the vehicle is roadworthy and appropriately insured and that the maximum carrying capacity is not exceeded.
  - Never trivialise anything reported to you by a child or vulnerable person – remember our organisation has a culture of listening and vigilance
  - If you suspect or are told of any form of abuse or inappropriate behaviour, it is your responsibility to report it to the safeguarding co-ordinator.



## Recognising abuse: with regards to children

All definitions of the main forms of abuse below come from Working Together 2015 (Appendix A):

- **Physical abuse** – A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
- **Neglect** – 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 or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
  - provide adequate food, clothing and shelter (including exclusion from home or abandonment);
  - protect a child from physical and emotional harm or danger;
  - ensure adequate supervision (including the use of inadequate care-givers); or
  - ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs

- **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. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it alone.
- **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. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Staff should be aware of the risks in relation to: refer to Keeping Children Safe in Education (2016 and 2018)

- Radicalisation/Extremism
- Vulnerabilities of the disabled Children, Young people
- Child Criminal Exploitation and about ‘County Lines’ (refer to NCA documentation)

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- Child Sexual Exploitation ( see guidance Feb 2017)
  - Honour Based Violence
  - Forced Marriage
  - Female Genital Mutilation (FGM)
  - Peer on Peer Abuse
  - Sexual Violence and Sexual Harassment

### Recognising abuse: with regards to ‘adults at risk’

- **Physical abuse** – including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions
- **Domestic violence** – including psychological, physical, sexual, financial, emotional abuse; so called ‘honour’ based violence and FGM (female genital mutilation), forced marriage as well as coercive and controlling behaviour in intimate or familial relationships.
- **Sexual abuse** – including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
- **Psychological abuse** – including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.
- **Financial or material abuse** – including theft, fraud, internet scamming, coercion in relation to an adult’s financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
- **Modern slavery**– encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.
- **Discriminatory abuse** – including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation, hate crime or religion
- **Organisational abuse** – including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one’s own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.
- **Neglect and acts of omission** – including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating

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- **Self-neglect** – this covers a wide range of behaviour neglecting to care for one's personal hygiene, health and surroundings and includes behaviour such as hoarding. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this without external support.
  - **Radicalisation and exploitation of vulnerable people.**

Staff have to be alert to the potential that sometimes children, young people and adults at risk are abused. It should also be acknowledged that they may perpetrate abuse- this is called Peer on Peer Abuse.

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 (e.g. via the internet). They may be abused by an adult or adults, or another child or children. ( Working Together 2015)

**Bullying** : The Centre views bullying as a form of abuse, and can be perpetrated by children or adults

In addition to the above definitions, it is important to recognise the impact and extent of bullying in the lives of children, young people and adults at risk. In an NSPCC study the most common experiences of bullying and discrimination reported by young people were by other young people. Bullying by adults was a less common experience but one in ten children reported this. The most common experiences were:

- Being deliberately embarrassed or humiliated
- Being unfairly treated or verbally abused
- Being ignored or not spoken to.

## Identifying abuse

The following list outlines some ways in which abuse may be identified. This is not an exhaustive list and it is not the responsibility of staff or volunteers to determine if abuse is occurring but to report their concerns to the designated officer. These signs are not always necessarily evidence of abuse and may have innocent explanations. Some disabled and young children may feel more vulnerable in making others aware of abuse because of their reliance on the abuser. People are rarely abused by strangers, it is usually someone known to them who has a measure of control over them. Refer to NSPCC for more signs/symptoms and possible indicators of possible abuse of all types of abuse as listed in the previous sections

- Changes in behaviour; immediate or over time (e.g. becoming withdrawn or depressed)
- Injuries for which there are no explanations, or the explanation given raises concern
- Fear of certain adults
- Behaves like a much younger person
- Does not socialise and has few friends
- Uses sexually explicit language and actions
- Confuses affection with sexual behaviour and seeks secretive relationships
- Is unresponsive, nervous, attention-seeking, aggressive or lethargic
- Appearance deteriorates physically or hygienically
- Seems to be a 'loner' and does not integrate with the group
- A reluctance to participate or go home
- They say they are being abused
- A third party says they are being abused

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## Responding to alleged or suspected incidents

The following guidelines should be followed when an allegation is disclosed to a member of staff or volunteer.

