

# SAFEGUARDING CHILDREN POLICY AND PROCEDURES

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## 1.0 Statement of Commitment

Go Beyond are a registered children's charity in England & Wales (Charity number 1080953) originally established in 1992 as County Holidays for Inner City Kids (CHICKs).

Go Beyond give children who have been bereaved, abused, or bullied, who are living in poverty or caring for loved ones the chance to escape their worries and pressures through breaks in the countryside. To have the moments and experiences they need to believe in themselves and think beyond the day-to-day for a bigger, brighter future.

Our Vision is to inspire children to go beyond anything that stands between them and their brightest future.

In line with the charity commissions expectation safeguarding is a key governance priority for Go Beyond and our policy aims to meet the guidance of The Charity Commission.

All trustees, members of staff and volunteers of Go Beyond fully recognise its responsibility to have a clear and secure framework in place to safeguard and promote the welfare of children and are committed to safeguarding the children in our care. This is reflected in our Code of Conduct (See Appendix G).

Go Beyond will continue to maintain an ethos where children feel secure, are encouraged to talk, are listened to, and feel safe. Children are encouraged to talk freely with any staff member at Go Beyond if they are worried or concerned about something. Go Beyond will take all welfare concerns seriously and will always act in the best interest of the child.

This policy sets out how the organisation discharges its statutory responsibilities relating to safeguarding and promoting the welfare of children. In addition, the parameters of this policy apply to all core business of Go Beyond, including all activities commissioned by third party organisations and external activity providers. This policy applies to all staff; paid and unpaid, working within the organisation. It is consistent with the Local Safeguarding Children's Boards (LSCB) in Cornwall and Derbyshire. (See Appendix C).

## 2.0 Legislation & Statutory Guidance

2.1 The practices and procedures within this policy are based on the principles contained within UK legislation, Government Guidance and Charity Commission guidance and have been developed to complement the Safeguarding Partners<sup>1</sup> policy and procedures whilst taking the following into consideration:

- The Children & Social Work Act 2017
- Human Rights Act 1998
- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children 2018
- Keeping Children Safe in Education 2022
- Sexual Offences Act 2003
- Data Protection Act 2018
- The Charities Act 2022
- Charity Commission: Safeguarding and protecting people for charities and trustees' guidance

### 3.0 Aims

#### 3.1 This policy aims to:

- Raise awareness of child protection issues and equip children with the language and skills needed to keep themselves safe, establishing a safe environment for children where they can learn with an ethos of openness.
- Create a culture at Go Beyond where children, staff, volunteers and others who may have a concern are encouraged to come forward and report any concerns, or the abuse that has happened to them.
- Recognise that the welfare and interests of children in our care are paramount in all circumstances. It aims to ensure that regardless of; age, ability or disability, gender, gender dysphoria, race, religion or belief, sex, sexual orientation, pregnancy/maternity, all children have a positive enjoyable experience in a safe and child-centred environment.
- Protect children and young people from abuse or harm whilst participating in any activity organised by Go Beyond.
- To acknowledge that some children are more vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.
- Promote and prioritise the safety and wellbeing of children.
- Ensure that all trustees, members of staff and volunteers understand their duties and responsibilities to safeguard children and are provided with appropriate training to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children.
- Ensure robust safeguarding arrangements and procedures are in operation and that appropriate and timely action is taken in the event of incidents or concerns of abuse and support is provided to the individual/s who raise or disclose the concern.
- Set out the appropriate action to be taken by Go Beyond when safeguarding concern is identified, including internal reporting procedures, sharing information with partner agencies, and procedures for making safeguarding referrals to the local authority.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- Prevent unsuitable people from working with children by ensuring we practice safe recruitment in checking suitability of staff and volunteers to work with children in line with keeping children safe in education.
- To make sure the procedures are widely promoted and are mandatory for everyone in Go Beyond. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from Go Beyond.
- Reinforce the importance of working with all partner agencies with the aim of achieving the best possible outcomes for those who we are aiming to protect from the risk of abuse.
- To ensure that Go Beyond meets the requirements of The Charity Commission and that serious safeguarding incidents must be reported to the commission. Please see <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity> and examples of serious incidents to report

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/752170/RSI\\_guidance\\_what\\_to\\_do\\_if\\_something\\_goes\\_wrong\\_Examples\\_table\\_deciding\\_what\\_to\\_report.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752170/RSI_guidance_what_to_do_if_something_goes_wrong_Examples_table_deciding_what_to_report.pdf)

- The Go Beyond Annual Report refers to Safeguarding as appropriate.
- Set out the responsibilities of all staff to be alert to the signs of abuse and neglect, to have read this document and to understand the procedures set out by Go Beyond and the relevant Local Children Safeguarding Board and to highlight the responsibility of all staff to consider what training would support you in your role to fulfil this duty.

