

**SAFEGUARDING POLICY**

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## Safeguarding Policy Statement

### **Introduction**

The Childhood Trust (TCT) is London's child poverty charity, founded with a simple vision: to support vulnerable children living in poverty in London.

Our work encompasses two broad areas. First, tackling the immediate issue of children living in poverty by running match-funding campaigns for charities working with children and young people, building the capacity of the sector, and running programmes with both corporate volunteers and other partner organisations. Second, we seek to influence the broader narrative on child poverty in public by raising awareness of the issues, running events and campaigns, and engaging with the media.

### **Scope of policy**

This policy applies to anyone working for The Childhood Trust or representing the Trust in any way: this includes all employees, trustees, interns, volunteers, and anyone accompanying The Childhood Trust in its work with children and young people. Those to whom this policy applies accept and recognise our responsibilities to develop awareness of issues that cause children and young people harm or put children and young people at risk.

The Childhood Trust's approach to safeguarding encompasses not only the children and young people the Trust works for, but also any other people at risk. This might include, but is not exclusive to, people with disabilities women who are experiencing/have experienced domestic violence, and people with physical and mental health needs.

The Childhood Trust's contact with children and young people and other people at risk through its partnerships with charities and other organisations providing direct services. With this in mind, in all cases where the Trust has contact with these groups, safeguarding is the joint responsibility of the Trust and its partners, with ultimate responsibility for safeguarding residing with the partners.

### **Policy statement**

It is the policy of The Childhood Trust to adopt a child-centred approach, safeguarding the welfare of all children, young people and other people at risk by protecting them from all forms of abuse, as described in this policy.

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989;
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues;
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting children's welfare.

We will endeavour to safeguard children, young people and other people at risk by:

- Valuing them, listening to and respecting them;
- Adopting safeguarding guidelines through a code of conduct for all those to whom the policy is applicable;
- Sharing information about safeguarding and good practice with people at risk, as well as parents, staff and volunteers;

- Sharing information about concerns with agencies who need to know and involving parents and children appropriately;
- Following carefully the procedures for recruitment and selection of staff and volunteers, ensuring all necessary checks are made;
- Providing effective management for staff and volunteers through supervision, support and training;
- Nominating a safeguarding lead and deputy within the team, as well as a Trustee safeguarding lead;
- Reviewing our policy and procedures annually, in order to ensure best practice is upheld.

### **Definitions of abuse**

The term “abuse” is intended to include any situation where there is grave concern regarding the well-being 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.

Below is a non-exhaustive list summarising the key types of abuse. Additional forms of abuse to consider are trafficking and modern slavery, domestic abuse, harmful sexual behaviour, tech and online, bullying and FGM. Please refer to the [NSPCC website](#) for more details on these key and additional forms of abuse.

#### Physical Abuse

Physical abuse is defined as deliberately hurting a child and causing physical harm. This can be through direct action (such as hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, amongst other actions). Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child whom they are looking after.

#### Emotional Abuse

Emotional abuse is emotional maltreatment of a child, which has a severe and persistent negative effect on the child’s emotional development; it is also known as psychological abuse. Action which can be defined as emotional abuse can be split into categories: emotional neglect (such as ignoring, limiting affection); rejection (criticism, humiliation, exclusion); isolation (limiting freedoms, restricting social interaction); exploiting or corrupting (encouraging/forcing involvement in inappropriate/ criminal activities); and terrorising (threatening, bullying, frightening).

#### Sexual Abuse

Sexual abuse includes any form of sexual activity (involving physical contact, words, or photographs) that takes place without the other person’s full and informed consent. Child sexual abuse (CSA) is when a child is forced or persuaded to take part in sexual activities or is being groomed for such; this may involve physical contact or non-contact activities and can happen online or offline. The dynamics of adult and child sexual abuse differ as children and young people may not always understand that they are being sexually abused and disclosure therefore often happens later. Sexual abuse can be perpetrated by adult men and women, as well as other children.

#### Neglect

Neglect, or acts of omission, 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; it can also in some cases result in death. Neglect can be physical, emotional, educational and medical. It can happen at any age, including during pregnancy.

**Additional sources of concern of which to be vigilant include:**

- Domestic violence
- Mental health issues
- Substance and alcohol misuse
- Forced marriage
- Radicalisation
- Female genital mutilation
- Child criminal exploitation and county lines
- Children living away from home or gone missing
- Peer abuse including bullying
- Peer to peer sexual violence and sexual harassment
- Race and racism
- Violent extremism
- Sexual exploitation
- Concealed pregnancy
- Child trafficking
- eSafety
- Homelessness
- Sexting (also known as youth produced sexual imagery)
- Initiation/hazing type violence and rituals.
- Hoarding

**Relevant national and international legislation and guidelines**

- United Convention of the Rights of the Child 1991
- Children Act 1989
- Data Protection Act 1998
- Protection of Children Act 1999
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- What to do if you're Worried a Child is Being Abused: Advice for Practitioners 2015
- Children and Social Work Act 2017
- Working Together to Safeguard Children 2018, updated 2019
- London Child Protection Procedures and Practice Guidance, updated 2019

This policy has also been drawn up in alignment with relevant government guidance on safeguarding children.

All employees of The Childhood Trust have the NHS Safeguarding Guide app on their phones for references, guides and contact details.