- Take the matter seriously
- Listen carefully to what is being said
- Reassure them that they were right to tell and that they are understood and believed
- Stay calm
- Ask questions for clarification only, avoiding leading questions e.g. 'Did they ...?' (this assumes they did). Use open questions (who, what, when, where, how) e.g. 'What happened?', 'Anything else?', 'And?'
- Allow them to speak in their own words and at their own pace
- Do not push for information, make suggestions or offer alternative explanations- it is not our place to investigate-it is for the statutory authorities to investigate ( Police/Social services)
- Do not promise to keep any secrets, but reassure them that the information will only be passed to those who need to know
- As soon as possible after the discussion make and keep notes and report the matter to the safeguarding co-ordinator or other designated officer.
- Notes must record the specific language used by the child/vulnerable adult and you. Do not add any interpretation. Notes must be signed and dated and then passed to the safeguarding officer. No copies should be kept.

Remember:

- Do not try to investigate any suspicion of abuse. Only seek sufficient information to clarify whether a concern should be referred
- Try not to show shock or disapproval when listening
- Do not jump to conclusions, make assumptions or interpretations
- The young person/adult may not regard the experience as bad or painful, they may not feel or show any emotion
- Be aware of your own feelings and make sure you have the opportunity to discuss them with someone at a later stage
- Do not destroy any evidence, and note how it was obtained, as it may be useful in a court of law
- Initial disclosure, even if retracted, must still be referred.

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## **Procedure for dealing with disclosures of abuse or safeguarding concerns**

### **Integrated Front Door:**

- for child safety/wellbeing concerns: 606-2008 (option 1) – office hours
- for adults Central Advice and Duty Team (CADT) 0151 514 2222 (option 3) - office hours

**Children & Adults - out of hours- Emergency Duty Team 0151-677- 6557**

***Under no circumstances should any staff/volunteer attempt to deal with an allegation alone.***

Formally record full details of the incident, using the report form described in Appendix 4 (copies of the form can be downloaded from the network or hard copies can be found in the Office), immediately/as soon possible of the incident/disclosure/allegation/concern and pass to the Designated Safeguarding Co-ordinator in an envelope marked 'Private and Confidential'. In the case of allegations against any of the Designated Officers reports should be passed directly to the Chairman of the Board of Trustees.

### **Immediate risk/danger to a child/young person/vulnerable adult should be communicated immediately to DSO**

In the absence of your DSO or deputy DSO, anyone can call the Integrated Front Door ( see Appendix 4) if you are concerned about a child/young person/vulnerable adult 'safeguarding is everyone's responsibility'

It is essential that the details of any alleged abuse are dated, recorded correctly and are legible, as this could be critical in later proceedings and any actions taken by individual staff who have record the incident/disclosure/allegation. All forms must be signed by the person completing them. (App 5)

## **Procedure for dealing with allegations of abuse against Staff/Volunteers**

The Safeguarding Officer will refer any allegations to the Designated Officer (LADO) of Wirral Safeguarding Children Board– for adult's referral to Local Adult Social Services Department (Wirral) The Local Authority Designated Officer is Suzanne Cottrell.

### **Allegations against adults working with children**

The Designated Officer for Allegations (LADO) on the Wirral must be told of allegations against adults working with children and young people within 24 hours. This includes all cases where a person is alleged to have:

- 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 or children in a way that indicates they may pose a risk of harm to children

Designated Officer for Allegations (LADO) in Wirral is Suzanne Cottrell.

- call **0151 666 4582**

If any allegations are made against the Safeguarding Officer, you should refer directly to the LADO or SSD and s/he will advise you what to do next.

The flowchart below describes the procedure that will be followed in any reported case.