#### **4. Application**

4.1 These procedures apply to all trustees, members of staff and volunteers of Go Beyond and should read in conjunction with the following policies and procedures:

- Safeguarding Code of Conduct (Appendix F)
- Safer Recruitment Policy
- Anti-bullying Policy
- Child Medication Policy and Procedures
- Behaviour Policy
- Drugs and Alcohol Policy
- Accident and Injury Policy
- Keeping Children Safe Online Guidance
- Missing Child Policy
- Physical Intervention Policy
- Post Break Contact Procedures
- Residential Care Policy
- Self-Harm Policy
- Visitors Policy

4.2 Following the annual review, all staff that operate under these policies must read and familiarise themselves with any changes. Confirmation that the policy has been read and understood must be provided and kept on record.

4.3 All staff undertake annual safeguarding training to Level 2 on an annual basis with the CEO, Operations Director & Centre Managers to complete Level 3 Designated Safeguarding Lead (Children) Training every two years.

4.4 Safeguarding Incidents are reviewed at all weekly break meetings, weekly senior leadership meetings, quarterly people sub- committee meetings and quarterly full board where safeguarding is a standing agenda item alongside accidents and incidents all forming part of our safe practice.

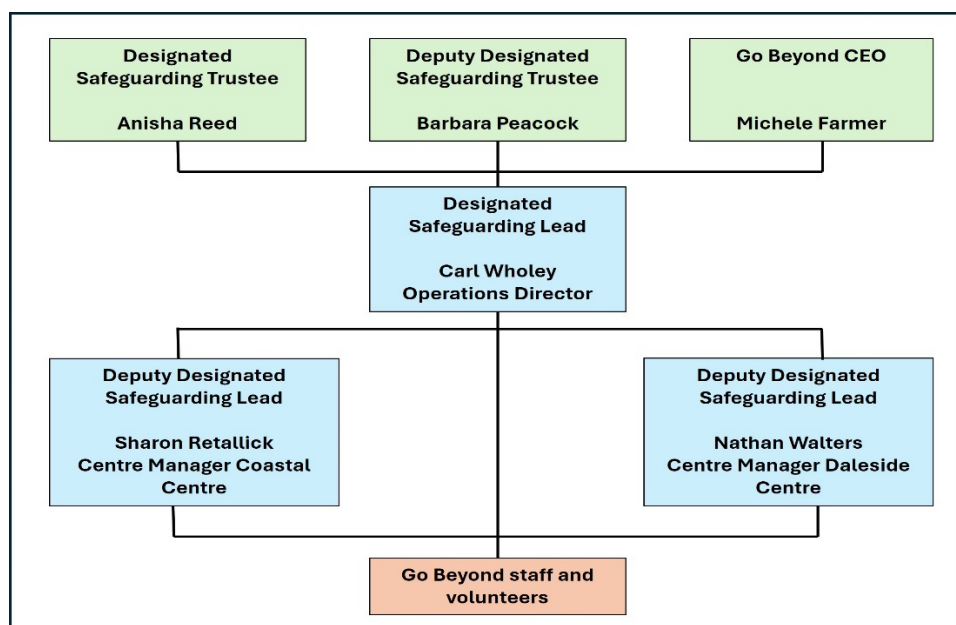
4.5 The Safeguarding Incident Form is located on the internal, secure network: R:\Safeguarding, Incidents & Accidents \MASTER FORMS\ 22-11-18 2022 Safeguarding Incident Form.docx This form is included in Appendix D.

When any Safeguarding Incident forms are completed via our online secure Safeguarding portal CURA, all incidents will be forwarded via CURA to the Designated Safeguarding Lead and any appropriate Deputy DSL in the centres, as per the outlined process whether they are deemed Green, Amber or Red route. Further notification should be complemented by either a phone call or Teams messaging if the issue is deemed serious or urgent (Amber or Red route).

Storage of completed Safeguarding Incident forms is in the secure online Safeguarding portal CURA, which allows limited and restricted access as deemed necessary. Completed forms can only be accessed by the DSL & DDSs and the Senior Leadership Team.



#### 4.6 Go Beyond Safeguarding Hierarchy



## 5. Definitions

### Safeguarding Definitions

Everyone who comes into contact with children has a role to play in safeguarding. We recognise that staff at Go Beyond play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating.

The following definitions are referred to in this policy.

5.1 Child<sup>2</sup>: In England, Northern Ireland and Wales a child is someone under the age of 18. Whether living with their families, in state care, or living independently (Working Together to Safeguard Children 2018). This generally applies in Scotland but in some cases, for example for parts of the Scottish Child Protections Process it will be 16.