## **E-Safety**

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. It is estimated that 98% of young people can access the internet away from school and, in addition to research for homework, the

majority use social networking sites; along with playing games and downloading music and videos. Government guidance is clear that all organisations working with children, young people, families, parents and carers have responsibilities. It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

### **The risks**

Risks to children and young people include:

- accessing age inappropriate or illegal websites
- receiving unwanted or upsetting text or e-mail messages or images
- being “groomed” by an adult with a view to meeting the child or young person for their own illegal purposes including sex, drugs, or crime
- viewing or receiving socially unacceptable material such as inciting hatred or violence
- sending bullying messages or posting malicious details about others
- sending sexual texts, images and videos
- ignoring copyright law by downloading music, video or even homework cheat material.

A child or young person who:

- is becoming secretive about where they are going to or who they are meeting
- will not let you see what they are accessing on-line,
- using a webcam in a closed area, away from other people
- accessing the web or using a mobile or PDA (Personal Data Assistant) for long periods and at all hours
- clears the computer history every time they use it
- receives unexpected money or gifts from people you don't know.

An adult who:

- befriends a child/ren on the internet or by text messaging
- has links to children on their Facebook or other social network site, especially if they work in a position of trust such as a sports coach or youth worker
- is secretive about what they are doing and who they are meeting.

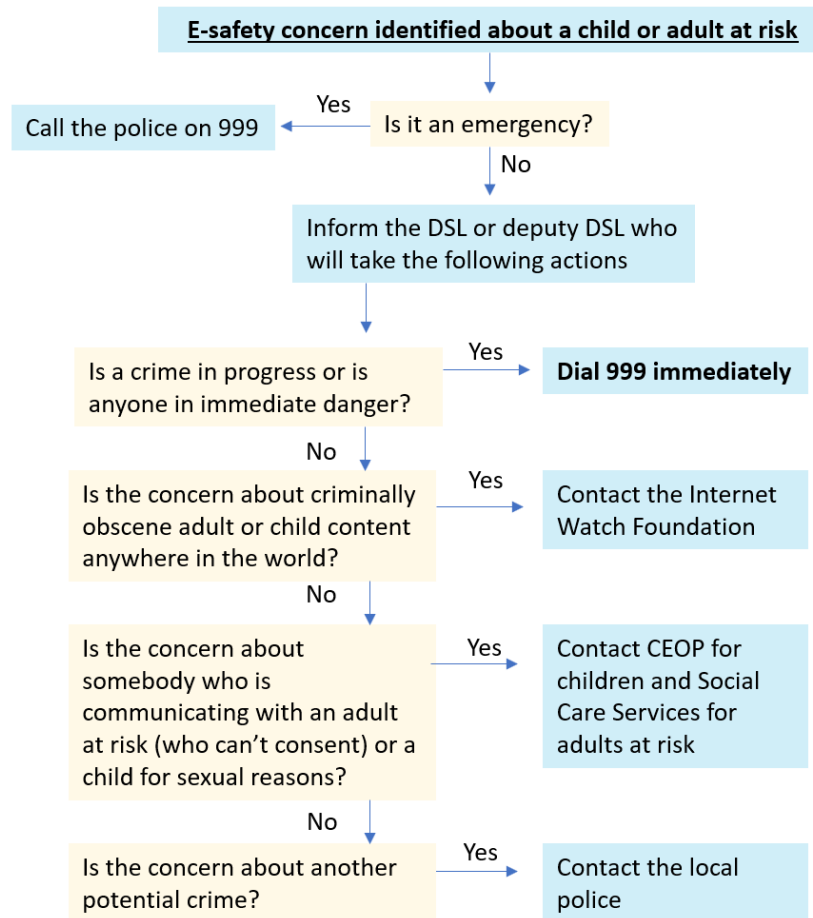
### **Minimising the risks**

We will:

- ensure all those to whom this policy applies are aware of e-safety risks
- ensure all those to whom this policy applies know not to connect with children, young people and adults at risk online or via direct phone messaging
- ensure all those to whom this policy applies know not to post photos identifying children, young people and adults at risk online via social media or other means
- if the situation arises, discuss the risks related to e-safety with children and young people and explain to them the ways to keep themselves safe online

Further information around the use of photos can be found in the Data Protection section of this policy.

Should any concerns arise about the behaviour of a child or adult, the following procedures on reporting concerns should be used.



Key contact details can be found in Appendix 1.

## Safeguarding and The Childhood Trust Programmes

The Childhood Trust's safeguarding Policy Statement is made clearly available on the website and includes a link to the Trust's full policy. All partners are advised of this and encouraged to read them carefully.

