

Every Parent & Child

Safeguarding and Child Protection Procedures

This document sets out the procedures EPC will follow to ensure that it is carrying out its Safeguarding responsibilities effectively. It should be read in conjunction with EPC's Child Protection Policy.

The Procedures cover:

1. Recognising abuse;
2. What to do if you have concerns about a child;
3. Making a referral;
4. Dealing with allegations against staff and volunteers;
5. Dealing with allegations against a child/young person;
6. Safer recruitment procedures;
7. Code of behaviour for adults working with children;
8. Code of behaviour for children and young people.

Please also see EPC's Whistleblowing policy, and Anti-bullying policy, Working Together to Safeguard Children (2015) and the London Child Protection Procedures and Practice Guidance (2017).

1. Recognising abuse

To ensure that the children we work with are protected from harm it is important for all staff and volunteers to be aware of the signs and indicators of abuse and neglect.

For the purpose of clarity, a child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout.

Effective safeguarding arrangements in every local area should be underpinned by two key principles:

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

There are four categories of abuse: physical, emotional, sexual abuse and neglect.

Types of abuse

EPC staff and Volunteers should be alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs;
- is a young carer;
- is showing signs of engaging in anti-social or criminal behaviour;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health problems and domestic violence;
- has returned home to their family from care; and/or
- is showing early signs of abuse and/or neglect.

As defined in 'Working Together to Safeguard Children' 2015 and 'Keeping Children Safe in Education' September 2016:

Abuse

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 (e.g. via the internet). They may be abused by an adult or adults

or another child or children.

Physical abuse

Physical abuse 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 fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse

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

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction;
- Seeing or hearing the ill-treatment of another e.g. where there is domestic violence and abuse;
- Serious bullying, causing children frequently to feel frightened or in danger;
- Exploiting and corrupting children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

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 (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of pornographic materials, watching sexual activities or 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.

In addition; Sexual abuse includes abuse of children through sexual exploitation.

Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 Sexual Offences Act 2003.

Neglect

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

Neglect may occur during pregnancy as a result of maternal substance misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional, social and educational needs.

Included in the four categories of child abuse and neglect above, are a number of factors relating to the behaviour of the parents and carers which have significant impact on children such as domestic violence. Research analysing Serious Case Reviews has demonstrated a significant prevalence of domestic abuse in the history of families with children who are subject of Child Protection Plans. Children can be affected by seeing, hearing and living with domestic violence and abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. It should also be noted that the age group of 16 and 17 year olds have been found in recent studies to be increasingly affected by domestic violence in their peer relationships.

The Home Office definition of Domestic violence and abuse was updated in March 2013 as:

"Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality.

This can encompass, but is not limited to, the following types of abuse:

- Psychological;
- Physical;
- Sexual;
- Financial;
- Emotional.

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

Indicators of abuse

Below are some signs to look out for which might indicate a child is being abused. Their presence is not proof that abuse has occurred but it is important that all staff and volunteers are aware of the range of behavioural indicators of abuse and report any concerns to the designated person.

Individual indicators will rarely be in isolation or provide a conclusive evidence of abuse but each piece of information can help the Designated Safeguarding Lead (DSL) decide on how to proceed.

It is EPC's responsibility to report concerns. It is not our responsibility to investigate or decide whether a child has been abused.

A child who is being abused and/or neglected may:

- Have bruises, bleeding, burns, fractures or show other signs of pain or discomfort
- Look unkempt and uncared for
- Change their eating habits, i.e. over/under eat
- Have difficulty in making or sustaining friendships
- Appear fearful
- Be reckless with regard to their own or other's safety
- Self-harm
- Show signs of not wanting to go home
- Display a change in behaviour – from quiet to aggressive, or happy-go-lucky to withdrawn
- Become uninterested in outings and or play activities
- Be constantly tired or preoccupied
- Be wary of physical contact
- Act in a way that is inappropriate to their age and development
- Display sexual knowledge or behaviour beyond that normally expected for their

age

2. What to do if you have concerns about a child

EPC staff & volunteers

If you notice any of the signs above and have concerns about a child's safety and wellbeing you should bring this to the attention of your line manager as soon as possible.