5.2 Abuse<sup>3</sup>: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults or by another child or children.

5.3 Physical abuse<sup>3</sup>: 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.

5.4 Emotional abuse<sup>4</sup>: The persistent emotional maltreatment of a child such as to cause severe and 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 development capability as well as overprotection and limitation of exploration and learning or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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, although it may not occur alone.

5.5 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: (a) Provide adequate food, clothing and shelter (including exclusion from home or abandonment) (b) Protect a child from physical and emotional harm or danger (c) Ensure adequate supervision (including the use of inadequate caregivers) (d) Ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

5.6 Sexual Abuse<sup>5</sup>: 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue.

5.7 Child Sexual Exploitation<sup>6</sup>: Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**5.8 Online Abuse:** Online abuse is any type of abuse that happens on the internet. It can happen across any device that is connected to the web, including computers, tablets and mobile phones. It can happen anywhere online, including social media, text messages and messaging apps, emails, online chats, online gaming and live-streaming sites. Children can be at risk of online abuse from people they know or from strangers. It might be part of other abuse, which is taking place offline, like bullying or grooming. Or the abuse might only happen online.

**5.9 Related issues:** In addition to the above categories, there are other forms of harm or abuse that should involve the notification of the police and other organisations working together to protect children. These include:

- Bullying
- Hate crimes
- Abused in domestic settings
- Honour based violence
- Forced marriage
- Human trafficking
- Exploitation by radicaliser who promote violence
- Membership of gangs inclined to use violence.

**5.10 Poor practice:** Sometimes concerns may relate to poor practice, where an adult's or another young person's behaviour is inappropriate and may be causing distress to a child or young person. In the application of this policy, poor practice includes any behaviour which contravenes the principles of this document or the Go Beyond Safeguarding Code of Conduct. Where poor practice is serious or repeated this could also constitute abuse and should be reported immediately. Below is a non-exhaustive list of poor practice which is not permitted:

- use of excessive, physical or humiliating punishments.
- failure to act when you witness possible abuse or bullying.
- spending excessive amounts of time alone with young people away from others.
- making sexually suggestive comments, even in humour.
- inviting or allowing young people into your home.
- engaging in rough, physical or sexually provocative activity.
- allowing young people to use inappropriate language or behaviour unchallenged.
- allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- doing things of a personal nature for young people that they can do for themselves.
- sharing a bedroom with a child.

<sup>2</sup>Defined by the Children Act 1989, Working to Safeguard Children 2018

<sup>3</sup>Working Together to Safeguard Children 2018

<sup>4</sup>Working Together to Safeguard Children 2018

<sup>5</sup>Working Together to Safeguard Children 2018

<sup>6</sup>CSE: Definition & Guidance for Practitioners 2017

## **6.0 Go Beyond Safeguarding Principles**

**6.1 Go beyond definition of a safeguarding concern is:**

Any situation when there is information that a child (or an adult at risk) has been harmed, or is at risk of being harmed, by their own or someone else's behaviour.

6.2 The Safeguarding Code of Conduct outlines the behaviour expected of trustees, members of staff and volunteers of Go Beyond and staff members and volunteers of other organisations who engage with children through Go Beyond and its activities. Following the Safeguarding Code of Conduct will help to protect children from abuse and/or inappropriate behaviour.

6.3 Any breach of the Safeguarding Code of Conduct should be reported to the Designated Safeguarding Lead. Serious breaches of the Code of Conduct may also result in a referral being made to the Police or a Local Authority if it is thought the breach amounts to a risk of harm to a child and/or constitutes a crime.

6.4 All trustees, members of staff and volunteers have a responsibility to be alert to the fact that vulnerable people are at risk of being abused and that they **MUST** report safeguarding concerns.

6.5 Trustees report serious incidents as part of their annual return to the charity commission, this includes safeguarding incidents.

6.6 By following the four simple safeguarding principles of recognise, respond, report and record, trustees, members of staff and volunteers can keep those children who may be at risk of abuse safe from harm.



Diagram 1: Safeguarding Principles

## 6.7 Recognise

6.7.1 Signs and indicators of abuse and neglect

6.7.2 Indicators that a child may be being abused may include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The young person describes what appears to be an abusive act involving him/her
- Someone else (a young person or adult) expresses concern about the welfare of another
- Unexplained changes in behaviour (e.g., becoming very quiet, withdrawn or displaying sudden outbursts of temper)
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour



- Sudden or unusual distrust of adults, particularly those with whom a close relationship would normally be expected
- Having difficulty in making friends
- Being prevented from socialising with other young people
- Displaying variations in eating patterns including overeating, loss of appetite or a sudden weight change
- Becoming increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. A good working relationship and clear communication with the child's referrer will provide better insight into patterns of behaviour and any circumstances that may cause changes listed above.