### **Lone working**

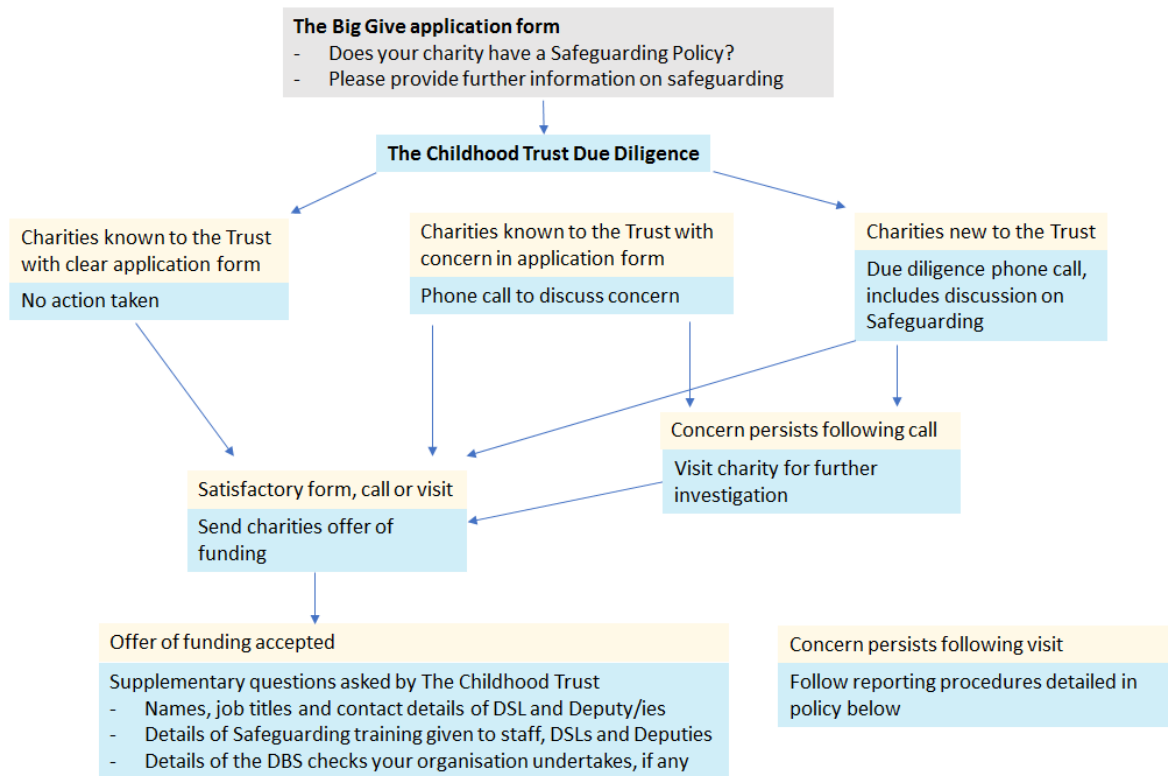
In most situations it's best practice to have at least two adults present when working with children and young people. While The Childhood Trust strives to ensure this is the case, there may be some situations where working alone with children and young people can arise unexpectedly. If this happens, there are things you can do to keep this as safe as possible. In such situations, representatives of The Childhood Trust must:

- Make sure they are somewhere with the child where other people can see and hear them.
- Tell another adult that they are alone with a child or children.
- Make a record as soon as possible afterwards of why they were alone with a child or children and what happened.

- Tell their manager or supervisor and their Designated Safeguarding Lead (DSL), as well as the DSL of the partner organisation, where relevant.

## Grant Making

The Childhood Trust investigates charities' safeguarding procedures prior to offering funding, via the process depicted in the flowchart below.



The Childhood Trust staff strives to visit all charities after they have been funded. On visit, staff discuss safeguarding with the charity, including key risks for the children and young people and processes in place to mitigate these.

The Childhood Trust has full discretion to end support to any charity about whose safeguarding processes there are concerns. Please refer to the section on Reporting Safeguarding Concerns for more information.

## Partnership Programmes

The Childhood Trust works partners with charities on various programmes implementing services for children and young people. The Childhood Trust will make its policy available to all partners and will request partners' policies, where it is the partners who are implementing these services.

## Volunteer Programmes

The Childhood Trust's two corporate volunteer programmes, Decorate A Child's Life and Meals That Matter, work in close proximity to families and children at risk, and therefore, require additional safeguarding procedures. Given that safeguarding is the joint responsibility of the Trust and its referral partners, with ultimate responsibility for safeguarding residing with the referral partners, The Childhood Trust asks its referral partners to carefully consider the suitability of a family or organisation

for the programme before making a referral, understanding the risks associated with participating in the programmes.

Safeguarding procedures in the Decorate A Child's Life and Meals That Matter programmes are outlined below:

1. All volunteers are required to read and sign The Childhood Trust's Code of Conduct, acknowledging that participation in the programmes is conditional upon their acceptance of its terms.
2. The Childhood Trust prioritises safeguarding in all of its volunteer projects and agrees to implement additional safeguarding policies specific to its partner organisations.
3. Families are not on the premises during DAFL projects and will make no contact with the volunteers.
4. Families are asked to remove personal objects and items with identifying information, i.e, family photos from the premises prior to projects.
5. Volunteers are given as little identifying information on the beneficiaries as possible. Names of the beneficiaries are never disclosed.
6. Volunteers are prohibited from disclosing or using any personal information regarding the project beneficiaries.
7. Volunteers are prohibited from taking and publishing photos from the projects without the approval of The Childhood Trust. See the Trust's Data Protection Policy for further information.

### **Advocacy and Awareness**

The Childhood Trust runs regular events, campaigns or research that occasionally include the participation of children, young people or other people at risk. Through all activities, these groups will always be represented in a respectful light

All contact with children, young people or other people at risk is facilitated by The Childhood Trust's charity partners. Our partners brief groups on key safeguarding issues and ensure the consent for participation and use of data is gathered prior to participation.

During the activity, The Childhood Trust is careful to ensure environment of support where participants' wellbeing is put at the forefront. It is made clear that participants are only required to share what they feel comfortable with sharing and can withdraw at any time.