If a child discloses abuse you need to bring this to the attention of your line manager, or the Designated Safeguarding Lead for the organisation as soon as you can. If there is an immediate risk to the child you need to speak to the DSL or ring Children's Services duty team.

In an emergency where the child is at risk of significant harm you may also inform the police Child Protection team or Child Exploitation team (ring 999). All Child Protection disclosures can be reported verbally but need to be confirmed in writing within 48 hours of the disclosure.

Volunteers

Please follow the same procedure as above but ensure that you bring your concerns to the attention of your Volunteer Manager as soon as you are able. S/he will then be responsible for discussing the concern and taking it further. If it is an emergency then please contact the Children's Services directly or the Police Child Protection team. In the case of a disclosure please follow the procedures for dealing with and recording disclosures given below.

Disclosures

If a child or young person discloses that they are being abused you should:

- React calmly, stop other activities and/ or remove the young person
- Reassure the child that they were right to tell and that they are not to blame, and take what the child says seriously
- Clarify their concerns, but keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said
- The child must not be pressed for information, led or cross-examined or given false assurances of absolute confidentiality, as this could prejudice police investigations, especially in cases of sexual abuse
- Do not promise confidentiality, which might not be feasible in the light of subsequent developments
- Inform the child/young person what you will do next
- Inform your line manager or the DSL in confidence as soon as possible
- Make a full and written record of what has been said/heard as soon as possible

The DSL will advise on the next steps, which may be a referral to Children's Social Care in line with Local Safeguarding Children's Board Recommendations or s/he may ask you to write up the information (TED Form) so it can be recorded.

The report should include the following, if you have the information:

- The child's name, age and date of birth
- The child's home address and telephone number
- Whether or not the person making the report is expressing their own concerns of those of someone else.
- The nature of the allegation, including dates, times and special factors, and other relevant information.
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child's account in the words the child used, if it can be given, of what has happened and how any bruising or other injuries occurred
- Have the parents been contacted?
- If so what has been said?
- Has anyone else been consulted? If so, record details

Remember

It is not your responsibility to investigate a referral only to report it. You do not need to:

- Ask to see any injuries that are covered by clothing
- cross check any information with parents, the child's friends or other witnesses
- Ask the child for further explanations or ask leading questions

3. **Making a referral**

Following a disclosure or a concern, the DSL for EPC will advise if a referral needs to be made to Children's Services. Referrals can be made under 2 sections of the Children Act 1989.

Children can be referred as a Child in Need (Section 17) or a child at risk of significant harm (Section 47).

Section 17(10) states that a child shall be taken to be in need if:

(a) the child is unlikely to achieve or maintain, or to have the opportunity of achieving or maintaining, a reasonable standard of health or development without the provision of services by a local authority under Part III of the Children Act 1989;

(b) the child's health or development is likely to be significantly impaired, or further impaired, without the provision of such services; or

(c) the child is disabled.

Section 47(1) of the Children Act 1989 states

that: Where a local authority:

(a) is informed that a child who lives, or is found, in their area (i) is the subject of

an emergency protection order, or (ii) is in police protection; and
(b) have reasonable cause to suspect that a child who lives, or is found, in their area is suffering, or is likely to suffer, significant harm

Significant harm would be a child subjected to physical, emotional, sexual abuse or neglect.

The DSL will ask the member of staff to make a referral under one of these sections either by phone, if it is urgent, or in writing.

See Appendix 1 for the Quick Referral Flowchart

4. **Dealing with allegations against staff and volunteers**

All workers should understand that child abuse can occur anywhere and that all allegations must be taken seriously and not be ignored.