## 6.8 Respond

It can be difficult to hear about or witness harm or abuse experienced by a child or young person. The following points will be helpful for both you and the child should they choose to disclose abuse to you:

- Stay calm.
- Listen carefully to what is said and try not to interrupt.
- Find an appropriate point early on to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow them to continue at their own pace.
- Ask questions for clarification only and avoid asking questions that suggest an answer (leading questions).
- Reassure them that they are not to blame and have done the right thing in telling you. If the concern is serious explain that you will need to get support from other trained people to help keep the child safe. This must be shared even if the child doesn't want you to tell anyone else.
- Tell them what you will do next and with whom the information will be shared. If they are adamant that they do not wish the information to be shared, explain that you will have to tell your Designated Safeguarding Lead or Deputy and that it will be discussed further with them.
- Be aware of the possibility of forensic evidence if the disclosure relates to a recent incident of physical harm or injury and try to protect any supporting materials e.g. bedding or clothing.
- Report the disclosure to the Designated Safeguarding Lead at the earliest opportunity.

6.8.1 Where you are unable to contact your Designated Safeguarding Lead or the Deputy or a Safeguarding Trustee advice can be sought from statutory agencies or the NSPCC Helpline. [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or 0808 800 5000.

6.8.2 All serious concerns must be referred to statutory agencies.

6.8.3 Where the concern or allegation is about a trustee, member of staff or volunteer, this must, like all other concerns, be reported to the Designated Safeguarding Lead or Deputy. If the Designated Safeguarding Lead considers the concern to be serious, for example potentially child abuse or a crime, they must report the incident to the Local Authority Designated Officer (LADO) or the Police.

6.8.4 When a safeguarding concern or poor practice has been identified concerning a specific child the referral agent/parents/guardians/carers of that child should be notified, unless it is considered that doing so could increase risk of harm to the child. If it is deemed as an increased risk to inform the parents/guardian, the referral agent will be contacted or a safeguarding referral by the Designated Safeguarding Lead. The parents/guardians/carers will usually be contacted in consultation and with the support of the person who referred the child to Go Beyond.



Where the Designated Safeguarding Lead or Deputy has reported the incident to the statutory authorities, advice should be sought from them regarding this duty before notifying the parents/guardians/carers.

## 6.9 Report

Remember it is not the responsibility of a Go Beyond trustee, member of staff or volunteer to decide if child abuse is occurring, but it is their responsibility to act on any concerns by reporting them.

6.9.1 Go Beyond operates a Red, Amber, Green (RAG) rating system for any safeguarding concerns:

- Red Route: Immediate danger and immediate actions are required for the welfare and safety of a young person or members of the group.
- Amber Route: Safeguarding concerns need to be assessed by the Designated Safeguard Lead or Deputy to determine the best route forward or action.
- Green Route: Where the comments or disclosure from a young person are of an historical nature and are already outlined on the young person's referral to Go Beyond.

6.9.2 Report any concerns that you have to your Designated Safeguard Lead or Deputy DSL. Any trustee, member of staff or volunteer can contact the Designated Safeguarding Lead or Deputy for advice.

6.9.3 Safeguarding concerns **MUST** be reported immediately (or where this is not possible at the earliest opportunity) so that the report can be assessed, and action taken to protect the person involved. If any person is at immediate risk of harm or requires medical attention (Red Route), then the emergency services should be contacted immediately by telephoning 999.

6.9.4 Where circumstances prevent an immediate referral trustee, members of staff and volunteers of Go beyond **MUST** report safeguarding concerns to their Designated Safeguarding Lead or Deputy no later than the next working day that the concern is raised or received. Contact details for Designated Safeguarding Leads can be found in Appendix A.

6.9.5 If for any reason the Designated safeguarding lead or Deputy cannot be contacted, the following organisations can be contacted for advice:

- Concern about a child - You should contact the Local Authority Children Services. Use the <https://www.gov.uk/find-local-council> website to find the Local Authority Services for your area.
- NSPCC: <https://www.nspcc.org.uk/> [help@nspcc.org.uk](mailto:help@nspcc.org.uk) or 0808 800 5000.
- **In an emergency, where you think that a child may be in immediate danger, call the Police on 999.**

## 6.10 Record

Be accurate and comprehensive.

6.10.1 It is important that you keep an accurate written record of any safeguarding concern that you have or that someone raises with you. Your written record should:

- be made as soon as possible after the event/concern is raised.
- contain the date, time, people present, anything said (verbatim if possible).
- detail the behaviour and demeanor of the person disclosing the safeguarding issue.
- detail any action you have taken (i.e. how you have reduced risk or whether you have referred the matter to the Designated Safeguarding Lead or Deputy).
- be a factual account of what has happened.