### **Whistleblowing**

Refer here to policy and necessity for staff to know that they must 'whistle blow' if the managers, DSPs, organisation is not safeguarding children/young person/adults at risk; NSPCC whistleblowing line and email for advice if the managers are unapproachable.  
<https://www.nspcc.org.uk/what-you-can-do/report-abuse/dedicated-helplines/whistleblowing-advice-line/>

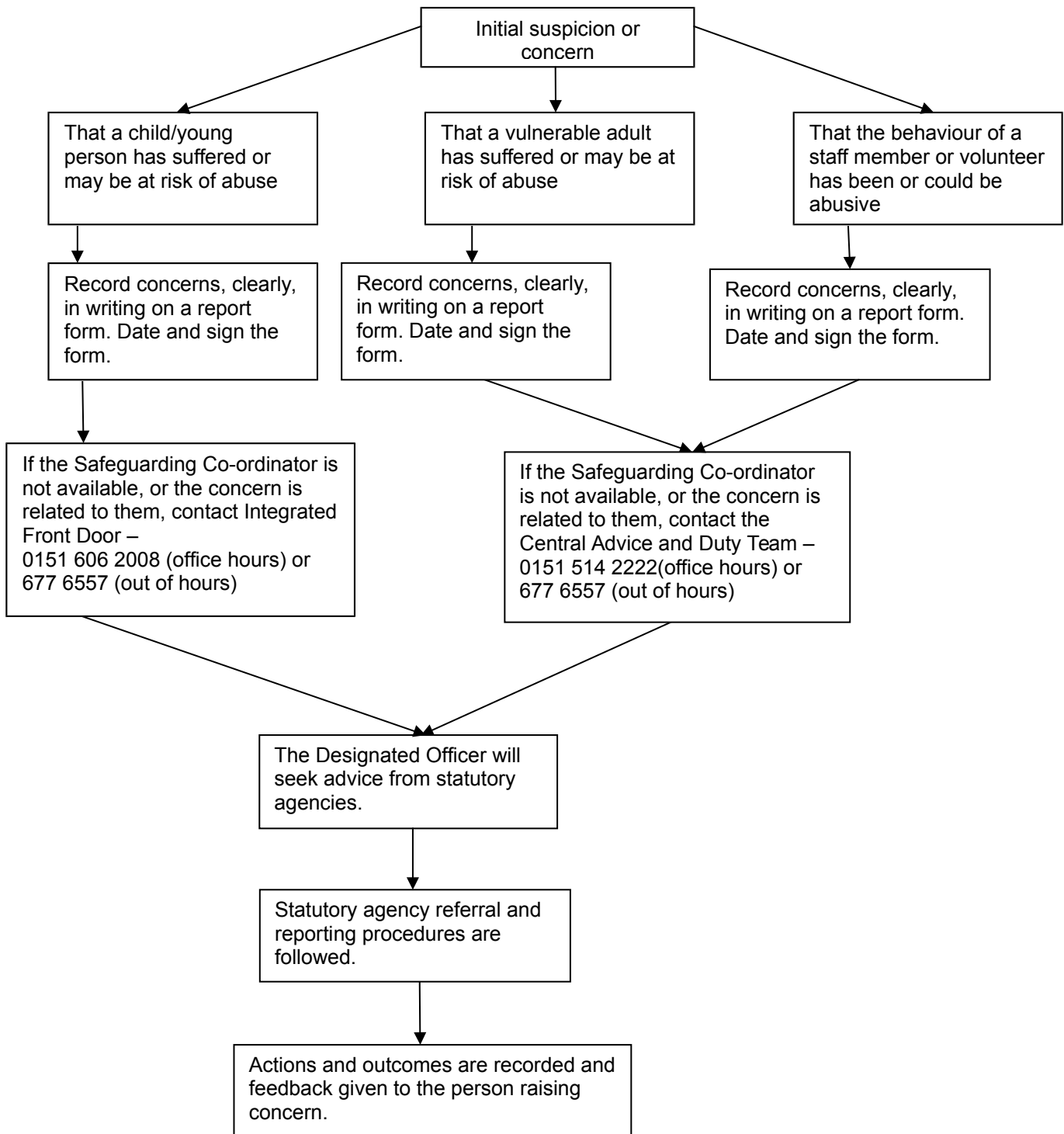
### **Contact the Whistleblowing Advice Line**

**Call [0800 028 0285](tel:08000280285)**

**Email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)**

Staff can call Integrated Front Door and Local Authority Designated Officer if needed.