All complaints and allegations should be brought to the attention of the DSL who will follow the procedure below:

- Ensure the safety of any child who may be at risk, by for example removing the person who is the subject of the allegation from any situation involving children
- Notify senior management, including the DSL for the Trustee body, and the local authority designated officer (LADO) immediately that an allegation has been made
- Consult with the LADO on whether informing the parents of the child/ren involved will impede the disciplinary or investigative processes.
- If the LADO advises that the information can be fully or partially shared, the DSL will direct a staff member to inform the parent/s. In some circumstances, however, the parent/s may need to be told straight away (e.g. if a child is injured and requires medical treatment).
- The DSL should seek advice from the LADO, the police and / or LA children's social care about how much information should be disclosed to the accused person.
- Subject to restrictions on the information that can be shared, the employer should, as soon as possible, inform the accused person about the nature of the allegation, how enquiries will be conducted and the possible outcome (e.g. disciplinary action, and dismissal or referral to the barring lists or regulatory body).

The accused member of staff should:

- Be treated fairly and honestly and helped to understand the concerns expressed and processes involved
- Be kept informed of the progress and outcome of any investigation and the implications for any disciplinary or related process
- If suspended, be kept up to date about events in the workplace

Irrespective of action by Social Services or the Police, senior management must follow the appropriate disciplinary procedure and decide whether the member of staff should be suspended or removed from work with children, pending investigation.

- In the case of volunteers and self-employed workers, management must decide whether to suspend the person or remove them from contact with children, pending investigation
- Senior management must also consider whether the person has access to children in another setting and whether those organisations/agencies need to be informed
- A child protection strategy meeting may be arranged by the investigating authority
- Decisions made by this meeting must be acted upon
- All incidents should be investigated internally, regardless of any external action – such as Police or Social Service investigation
- The purpose of such an investigation will not be to judge the person but to review organisational practice and the possible implementation of measures designed to prevent any future incidents
- An internal investigation should generally take place after any external investigation has been completed
- Senior management will ask the person in charge to carry out the internal investigation or if appropriate designate another manager to do so
- Every effort should be made to ensure confidentiality for everyone involved
- All concerns regarding child abuse should be treated as a priority and acted upon immediately
- Where the allegation concerns the DSL or Deputy CP Lead, the Board member with responsibility for CP should be informed as well as the LADO
- The Board member will carry out the same procedures detailed above.

5. **Dealing with allegations against a child or young person**

All children who attend EPC activities or receive a service from EPC should be protected and supported following an allegation that they may have been abused by another child or young person involved with EPC.

The purpose of this guidance is to provide a clear direction to staff who are called upon to deal with such allegations. This procedure applies to:

- any member of staff, volunteer or trustee to whom an allegation of abuse has been made which suggests that another child or young person is responsible
- anyone in a managerial position, including the named person for child protection, line managers and supervisors, who may be required to deal with such allegations and manage investigations

There are several ways that allegations might be made against another child/young person involved with EPC:

- A child or parent/carer might make a direct allegation against another child or young person
- A child or parent/carer might express discomfort with the behaviour of another child or young person that falls short of a specific allegation
- Another child, member of staff or volunteer may directly observe behaviour from one

child/young person towards another that gives cause for concern

- The organisation may be informed by a parent or by the police or another statutory authority that a child or young person is the subject of an investigation
- A child or young person may disclose to the organisation that he/she has harmed another child or is at risk of doing so, or has committed an offence against or related to a child.

Child protection or bullying?

When faced with a situation of one child or young person behaving inappropriately towards another, a decision needs to be made about whether the problem behaviour constitutes bullying or a child protection concern. This is a decision that needs to be reached by the DSL for EPC, in consultation with the staff member responsible for the child, the staff member's manager/supervisor and, if necessary, the local authority children's social care department.

Some considerations to determine if the behaviour is bullying or child protection:

Bullying

- the difference of power between the bully and the person being bullied is relatively small.
- the bullying behaviour may be from a number of children/young people acting in a group rather than from one child acting alone.
- the behaviour may also, but not necessarily, be directed towards a group of other children rather than an individual child.
- the behaviour involves teasing or making fun of someone, excluding a child from games and conversations, pressurising other children not to be friends with someone, spreading hurtful rumours or circulating inappropriate photographs/images/drawings, cyberbullying, shouting at or verbally abusing someone, stealing someone's possessions, making threats, or harassment on the basis of race, gender, sexuality or disability.
- the behaviour has not previously been a concern and the bully or bullies may have been responding to group pressure.
- the behaviour is perceived as bullying by the victim.