- Do not record any opinion about what has happened. You are not there to judge or ascertain whether what you are being told is correct.

- 6.10.2 You should record your concern(s) on the Safeguarding Concern Report Form (Appendix D) or directly onto the CURA Safeguarding portal. Once you have recorded your concerns you should sign and date the report or record the date and time the concern was recorded on the report. The details on the completed form should be entered onto the CURA Safeguarding portal at the earliest opportunity. If deemed a Green Route and the concern of a historical nature and already outlined on the young person's referral then the DDSL will make a judgement to forward the concern details directly to the child's Referral Agent and liaise as necessary.
- 6.10.3 The Designated Safeguarding Lead and appropriate Deputy DSL will be notified immediately once a Safeguarding Report has been completed on the CURA portal and will be open for their review. However, if the concern is serious or someone is in immediate risk, then the DSL & DDSL should be contacted by Teams messaging or a phone call too.
- 6.10.4 Copies of the Safeguarding Form for will be held in multiple convenient locations around the centre, offices, on clips boards and in transportation vehicles to ensure that they can be completed as soon as practical.
- 6.10.5 Appendix E. Safeguarding Poster to be displayed in offices, staff rooms and on the back of staff toilet doors.
- 6.10.6 Each Break Leader will be issued an information flash card that will be issued to them upon induction a copy being displayed on vehicle dashboards, with Break Leader mobile phones and in kit bags and first aid kits. (Appendix F)
- 6.10.7 Each Break Leader will receive instruction and training in the use of the CURA Safeguarding portal and the Safeguarding process at Go Beyond.

## **7.0 Confidentiality and sharing information**

- 7.1 Effective and timely sharing of information is essential for the early identification of a child's needs and to ensure that the most appropriate services are provided to keep them safe.
- 7.2 Those with concerns should be proactive in sharing information as early as possible to help the Designated Safeguarding Lead and other professionals identify, assess, and respond to risks or concerns about the safety and welfare of children.
- 7.3 Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children, which must always be the paramount concern. The Data Protection Act (2018) and/or the General Data Protection Regulations (2018) do not prevent you from sharing relevant information in relation to safeguarding.
- 7.4 You should not assume that someone else will pass on information that you think may be critical to keeping a child safe.
- 7.5 Trustees, members of staff and volunteers should aim to gain consent to share information but should be mindful of situations where to do so would place a child at increased risk of harm.
- 7.6 Information may be shared without consent if a practitioner has reason to believe that there is good reason to do so, and that the sharing of information will enhance the safeguarding of a child in a timely manner. When decisions are made to share or withhold information, practitioners should record who has been given the information and why.

- 7.7 The Designated Safeguarding Lead or Deputy will manage the process of sharing information with the police, local authority services and/or any third-party organisation. The Data Protection Act 2018 contains 'safeguarding of children and individuals at risk' as a processing condition that allows practitioners to share information. This includes allowing practitioners to share information without consent, if it is not possible to gain consent, it cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk
- 7.8 Information should be kept confidential and should only be shared with Go Beyond staff members who need to know the information. If a trustee, member of staff or volunteers is unsure about whether to share information, or who to share it with, they should contact the Designated Safeguarding Lead for advice before disclosing any information.

(See the next page for the Safeguarding flowchart.)