### **Reporting Safeguarding Concerns**

Good communication is essential in any organisation. At The Childhood Trust every effort will be made to ensure that, should individuals have concerns, they will be listened to and taken seriously.

Individuals within The Childhood Trust need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of The Childhood Trust. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures.

Every person to whom this policy applies should know how to recognise and act upon indicators of abuse or potential abuse involving children.



All reports should be made to the Designated Safeguarding Lead (DSL). In the instance that the DSL is away or is implicated, reports should be made to the deputy DSL.

Contact details for the key people and organisations mentioned in this section of the policy are listed in Appendix 1.

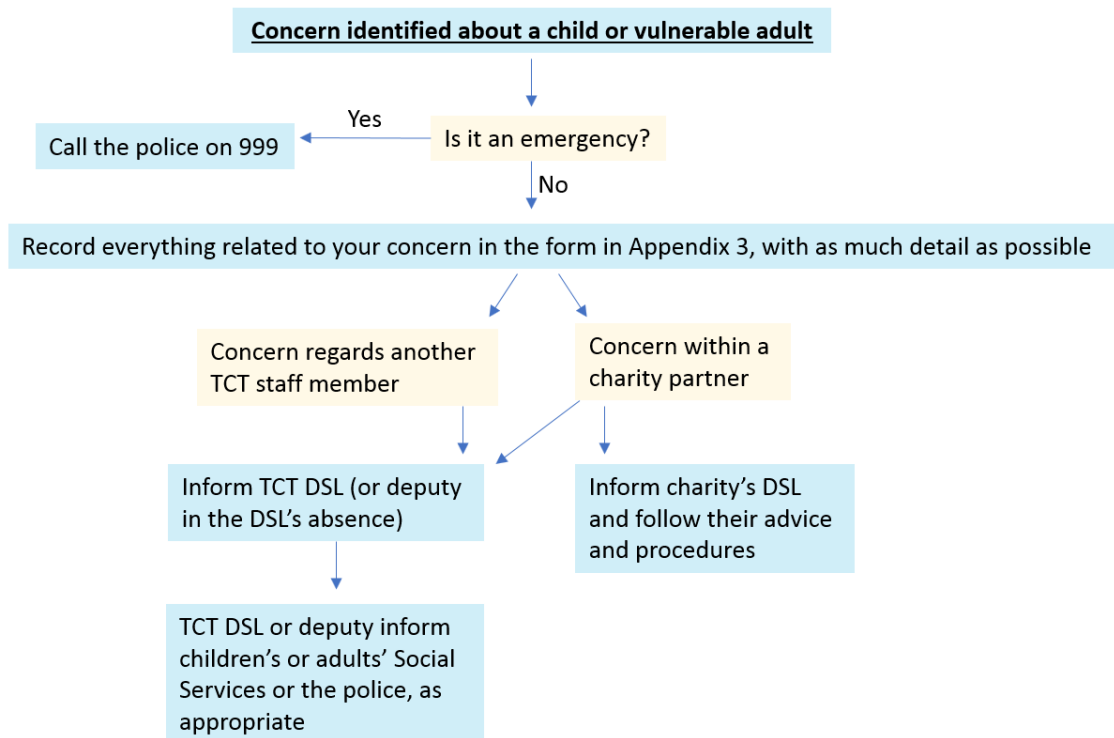
### **If a child discloses abuse or neglect**

It is possible that a child may share information about abuse or neglect or talk spontaneously individually or in groups when The Childhood Trust is present. In these situations, it is important to:

- React calmly and listen carefully to the child. DO NOT directly question the child.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Make an accurate record of the information you have been given taking care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence.
- Use the child's own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared. Never guarantee absolute confidentiality, as Child Protection will always have precedence over any other issues.
- Reassure the child:
  - you are glad they have told you;
  - they have not done anything wrong;
  - what you are going to do next.
- Explain that you will need to get help to keep the child safe.
- Do NOT ask the child to repeat his or her account of events to anyone.
- It is not our responsibility to decide whether abuse has taken place or not, however it is our responsibility to pass on any concerns to the appropriate person/authority immediately.

### **Reporting a concern about a child or adult at risk**

If a concern is reported to or noted by a person representing The Childhood Trust, the following procedures should be followed.