**Procedure to be followed when dealing with allegations or suspicions of abuse**





### **Action by Designated Officer for Safeguarding**

#### **Disclosures/Information OF PHYSICAL INJURY, NEGLECT, SEXUAL OR EMOTIONAL ABUSE**

If a child/vulnerable adult has an unexplained physical injury, alleges sexual assault or abuse, or displays symptoms of neglect, the Co-ordinator will:

1. Contact Social Services (hereafter called SSD) for advice in cases of deliberate injury or harm, or where concerned about the child's/adults safety. The Centre in these circumstances should not inform the parents.
2. IF THE CHILD/ADULT IS IN IMMEDIATE DANGER, THE POLICE WILL BE CALLED IMMEDIATELY BY THE ADULT RESPONSIBLE FOR THE CHILD/VULNERABLE ADULT AT THAT TIME.
3. Where emergency medical attention is necessary it will be sought immediately by the adult responsible for the child/VA at that time. That person will inform the doctor of any suspicions or allegations of abuse.
4. Under no circumstances will the Co-ordinator or any other adult responsible for the child/VA attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the Co-ordinator is to offer support and advice to the Centre worker, and, where necessary, collect and clarify the precise details of the allegation or suspicion and to provide this information to SSD, whose task it is to investigate the matter under Section 47 of the Children Act 1989 or Children Act 2004.
5. Whilst allegations or suspicions of sexual abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy should not delay referral to SSD. They should be contacted on 0151 606-2008 (Children) 0151 514 2222 (adults)
6. Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the Co-ordinator or Deputy as to the appropriateness of a referral to SSD, that person retains a responsibility as a member of the public to report serious matters to SSD and should do so without hesitation.
7. Barnstondale will support the Co-ordinator and Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a 'need to know' basis. They will follow Information Sharing 2015 guidance and Data protection Act 1998/General Data Protection Regulations ( May 2018) and the need to safeguard children/young persons/adults at risk



# **Appendix 1**

## **Glossary of Terms**



## Child

A person under the age of 18. To acknowledge the fact that those in the upper age range of the definition do not consider or refer to themselves as children, the phrases 'young person' and 'young people' are used. Please refer to young person/people in this glossary.

## Convictions, Protected Offences (Filtering)

Filtering is the term we use to describe the process which will identify and remove protected convictions and cautions so that they are no longer disclosed on a DBS certificate (DBS check). In addition, employers will not be able to take old and minor cautions and convictions into account when making recruitment decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure on a DBS check.

All convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where more than one conviction is recorded.

## Disclosure and Barring Service (DBS)

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA).

There are three types of DBS checks :

- **Standard:** this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer (PNC), regardless or not of whether they are spent under the Rehabilitation of Offenders Act 1974. The law allows for certain old and minor matters to be filtered out;
- **Enhanced:** This provides the same information as a standard check, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed; and
- **Enhanced with barred list check:** where people are working or seeking to work in regulated activity with children, this allows for an additional check to be made as to whether the person appears on the children's barred list.

## DBS Barred Lists

It is against the law for employers to employ someone or allow them to volunteer in this kind of work if they are on one of the barred lists.

Organisations have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason

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to believe that the individual has committed a listed relevant offence; and that the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual.

### **Disclosure (official)**

A Disclosure is a document containing information held by the police and government departments. It can be used by employers and voluntary organisations to make safer recruitment decisions about people working with children, young people or adults at risk.

\*\*\*Also Disclosure is used as a term when a child/young person/Adult discloses information about abuse, although best practice is to refer to such information as an allegation(s).

### **Disclosure service**

The Disclosure Service provides a regulated 'one-stop' service for England and Wales, offering access to records held by the police, together with those held by the Department of Health (DH) and the Department for Education (DfE). It enables organisations to make more thorough recruitment checks, particularly for positions that involve regular contact with children and adults at risk.

### **In loco parentis (person acting)**

Person who has been given permission to assume parental responsibility for a child (or children) by the parents or legal guardian.

### **Sole charge**

Having unsupervised contact with children or adults at risk. Being subject to Enhanced DBS and barred checks

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## **Statutory Agencies**

In the case of Barnstondale Centre, this will be Wirral Social Services. (See Appendix 4)

The safety and welfare of children is the responsibility of the local authority, working in partnership with other public organisations, the voluntary sector, and service users and carers ( in accordance with Working Together 2015/18)

## **Adult at Risk**

An 'adult at risk' is a person over 18 who is in need of community and/or social care services because of mental disability or other disability, age or illness, and who is unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

## **Young person/ young people**

In this document, 'young person' and 'young people' refer to a child or children in the upper age ranges of the official definition of a child. The term has no legal status – it acknowledges that people aged 16 and above may not think of themselves as 'children'. The term 'young people' rather than 'young persons' is used as it is the phrase in common usage amongst professionals, practitioners, politicians and young people themselves.