If the conclusion is that the behaviour is an example of bullying, and if both children attend the group/organisation, it needs to be dealt with under the anti-bullying policy and procedure.

Child Protection

- The difference of power between the child who is abusing and the person being abused is significant e.g. there is an age difference of more than two years, there is a significant difference in terms of size or level of ability, the abuser holds a position of power (such as being a helper, volunteer or informal leader) or the victim is significantly more vulnerable than the other child or young person
- The behaviour involves sexual assault or physical assault (other than the most minor physical assault)
- The child who is the victim of the behaviour may have suffered significant harm
- The behaviour may not necessarily be perceived by the victim as abusive, particularly if it is sexual in nature
- The behaviour is not a one-off incident and is part of a pattern of concerning behaviour on the part of the child or young person who is abusing.
- The behaviour, if sexual, is not part of normal experimentation that takes place between children and young people.

If the conclusion is that the behaviour could be described as child abuse and has led to the victim possibly suffering significant harm, then it must be dealt with under child protection procedures. This should include all incidents of sexual assault and all but the most minor incidents of physical assault.

Should a member of staff have concerns about a child they should follow the procedures detailed in sections 2 & 3 of this document and Appendix 1.

6. Safer recruitment procedures

Every Parent & Child employs staff or sometimes recruits volunteers to work with children and has developed safe recruitment procedures in order to ensure that those recruited are suitable. This process is outlined below. (Also see **EPC Recruitment, selection and induction policy**)

Advertisements and information for applicants

When advertising for a post or volunteer opportunity all material will contain the following information:

- Every Parent & Child carries out a rigorous selection procedure
- We will check the identity of the successful thoroughly,
- If the post/volunteer opportunity is a regulated activity the person will be required to complete an application for a DBS disclosure straight away.
- The job description will clearly set out the extent of the relationship with, and the degree of responsibility for, children with whom the person will have contact.

The person specification will explain:

- The qualifications and experience needed for the role
- The competences and qualities that the applicant should be able to demonstrate
- How these will be tested and assessed during the selection process.

The application form will ask for:

- Full personal information, including any former names by which the person has been known in the past
- A full history of employment, both paid and voluntary, since leaving school, including any periods of further education or training;
- Details of any relevant academic and / or vocational qualifications;
- A declaration that the person has no convictions, cautions, or bindovers (Posts involving work with children are exempt from the Rehabilitation of Offenders Act 1974), or details in a sealed envelope.

References will be requested from both professional and character references, one of which should be from the applicant's current or most recent employer. Additional references may be asked for where appropriate. For example, where the applicant is not currently working with children, but has done so in the past, a reference from that employer should be asked for in addition to that from the current or most recent employer if this is different.

Reference requests:

- may be made prior to interview so that any issues of concern raised in the reference can be explored further with the referee and taken up with the candidate during interview.
- should be made using a proforma with questions relating to the candidate's suitability to work with children and then followed up with a phone call to confirm the referees identity
- should ask the referee to confirm whether the applicant has been the subject of any

disciplinary sanctions and whether the applicant has had any allegations made against him / her or concerns raised which relate to either the safety or welfare of children and young people or about the applicant's behaviour towards children or young people. Details about the outcome of any concerns or allegations should be sought

Other checks before interview

If the applicant claims to have specific qualifications or experience relevant to working with children which may not be verified by a reference, the facts should be verified by making contact with the relevant body or previous employer and any discrepancy explored during the interview.

Selection of candidates – short listing

There are standard procedures for short listing to ensure that the best candidates are selected fairly. All applicants should be assessed equally against the criteria contained in the person specification without exception or variation.