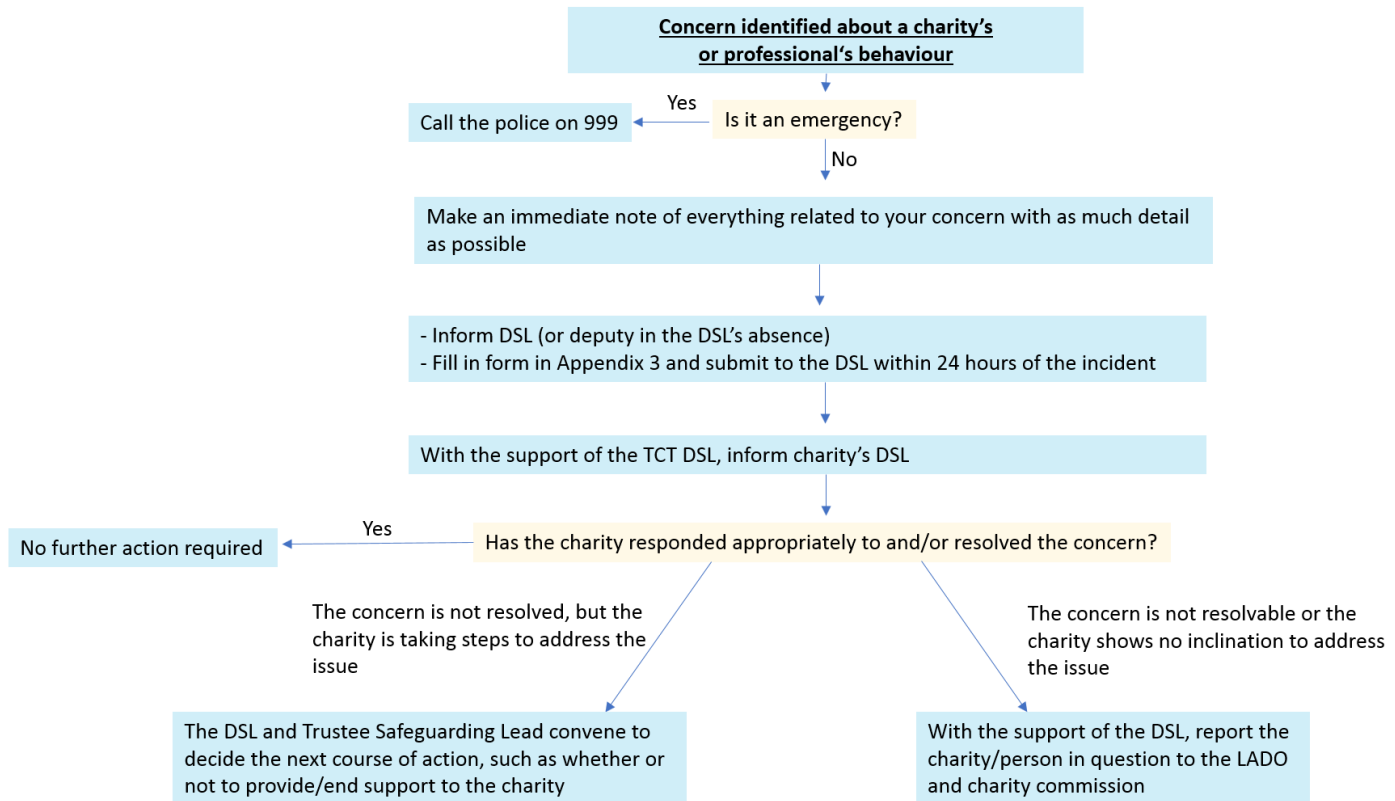


*Please note that if the concern is about abuse or risk of abuse from someone not known to the child or child's family, you should make a telephone referral directly to the police.*

\* DSL = Designated Safeguarding Lead

### Reporting a concern about a charity

If a concern arises over a charity or a professional's behaviour with regards to safeguarding, the following procedures should be followed.



## Confidentiality

- The Childhood Trust will ensure that any records made in relation to a referral will be kept confidentially and in a secure place. Only the designated persons named in Appendix 1 will have access to these files.
- Information in relation to child safeguarding concerns should be shared on a “need to know” basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child’s need for protection. If in doubt, consult.

## Whistleblowing

In the rare situations that the concerns are about the Designated Safeguarding Lead, it is important to refer to the deputy person. This may not be appropriate, in which case any member may personally refer direct to the Trustee Safeguarding Lead. Whoever receives the complaint will liaise with social care services or the police if a crime may have been committed, as well as the Charity Commission.

Key contacts for whistleblowing can be found in Appendix 1.

## Human Resources

### Recruitment

The Childhood Trust’s recruitment process includes the following steps to ensure safeguarding is upheld.

All prospective employees will be required to provide the following details:

- Name and date of birth
- Current and all previous addresses in last 5 years
- Ask for proof of identity (and right to work in the UK) with photograph e.g. new style driving license, passport, birth certificate
- Details of any previous work with children

### Job Adverts

All adverts include a statement demonstrating the organisation's commitment to safeguarding. Where applicable, the job advert will also state:

- that the post requires working with children, young people and adults at risk;
- that a satisfactory enhanced Disclosure & Barring Service (DBS) check will be needed.

### The Interview Process

Interviews will be held by a minimum of two people and will include questions to verify the candidate's understanding and prior experience of safeguarding, in alignment with the job role.

The interview will also investigate gaps in work history, any previous work with children, both formal and informal, and the candidate's motivations for working at The Childhood Trust.

### Background Checks and References

These checks are taken for all new employees, prior to employment.

DBS checks:

- Each new member of staff must undergo a basic DBS check, unless the remit of their job requires an enhanced check, unless the remit of the job requires it, such as running workshop or events with children.
- All trustees will be required to undertake an enhanced DBS check.
- DBS checks for volunteers will be undertaken on an ad hoc basis, depending on the remit of their role.

The results of DBS checks will be tracked and stored in a secure manner.

If DBS checks have not been carried out by the time the staff member starts employment, a risk assessment should be carried out and work with people at risk should be limited until the checks are complete.

DBS checks must be renewed every three years.

### **Induction**

During the induction process, the line manager discusses safeguarding with the new employee/ volunteer/ trustee. All new workers are required to read all of the Trust's policies, including the Safeguarding Policy, and agree to abide by them while working for The Childhood Trust.

### **Probation**

All Childhood Trust staff are subject to a six-month probationary period. Staff members still on probation must not be put in sensitive or vulnerable positions.