## **Appendix 2**

### **Relevant Legislation**



**Protection of Freedoms Act 2012****Part 5: Safeguarding of Vulnerable Groups, Criminal Records etc.**

This Act makes numerous amendments to a number of the Acts outlined below. It removes the requirement for registration and monitoring, narrows the definition of regulated activity and abolishes the concept of 'controlled' activity. Where an activity is no longer regulated, employers and voluntary organisations will normally continue to have access to enhanced criminal record certificates so that they can make informed recruitment decisions. The organisation has a duty to ascertain that an individual is not barred from the activity concerned before allowing the individual to engage in it.

In 2013, the DBS will start issuing the disclosure certificate only to the applicant, allowing them a set time to challenge or clarify any information on the disclosure, before it is shared with the employer.

**Safeguarding Vulnerable Groups Act 2006**

This Act tightened up the screening for posts involving regular contact with children and adults at risk, including the creation of a Vetting and Barring Scheme framework operated by the Independent Safeguarding Authority.

**Working Together to Safeguard Children 2015/2018**

This statutory guidance sets out how organisations and individuals should work together to safeguard and promote the welfare of children and how practitioners should conduct the assessment of children

**Sexual Offences Act 2003**

This legislation protects children from sexual abuse by people in a 'position of trust'. Any sexual activity that occurs between a person in a 'position of trust' and a child is an offence under the Act.

**The Criminal Justice and Court Services Act 2000**

This Act provides a comprehensive definition of working with children. Under the Act it is an offence for someone banned from working with children to breach that ban in any way (paid, unpaid, casual) and it is an offence to offer work to someone who is known to be banned.

**The Protection of Children Act 1999**

This Act brings together the idea of a 'one-stop-shop' for identifying people unsuitable for working with children.

**The Data Protection Act 1984 and 1998**

Details the rights of access to personal data and restrictions to personal data. Also outlines notification guidelines, certain exemptions and enforcement policies to the Act.

**The Police Act 1997**

Lays the foundation for the National Criminal Intelligence Service.

**The Children Act 1989 / 2004**

Legislation to ensure the welfare and developmental needs are met, including protection from harm in all areas of care.

**The Care Act 2014**

The Care Act helps to improve people's independence and wellbeing. It makes clear that local authorities must provide or arrange services that help prevent people developing needs for care and support or delay people deteriorating such that they would need ongoing care and support.

**Keeping Children safe in education 2016 (soon to be replaced 2018)**

Contains information on what schools and colleges should do and sets out the legal duties with which schools and colleges must comply in order to keep children safe.

Other legislation may also be relevant depending upon the activities the vulnerable person is engaged in, for example, Health and Safety at Work Act 1974 and GDPR

**Appendix 3**  
**Photograph and Video Images**  
**Parental Consent**



## **Photographic and Video Images**

### **Children and Young People**

The following good practice guidelines on the use of photographs and video images for publicity purposes are based on Arts Council guidelines for taking and using images of children and young people, National Union of Teachers' guidelines and information from the Data Protection Act 1998.

Whilst it is not illegal to take photographs of children, young people and adults at risk participating in Centre activities, photographic and video images are classed as personal data under the terms of the Data Protection Act 1998. Therefore, using such images for publicity purposes will require the consent of either the individual concerned or their legal guardians. This means that the Centre must not display images on websites, in publications or elsewhere without such consent. If photographs need to be taken a consent form must be completed beforehand. Any photographs used for publicity purposes must not name anyone portrayed unless specific permission is given beforehand.

### **Adults**

As above, photographic and video images are classed as personal data under the terms of the Data Protection Act 1998. It is therefore necessary to gain signed permission for the use of any images.

### **Parental Consent**

Barnstondale Centre requires parent/guardian consent for anyone under the age of 18 who volunteers at the Centre. The parent will be informed about the organisations activities and what their child will be doing, when and where.