Safer recruitment means that all applications should additionally be:

- Checked to ensure that they are fully and properly completed.
- Incomplete applications should not be accepted and should be returned to the candidate for completion.
- Scrutinised for any anomalies or discrepancies in the information provided.
- Considered with regard to any history of gaps, or repeated changes, in employment, or moves to supply work, without clear and verifiable reasons.

All candidates should bring with them to interview documentary evidence of their identity, either a full birth certificate, passport or photo card driving licence and additionally a document such as a utility bill that verifies the candidates name and address. Where appropriate, change of name documentation must also be brought to the interview.

Candidates should also be asked to bring original or certified copies of documents confirming any necessary or relevant educational and professional qualifications. If the successful candidate cannot produce original documents or certified copies written confirmation of his / her relevant qualifications must be obtained from the awarding body.

Interviewing short-listed candidates

Questions should be set which test the candidate's specific skills and abilities to carry out the job applied for.

The candidate's attitude toward children and young people in general should be tested and also their commitment to safeguarding and promoting the welfare of children in particular. At least one member of the interview panel should be trained in how best this can be done.

Any gaps and changes in employment history should be fully explored during the interview, as should any discrepancies arising from information supplied by the candidate or by the referee.

Offer of appointment to successful candidate

An offer of appointment should be conditional upon pre-employment checks being satisfactorily completed, including:

- A DBS check appropriate to the role;

- Verification of the candidate's medical fitness if appropriate;
- Verification of any relevant professional status and whether any restrictions have been imposed by a regulatory body such as the General Teaching Council (GTC) the General Council Social Care (GCSC) and the General Medical Council (GMC);
- Establishing that candidates from overseas are legally able to work in the UK, and equivalent checks are sought from their country of origin.
- A check of List 99 and / or the Protection of Children Act (POCA) List and/or the Vetting and Barring Scheme, under the [Safeguarding Vulnerable Groups Act 2006](#)

All checks should be confirmed in writing and retained on the candidate's personnel file, together with photocopies of and documents used to verify his / her identity and qualifications. Under DBS regulations, DBS disclosures can usually only be kept for 6 months, but a record should be kept of the date the disclosure was obtained and who by, the level of the disclosure and the unique reference number.

A record should be kept of evidence to show that such checks have been carried out in respect of supply staff and volunteers whether recruited directly or through an agency.

Satisfactory references must be kept on the candidates personnel file or, in the case of supply staff or volunteers not recruited through an agency, on a central record within the organisation.

Where information gained by the employer from either references or other checks calls into question the candidate's suitability to work with children, or where the candidate has provided false information in support of the application the facts should be reported to the police and/or the relevant department within the DfE

7. **Code of behaviour for adults working with children**

EPC expects all staff and volunteers to follow this code of behaviour to ensure that children are protected from abuse and inappropriate behaviour from adults. It is also intended to ensure that staff and volunteers maintain the standards of behaviour expected from them and will reduce the possibility of allegations of abuse being made against them.

EPC expects staff and volunteers to report any breaches of the code to their line manager or volunteer co-ordinator either as part of the organisations whistleblowing procedure or as a child protection concern.

Any breaches of the code of behaviour would be considered a disciplinary matter and would be dealt with in line with EPC's Disciplinary Policy.

Serious breaches may also result in a referral being made to a statutory agency such as the police, or the LADO (see Section 4 above).

The role of staff and volunteers

When working with children and young people for EPC all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children and young people, and must act in an appropriate manner at all times.

When working with children and young people, it is important to:

- operate within EPC's principles and guidance
- follow EPC's child protection policy and e-safety policy and procedures at all times
- listen to and respect children at all times

- avoid favouritism
- treat children and young people fairly and without prejudice or discrimination
- value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible
- ensure any contact with children and young people is appropriate and in relation to the work of the project
- always ensure language is appropriate and not offensive or discriminatory
- follow the e-safety policy and report any breaches
- always ensure equipment is used safely and for its intended purpose
- provide examples of good conduct you wish children and young people to follow
- challenge unacceptable behaviour and report all allegations/suspicions of abuse
- ensure that whenever possible, there is more than one adult present during activities with children and young people or if this isn't possible, that you are within sight or hearing of other adults
- be close to where others are working. If a child specifically asks for or needs some private time with you, ensure other staff should know where you and the child are
- respect a young person's right to personal privacy
- encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- recognise that special caution is required when you are discussing sensitive issues with children or young people.