### **Training**

All paid staff are required to undergo safeguarding training. Refresher trainings are to be undertaken by all staff and volunteers every two years (online) or three years (face-to-face).

The board's Safeguarding lead must also undertake an initial training and refresher trainings on the same timescale, on behalf of all trustees. Safeguarding will be a standing item on meeting agendas and trustees will be updated re any important changes when needed.

The last team training was undertaken on 8<sup>th</sup> November 2019.

All office trustees must undertake an online training. Volunteers undertake training on an ad hoc basis, depending on their role.

## Data Protection

Forms are collected for all work which involves children or their families, giving The Childhood Trust and its representatives consent to both carry out the work, and take and use photos or films of the programme.

Where partner organisations gather consent on The Childhood Trust's behalf, partners must sign a form to confirm that consent has been received and The Childhood Trust has been informed of any child form whom consent was not obtained.

All forms are gathered in hard copy, scanned in and stored clearly in the relevant project folder. Forms can be found in Appendix 5 of this policy.

Please refer to our Data Protection Policy for further information on data protection.

## Review and Sign Off

This policy was re-written and approved in January 2020. It will be reviewed and signed off on an annual basis by the Designated Safeguarding Lead and Trustee Safeguarding Lead.

- Date of last review: April 2022
- Date of next review: April 2023

### **Approval and sign off**

	Designated Safeguarding Lead	Trustee Safeguarding Lead
Name	Laurence Guinness, Chief Executive	Galiema Amiens-Cloete

Signature .....  .....

## Appendix 1: Key Contacts and Services

### Key Contacts at The Childhood Trust

#### Designated Safeguarding Lead

- Laurence Guinness
- Chief Executive
- [Laurence.guinness@childhoodtrust.org.uk](mailto:Laurence.guinness@childhoodtrust.org.uk)
- Phone: 07507 880109

#### Deputy Designated Safeguarding Lead

- Mwila Mulenshi
- Head of Programmes & Impact
- [Mwila.Mulenshi@childhoodtrust.org.uk](mailto:Mwila.Mulenshi@childhoodtrust.org.uk)
- Phone: 07915 716 175

#### Trustee safeguarding lead

- Galiema Amiens-Cloete
- Executive headteacher

### Key Safeguarding Services

The Service	Their Role	Their Contact Details
<b>Emergency services</b>	For urgent attention or immediate non-urgent attention	999 (emergency) 111 (non- emergency)
<b>Social services</b>	For concerns about a child that might be experiencing abuse or neglect. Part of the multi-agency safeguarding hub.	NHS Safeguarding app provides information for each borough
<b>London Safeguarding Children Board (LCSB)</b>	For further information on best practice and policy in London	<a href="http://www.londonscb.gov.uk">www.londonscb.gov.uk</a>
<b>SAFEcic</b>	For further information on best practice and policy for organisations working with children  The Childhood Trust is currently a member of SAFEcic and therefore is eligible for free support and guidance on all safeguarding issues and has used SAFEcic's training services.	<a href="http://www.safecic.co.uk">www.safecic.co.uk</a> 01379 871091
<b>London Borough of Westminster</b>	Multi-Agency board for safeguarding children in the tri-borough area	<a href="https://www.rbkc.gov.uk/lscb/">https://www.rbkc.gov.uk/lscb/</a> Westminster: 020 7641 4000

<b>Safeguarding Board</b>	(The Childhood Trust is based in the London Borough of Westminster)	accesstochildrensservices@westminster.gov.uk
<b>LADO (Local Authority Designated Officer)</b>	For concerns about a person/organisation working with children	On each Local Authority's website
<b>Internet Watch Foundation</b>	The IWF works to eliminate child sexual abuse imagery online	Make a report online: <a href="https://report.iwf.org.uk/en">https://report.iwf.org.uk/en</a>
<b>CEOP</b>	The Child Exploitation and Online Protection command of the National Crime Agency	Make a report online: <a href="https://www.ceop.police.uk/safety-centre/">https://www.ceop.police.uk/safety-centre/</a>

### Key Contacts for Whistleblowing

- Office for Standards in Education (Ofsted) Whistleblowing**  
 Phone: 0300 123 3155  
 Open: Mon to Fri 08.00 - 18.00  
 Email: [whistleblowing@ofsted.gov.uk](mailto:whistleblowing@ofsted.gov.uk)  
 Address: WBHL, Ofsted, Piccadilly Gate, Store Street, Manchester, M1 2WD
- Charity Commission Whistleblowing**  
 Phone: 08000 557 214  
[whistleblowing@charitycommission.gov.uk](mailto:whistleblowing@charitycommission.gov.uk)
- Care Quality Commission (CQC) Whistleblowing**  
 Phone: 03000 616161  
 Open: Mon to Fri 08.30 - 17.30  
 Email: [enquiries@cqc.org.uk](mailto:enquiries@cqc.org.uk)  
 Address: CQC National Correspondence, Citygate, Gallowgate, Newcastle upon Tyne, NE1 4PA
- NHS England**  
 Phone: 08000 724 725  
 Website: <https://speakup.direct/contact-us/>

## Appendix 2: Code of Conduct

The Code of Conduct is a summary of the policies which apply to working for and with The Childhood Trust.

The Code of Conduct aims to ensure that all people representing The Childhood Trust, as an employee, volunteer, trustee or visitor, understand the standard of conduct required of them.