If a young person is over 16 and is living independently of parents or social services they are able to provide their own consent.

Examples of the forms are on the following pages.

Consent forms for both children and adults are available on the Centre network, in the Main Office and from the Safeguarding Co-ordinator.

Completed forms must be passed to the Safeguarding Co-ordinator for secure keeping.

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**Barnstondale Centre**  
**Use of Photograph and Video Images**  
**Authorisation Form for Children**

I, the parent/legal guardian of

..... (name of child)

Address.....

.....

Grant Barnstondale Centre permission to use any appropriate photographic and/or video images that are taken of my child/ward by the Centre for use in publications, the Centre website and social media, publicity or marketing.

Any images used in this way will not identify any child by name, unless specific permission is granted.

I authorise/do not authorise the use of my child/children's names (*please delete as applicable*):

.....

.....

Signed.....

Date .....

These details will be kept in accordance with the Data Protection Act 1998

All forms to be returned to the Safeguarding Officer for secure keeping.



**Barnstondale Centre**  
**Use of Photographic and Video Images**  
**Authorisation Form for Adults**

I, .....

Of (address).....

.....

Grant Barnstondale Centre authorisation to use any appropriate photographic and/or video images that are taken of me by the Centre for use in publications, the Centre website and social media, publicity or marketing.

Any images used in this way will not identify anyone by name, unless specific permission is granted.

I authorise/do not authorise (please delete as applicable) the use of my name

Signed..... Date .....

These details will be kept in accordance with the Data Protection Act 1998

Please forward all forms to the Safeguarding Co-ordinator for secure keeping.

**Barnstondale Centre**  
**Volunteer Parental Consent Form**

*Barnstondale Centre requires parental consent for any young person under the age of 18 years old who is participating in any voluntary activities. Please complete the form below and sign to give your consent to the activities detailed. All information given in this form is confidential.*

**Name of Participant:** ..... **Date of Birth:** .....

**Home Address:**

.....  
.....

**Telephone Landline:** ..... **Mobile:** .....

**This section is to be completed by parent / guardian:**

I give permission for my son / daughter (*please delete as necessary*) to volunteer for Barnstondale Centre.

I understand that the volunteering role will include (*please add details about what the volunteering entails and ensure you are given a copy of the Role Description*):

.....  
.....  
.....

Medical conditions, allergies, etc., that we need to know about .....

.....

I agree/disagree (*please delete as necessary*) to allow emergency medical treatment in hospital if necessary.

**Signed:** ..... **Print Name:** .....

**Relationship to Child:** ..... **Emergency phone no:** .....

**Date:** .....

## **Appendix 4**

### **Useful Contacts**



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**Useful Contacts**

Integrated front Door - Children	0151 606 2008
Central Advice and Duty Team - Adults at risk	0151 514 2222
Emergency Duty Team – Children and Adults at Risk	0151 677 6557
Family Crime Investigation Unit	0151 777 2685
Local Authority Designated Officer – Suzanne Cottrell	0151 666 4582 07780 508919
Senior Designated Person – George Jones	0151 648 1412 07802 792243
Deputy Designated Person – Heidi Hughes	0151 677 3843 07875 667975
Trustee Safeguarding Representative – Vicki Shaw	0151 691 8481



## **Appendix 5**

### **Report pro-forma**





Example of report form.

Report forms are available on the Centre network, in the Staff Handbook in the Main Office and from the Safeguarding Co-ordinator.

**Child and Vulnerable Person Report Form**

This form must be completed even if no further action is taken. Reports are confidential and will be kept securely. Reports should be written as soon as possible but definitely within 24 hours of an incident. Remember to separate fact from opinion and carefully record all incidents and action taken. Continue on another sheet if necessary.

Please sign and pass this report immediately to the Safeguarding Co-ordinator.

**Name:** ..... **Signature:** .....

**Date:** ..... **Time:** .....

**Person you are concerned about:**

Please give as much detail as possible, including name, age and address if known.

**Description:**

Give a brief description of what has prompted your concerns. Include dates, times, etc. of any specific incidents.

**Child's, young person's or vulnerable adult's account of what happened (in their own words)**

**Action:**

Please note anything the person has said (using their words), anything you have said and what action, if any, you have taken. Include dates and times.