You must not:

- patronise or treat children and young people as if they are silly
- allow allegations to go unreported
- develop inappropriate relationships such as contact with children and young people that is not a part of the work of EPC or agreed with the manager or leader
- conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person using the services of EPC represents a serious breach of trust on the part of the staff member or volunteer and will be treated as a Child Protection matter
- let children and young people have your personal contact details (mobile number or address)
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people
- act in a way that can be perceived as threatening or intrusive
- make inappropriate promises to children and young people, particularly in relation to confidentiality jump to conclusions about others without checking facts
- either exaggerate or trivialise child abuse issues
- rely on your reputation or that of the organisation to protect you.

The role of parents and carers

EPC welcomes and encourages parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate.

In the event of their child becoming the subject of behaviour sanctions, parents/carers will be informed and involved

8. Code of behaviour for children and young people

When EPC is working with children and young people or they are volunteering it is important that they are aware of the code of behaviour in terms of expectations for their own behaviour and the behaviour of others to ensure that children are protected from abuse and inappropriate behaviour from other children and young people. It will reduce the possibility of allegations of bullying or abuse

being made against them and will protect our staff and volunteers.

This code of behaviour for children and young people is intended to:

- identify acceptable behaviour for children and young people
- promote self-respect and self-control
- raise children's and young people's self-esteem and self-confidence
- encourage individual responsibility for behaviour and outline the consequences of poor behaviour
- encourage children and young people to recognise and respect the rights of others
- encourage cooperation at all times and in all situations
- promote the values of honesty, fairness and respect
- anticipate and resolve any conflict that may arise
- ensure that children and young people are aware of when sanctions will be put into place.

Dos and don'ts

Children and young people are expected to:

- cooperate with each other
- be friendly
- listen to each other
- be helpful
- follow this code of behaviour and other rules
- stick to the e-safety policy and agreement when using the internet, social networking sites, mobile phones etc.
- join in
- respect each other's differences
- treat staff and volunteers with respect
- report anything that worries or concerns them to the activity leader or their worker.

Children and young people shouldn't:

- pick on or make fun of each other
- bully each other
- stare at others
- yell or shout at others
- be abusive
- deliberately make someone feel uncomfortable
- touch each other in an inappropriate way
- use equipment to be abusive or to cyberbully – for example, by using mobile phones to send nasty messages, taking and sharing photos without permission, sending nasty emails, or “trolling” (leaving unkind comments on a webpage or social network profile).

Please print these dos and don'ts off and ensure they are visible at all times.

If children breach this code of conduct then the staff members will follow the traffic light system:

1. If a child or young person breaches the code of conduct, the most appropriate sanction for a minor or first time breach will be to remind him/her about the code of conduct and ask him/her to comply with it. Children and young people will be given the opportunity to reflect, enabling them to plan a positive response, with support from either staff or mentors;
2. If, having followed the above step, the child or young person continues to exhibit inappropriate behaviour, she or he should be referred to the appropriate member of staff who will give her or him a formal, green light warning; Supportive interventions may need to be identified at this stage. The

action should also be recorded in the discipline book and parents/carers informed;

3. Any further persistent inappropriate behaviour will result in a more serious sanction being imposed (e.g. restriction/suspension from the project facilities). This is the yellow light warning; again, supportive interventions may need to be identified at this stage. This action should also be recorded.

If these interventions are still not effective in helping the child/young person to change his or her behaviour, a red light warning may be needed, with further sanctions. It may be that at this point, (name of group/organisation) will discuss with the child or young person and his or her family a possible referral for further support from other services.

Appendix 1: EPC Quick Referral Flowchart

EPC Child Safeguarding Flowchart