The policies summarised in this code of conduct:

- (a) Set the standards of behaviour expected from those working with and for The Childhood Trust;
- (b) Outline the rights and responsibilities of those working with and for The Childhood Trust.

Compliance with the Code of Conduct is a condition of your involvement with The Childhood Trust and should be regarded as the minimum standard which you should work to. If you are unsure whether an action will breach the Code of Conduct, ask a member of The Childhood Trust team before engaging in said action or activity. Working within the guidelines of the Code of Conduct contributes to the success of The Childhood Trust's work.

If you would like to ask any questions about the content of this Code of Conduct, please contact the Designated Safeguard Lead, Laurence Guinness (Laurence.guinness@childhoodtrust.org.uk) or deputy, Sarah Johnstone (sarah.johnstone@childhoodtrust.org.uk).

### **Guidelines**

All people working with and for The Childhood Trust should be:

- (a) **Responsible:** Carry out your duties responsibly, safely and in a competent manner. Your primary responsibility is to provide service for the wellbeing of all children and young people, as well as other people at risk, without being judgemental or biased.
- (b) **Respectful:** Respect children, young people and other people at risk as individuals and honour their integrity without prejudice to their economic status, abilities, race, customs, or cultural and religious preferences. In the case that you are working inside of the beneficiaries' home, exercise caution when handling their belongings or using their space.
- (c) **Self-aware:** The people The Childhood Trust serves are often at risk, which may be living in precarious circumstances or circumstances that are unfamiliar to you. Acknowledge that equally your presence may be unfamiliar to them and or make them feel uncomfortable. Be aware that you are in others' personal space.
- (d) **Discerning:** Behave in the most appropriate or desirable manner during your duties. Avoid engaging in actions or activities that will bring any harm (physical or emotional) to another person or property. Do not extend any help or assistance to beneficiaries, especially in monetary terms, beyond your scope of duties specifically laid out by The Childhood Trust.

You must strive to ensure that you are never alone with a child. If in an unforeseen situation, you do find yourself alone with a child you must:

- Make sure you are somewhere with the child where other people can see and hear them.
- Tell another adult that you are alone with a child or children.



- Make a record as soon as possible afterwards of why you were alone with a child or children and what happened.
- Tell a Childhood Trust representative as soon as possible.

### **Confidentiality and Contact**

Disclosure or use of any and all information confidential to the volunteer project or The Childhood Trust, especially personal data of the beneficiaries and families, is strictly forbidden. Childhood Trust representatives should make no direct contact with beneficiaries before, during, or after activities without authorisation from The Childhood Trust. In the case that you have a concern about the welfare of a child, young person, or adult at risk, please report it to The Childhood Trust immediately.

You must seek permission from The Childhood Trust before publishing any materials, i.e. photos, from the project online or in print. The Childhood Trust is happy for photos to from activities to be published; however, they must first be screened for safeguarding purposes and approved for publication by The Childhood Trust.

### **Health & Safety**

Childhood Trust representatives are required to exercise reasonable care in the course of their work. Please be aware of and follow these Health and Safety policies.

The following safety responsibilities apply to everyone:

1. Co-operate fully with The Childhood Trust staff, and/or the venue's staff members if on visit;
2. Do not use any equipment or machinery which you have not been trained to use;
3. Take care when lifting and carrying (e.g. don't lift very heavy boxes without assistance);
4. Report any potential hazards to a member of staff immediately;
5. In the event of fire/hazard or any other risk, remove yourself and warn others of imminent danger;
6. If you feel an activity is unsafe or you feel unwell, report this to a member of The Childhood Trust team;
7. Contribute to the maintenance of a safe environment and workplace: don't leave things lying around; keep work areas clear and tidy.

### **PLEASE REMEMBER**

These policies are in place to ensure the safety of all those working with and for the Childhood Trust. They are not designed to be restrictive in any way. The Childhood Trust and its partner organisations want to provide an equally professional and enjoyable service to people they are working with and for. The Childhood Trust appreciates the dedication of its volunteers and the time they generously give to its programmes.

### **Agreement**

I have read the above Code of Conduct and hereby agree to abide by its terms.

Name.....

Signature.....

Date.....

## Appendix 3: Form for Reporting Concerns

### Child Protection Record Sheet

*This form should only be filled in with information **already** known, be careful not to ask leading questions. Fill in factually. It should only be used by people in the voluntary and community sector who would not fill in a CAF (Common Assessment Framework) form. It should be filled out asap, on the same day and stored in a secure place until forwarded to the appropriate agency.*

*This document contains sensitive information, which must be kept confidential.*

<b>Name of the Child (including any names known)</b>	
<b>Date of Birth</b>	
<b>Address</b>	
<b>Name of Parent or Carer and contact details</b>	
<b>Any special needs known; including medical/disability/language/etc.</b>	
<b>Nature of concern</b>	
<b>Name and details of any other children in family</b>	
<b>Name and details of any other significant adults in family</b>	

<b>Action Taken</b>	Detail here agency contacted, who spoken to and any timescales/actions given
<b>Lead or deputy person's action and reason for taking it</b> <b>OR</b> <b>Why no action has been taken</b>	<b>Time &amp; Date</b>
<b>Name of organisation, address and phone numbers/e-mails:</b>	
To be completed by the concerned person  <b>Signature:</b> <b>Print Name:</b> <b>Job Title/Role:</b> <b>Date:</b>	
To be completed by Lead/Deputy person for Safeguarding:  <b>Signature:</b> <b>Print Name:</b> <b>Job Title/Role:</b> <b>Date:</b>	

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This form will be made available via a Microsoft Form embedded in The Childhood Trust website so no person remains in ownership of sensitive information.