## Recording, Reporting and Reacting to Child Safeguarding Concerns

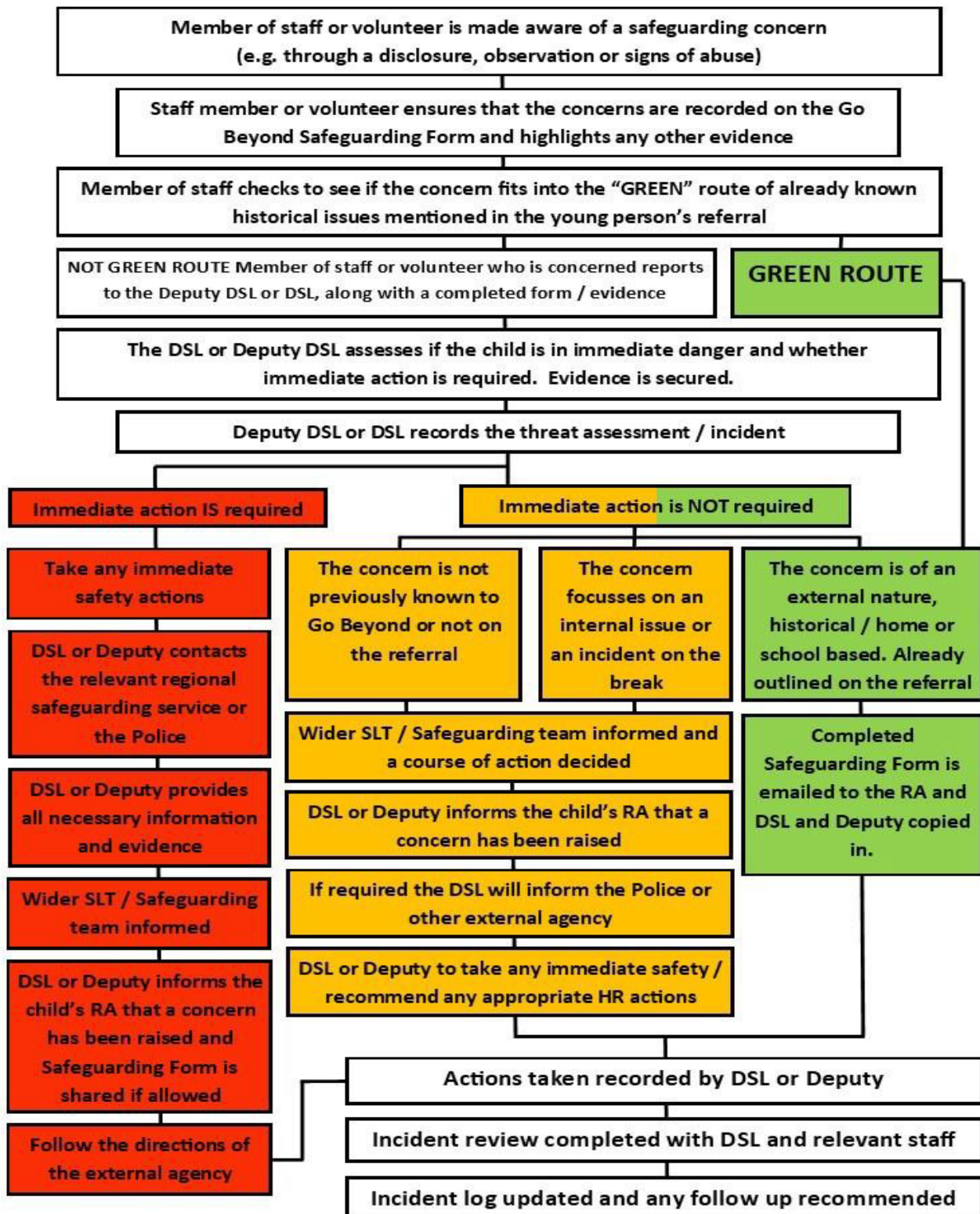


Diagram 2: Recording and reporting of Child Safeguarding Concern Flow Chart

## 8.0 Roles & Responsibilities

### 8.1 CEO and Safeguarding:

- The CEO will be qualified to Level 3 in Safeguarding and has a specific role to oversee, guide and manage the safeguarding practice within Go Beyond in conjunction with the specified duties of the DSL. Safeguarding processes, practice, training and refinements will be an ongoing agenda item for CEO and DSL meetings.

### 8.2 Designated Safeguarding Lead (DSL) and the Deputy DSLs are:

- Qualified to Level 3 in Safeguarding.
- Promoting Go Beyond safeguarding policy, procedures and guidance in their region and regional office.
- Delivering safeguarding awareness events and promoting the safeguarding training available.
- Acting as a named point of contact for trustees, members of staff and volunteers to go to for safeguarding advice or if they have a safeguarding concern.
- Escalating safeguarding concerns referred to the statutory authorities.
- The Designated Safeguarding Lead continually develops an understanding of the community the charity serves, the risks and resilience.
- The Designated Safeguarding Lead will manage the staffing, volunteer and management arrangements and training needs for safeguarding across the charity updating all staff and volunteers annually.
- Designated Safeguarding Lead will maintain robust systems to monitor and record training of all staff and volunteers, which should be reviewed annually where refresher time scales of training are evident. Regular updates are shared with staff and there is a system to record these communications.
- The Designated Safeguarding Lead will refer cases of suspected abuse to Local Authority children's social care.
- The Designated Safeguarding Lead will be the expert within Go Beyond to support staff in liaising with other agencies. Any staff member may be required to be part of strategy discussions with other interagency meetings and contribute to the assessment of child/ren.
- Designated Safeguarding Lead will support staff that make referrals to local authority children's social care.
- Designated Safeguarding Lead will refer cases to the Channel programme where there is a radicalisation concern as required, as well as offering support to staff that make referrals to the Channel programme
- Designated Safeguarding Lead will refer cases where a person is dismissed or left due to risk/harm to a child to the Disclosure and Barring Service as required.
- Designated Safeguarding Lead will refer cases where a crime may have been committed to the Police as required.
- The designated Safeguarding lead will ensure all staff and regular visitors have received training on how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information accurately.  
Staff/volunteers will not make promises to any child and will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose to a staff member/volunteer.
- The Designated Safeguarding Lead monitors the systems set up to record cause for concerns on children, including the CURA Safeguarding portal, to ensure the quality of information is accurate, proportionate, and timely, and referrals are made appropriately. The recording and storing of information are kept in-line with the Data Protection Act in a secure folder on the Go Beyond server.  
Safeguarding and child protection records are kept separate from other records for our young people on the CURA Safeguarding portal. Our normal records are kept within the single, central and secure "Campsite" database, but safeguarding and child protection information concerning incidents and disclosures are kept separately and securely as outlined above.

- Designated Safeguarding lead will share risks and resilience of children proportionately with staff members/volunteers on a “need to know basis and in the child’s best interest” and this is recorded and monitored to ensure risks/progress of children is understood. The Designated Safeguarding Lead will clearly state reasons for sharing this information and that this is carried out in strict confidentiality, following safeguarding practitioner’s information sharing advice.
- Designated Safeguarding lead ensures systems are in place to induct new staff which are robust and monitored and non-compliance is shared with HR and the Senior Leadership Team. Designated Safeguarding lead will ensure induction policy is updated annually.
- Designated Safeguarding Lead understands and supports the charity with regards to the requirements of the Prevent duty and is able to provide advice and support to staff on protecting children from the risk of radicalisation. All staff will have access to resources/bulletins and attend any relevant or refresher training courses to update their professional development, and the Designated Safeguarding Lead will coordinate this centrally.
- Designated Safeguarding Lead encourages a culture of listening to children and taking account of their wishes and feelings, among all staff, in any measures the charity may put in place to protect them.
- Designated Safeguarding Lead will, as required, liaise with the “case manager” and the LADO (designated officer(s) at the local authority for child protection concerns) regarding all cases which concern a staff member. Designated Safeguarding Lead will liaise with staff on matters of safety and safeguarding and when deciding whether to make a referral by liaising with relevant agencies.
- Designated Safeguarding Lead will act as a source of support, advice and expertise for staff and will ensure that risk assessments are completed as required and should where appropriately involve other agencies.

- 8.2.1 When the Designated Safeguarding Lead or Deputy receives a safeguarding concern from a trustee, member of staff or volunteer of Go beyond they will record the concern on the Safeguarding Log.
- 8.2.2 Where an individual has a concern and either; a) does not feel able to raise this with either the Designated Safeguarding Lead or b) their Deputy for whatever reason then they should raise their concern with one of the Safeguarding Trustees for further advice and guidance.

**Where there is an immediate risk of harm or where the information contained in the concern requires immediate action (Red Route), the Designated Safeguarding Lead or Deputy MUST contact the police and/or Local Authority Children Services (See appendix B) for contacts specific to Go beyond centres).**

- 8.2.3 When a safeguarding concern has been reported the Designated Safeguarding Lead or Deputy will:
- Assess the information received
  - Identify any risks to individuals contained within the report
  - Decide if immediate action is needed to remove, reduce or control the risks identified and communicate this decision via CURA.
  - Take such action if it is required and record on CURA.
  - Decide whether the information in the safeguarding concern constitutes a safeguarding allegation against a trustee, member of staff or volunteer.
  - Decide whether a referral to the police and/or Local Authority Services is required.
  - Decide what further action by Go beyond may be needed for the management of the investigation.
  - Discuss actions taken in a weekly Safeguarding Team review.



8.3 Each local authority has a process for receiving referrals and Go Beyond must use the relevant process in their area (Appendix B). The member of staff making the referral should complete the local authority's referral form when making a formal referral about child protection.

### **8. 3 The Role of the Designated Safeguarding Trustees**

Go Beyond will appoint two designated Safeguarding Trustees whose roles will be to:

- Support the development of, approve and regularly review Go beyond safeguarding policy, procedures and guidance.
- Promote and support the education of the Go Beyond's Safeguarding Policy to the Board of Trustees, Senior Leadership Team and Designated Safeguarding Lead and their Deputy and the wider organisation.
- Support safeguarding awareness events and promoting the safeguarding training available, to support the Designated Safeguarding Lead and their Deputy with procedural queries or changes.
- Acting as a named point of contact for trustees, members of staff and volunteers to go to for safeguarding advice or if they have a safeguarding concern that individuals feel they cannot raise with or in the absence of the Designated Safeguarding Lead or their Deputy.
- In the absence of the Designated Safeguarding Lead or their Deputy to escalate safeguarding concerns referred to the statutory authorities.
- Designated Safeguarding Trustees will act as a source of support, advice and expertise for staff and will ensure that risk assessments are completed as required and should where appropriately involve other agencies.

## **9.0 Training**

9.1 All staff at Go Beyond will undertake level 2 safeguarding training at least once per year. This includes all breaks and centre-based staff, remote staff, Office, and Retail staff.