## Appendix 4: Associated Policies

Other Childhood Trust policies that are relevant to Safeguarding include:

- Data Protection Policy
- Grantmaking Policy
- Health and Safety Policy
- Volunteer Policy
- Complaints Policy

## Appendix 5: Consent Forms

The following pages contain the following forms:

- Consent form for partners referring charities to the Decorate a Child's Life programme
- Consent form for families participating in the Decorate a Child's Life programme
- Media consent form for the Decorate a Child's Life programme
- Confirmation from partners that consent has been received

## Decorate A Child's Life: Informed Consent

### Referral Partners

Thank you for making a referral to the Decorate A Child's Life programme. Please read this document carefully. Your signature is required for your referred family to participate in the Decorate A Child's Life programme. By signing this form, you have voluntarily agreed to the terms below, which are necessary to ensure the safety and success of your referral's renovation project.

- I. I volunteer to support my referred family throughout their participation in the Decorate A Child's Life programme with full knowledge of the risks and benefits of the programme.
- II. I understand that projects require the referral partner to be present throughout project planning and delivery, which can take up to 3 months. In the case that I will be away, on annual leave, or have limited capacity to assist the family throughout the process, I will provide the Decorate A Child's Life programme with an alternate referral partner contact that can step into my role if and when necessary.
- III. I agree to cooperate with Decorate A Child's Life Project Managers throughout project planning, and I will communicate any concerns I have to them as soon as they arise.
- IV. I will disclose any and all important information regarding the family's well-being, housing circumstances, relationship with Social Services, and family members' special needs and capabilities.
- V. I understand that Decorate A Child's Life Project Managers will be in regular contact with me throughout the project planning process, and I agree to be responsive and promptly provide confirmation on project plans when asked.
- VI. I understand that participation in the programme requires me to support my referred family in any and or all of the following circumstances:
  - Professional services (i.e., mould removal, floor fitting) entering the family's property and doing works on it prior to the project date
  - Receiving furniture deliveries at the family's property a few days before the project date

Signature \_\_\_\_\_

Name (In Capitals) \_\_\_\_\_

Date \_\_\_\_\_

Alternate Referral Partner Contact \_\_\_\_\_

## Decorate A Child's Life: Informed Consent

### Participating Families

Thank you for your interest in the Decorate A Child's Life programme. Please read this document carefully. Your signature is required for participation in the Decorate A Child's Life programme. By signing this form, you have voluntarily agreed to the terms below, which are necessary to ensure the safety and success of your renovation project.

- I. I volunteer my family to participate in the Decorate A Child's Life programme with full knowledge of the risks and benefits of the programme.
- II. I agree to cooperate with Decorate A Child's Life Project Managers throughout project planning, and I will communicate any concerns I have to them as soon as they arise.
- III. I understand that Decorate A Child's Life Project Managers will be in regular contact with me throughout the project planning process, and I agree to be responsive and promptly provide confirmation on project plans when asked.
- IV. I give my consent for volunteers to enter and work in my property during the project.
- V. I understand that participation in the programme requires my cooperation in any and or all of the following circumstances:
  - Professional services (i.e., mould removal, floor fitting) entering my property and doing works on it prior to the project date.
  - Receiving furniture deliveries at my property a few days before the project date.
- VI. I understand that I am responsible for the removal of unwanted furniture items from my property prior to the project date. If I am unable to clear the referred rooms on my own, I will make a Decorate A Child's Life Project Manager aware of this a few weeks prior to the project date.
- VII. I understand that The Childhood Trust will not use any photographs of my property without my consent.

Signature \_\_\_\_\_

Name (In Capitals) \_\_\_\_\_

Date \_\_\_\_\_

**MEDIA CONSENT FORM**

I, \_\_\_\_\_ [insert name] agree, and give consent for photographs or films of me to be used by The Childhood Trust.

I understand that The Childhood Trust may interview me and take photographs or films in which I appear that may be part of the Trust’s work. I give my permission for the information I supply and photographs/films taken by The Childhood Trust to be published in support of its work. I have been given the opportunity to ask questions about the project and these have been answered to my satisfaction. I understand that all personal and or identifying information that could be used to identify me will remain confidential to The Childhood Trust and arrangements for the storage and eventual disposal of any identifiable material have been made clear to me. I understand that my consent is voluntary and that I can withdraw my consent at any time and my contribution withdrawn without having to give an explanation and without affecting the status of the redecoration project.

I am happy to proceed with my participation.

**Agreement**

Name (in capitals) .....

Signature.....

Date.....



**CHARITY CONSENT FORM**

I \_\_\_\_\_ [insert name] confirm that \_\_\_\_\_  
\_\_\_\_\_ [insert charity name] has requested the consent of all children  
and people at risk participating in The Childhood Trust’s activities to include them in interviews,  
photography, films or other media.

Please tick as appropriate:

- All children have given consent
- Some children have not given consent and The Childhood Trust has been informed in writing  
of these children

Name (in capitals) .....

Signature.....

Charity name .....

Date.....