- Flick Learning: Child Safeguarding – Level 2

9.2 All Breaks volunteers will receive level 1 Safeguarding training during online volunteer induction and upon arrival at the centre prior to breaks.

- Child Safeguarding – Level 1 delivered by Go Beyond staff

9.3 CEO, Designated Safeguarding Lead and their deputies, Safeguarding Trustees will all complete Designated Safeguarding Lead (Children) Level 3 every 2 years.

- Vital Skills online: Designated Safeguarding Lead (Children) V4.0

9.4 All Trustees are required to complete level 2 safeguarding training on an annual basis.

- Flick Learning: Child Safeguarding – Level 2



## 9.5 Go Beyond uses Flick Learning

(<https://app.flicklearning.com/totara/coursecatalog/courses.php>) to deliver online learning to staff and trustees. Volunteer safeguarding training is based on the Flick Learning: Child Safeguarding - Level 1 course and delivered by staff members who hold the level 2 qualification. Level 3 Designated Safeguarding Lead training is delivered by Vital Skills: <https://courses.vitalskills.co.uk>

## 10.0 Escalation Policy

10.1 If, after reporting on a concern, it is considered that the local authority or other agency has not taken appropriate next steps in relation to the safeguarding concern, then the Designated Safeguarding Lead or Deputy will determine if the matter needs escalating, if necessary, in consultation with the Designated Safeguarding Trustees.

10.2 The Local Child Safeguarding Boards (Appendix C) will have specific procedures to be followed in such instances where escalation is warranted. A record of any decisions and outcomes must be kept by the Designated Safeguarding Lead or Deputy.

## 11.0 Online Safety

Go Beyond are committed to keeping children safe and are vigilant about any activities that may place them at risk, this includes online safety.

During a Go Beyond Break children and young people are not permitted to bring with them or use any electronic devices as our breaks are tech free.

11.1 Keeping Children Safe Online: Using the internet can benefit children's education and social development, but it can also present risks of online abuse. It is Go Beyond policy that the educational and social benefits of the internet should be promoted, but that this should be balanced against the need to safeguard children. Staff who work with children have a role in implementing this strategy by helping the children they work with to keep themselves safe online and dealing with safeguarding issues arising from e-safety incidents.

Go Beyond will promote e-safety in the following ways:

- Information sent to referral agents, parents/guardians and young people will specify that electronic devices are not permitted on the breaks.
- Staff will ask all children attending a break whether they have any electronic devices with them. This will initially be done at the start of the week and the child's chaperone will also be asked. If they have something with them, they will be given the option of leaving it with the chaperone or for the staff to look after it until the end of the week. No personal electronic devices can be kept with the young person.
- Access to staff IT equipment will be restricted and rooms locked.
- IT equipment will be 'locked' when not in use and staff will log out.
- Photographic images will only be taken on the approved centre cameras and shared in line with parental permissions provided.
- Films are played by DVD or streamed by staff members and strictly monitored.
- There is no internet access available for young people during the break.
- Parents/ guardians will be provided with a safe password that is to be used when phoning the centre to speak with or discuss their children. If children wish to call home during the week this will be arranged by the breaks team.

All e-safety incidents should be reported to the DSL who will decide what action needs to be taken. Where any e-safety incident has serious implications for the child's safety or wellbeing, the DSL will decide whether or not a referral should be made to the Police.

11.2 Post-break contact between children: Children are purposefully not encouraged to share contact details with each other due to potential safeguarding issues this can cause. However, Go Beyond recognises that it may not be possible to prevent children sharing contact details and therefore educates children about staying safe on social media, and other online platforms, and on-going contact. Children who attempt to use the Go Beyond letter writing procedure as an alternative way of keeping in touch with another child will not have their letter passed on.

## **12.0 Safer Recruitment**

Go Beyond understand and take very seriously the recruitment of suitable staff, Trustees and volunteers and the impact of their roles in the organisation and charity's work with children and young people and operate a safer recruitment policy. The policy can be found; S:\Policies\3. HR\2022 08 15 Safer Recruitment Policy.docx

All hiring managers are required to complete safer recruitment training on an annual basis.

All staff, Trustees and volunteers will be subject to an enhanced DBS every 3 years (& check policy) and this is completed prior to employment.

Where necessary a risk assessment is completed where DBS is returned unclear, these should be signed off by CEO and DSL prior to offer of employment.

### **12.1 References**

All offers of employment will be subject to the receipt of a **minimum** of two references which are considered satisfactory by the Charity. One of the references must be from the applicant's current or most recent employer. If the current / most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children. The referee should not be a relative.

References will always be sought and obtained directly from the referee via the Xref system, and their purpose is to provide objective and factual information to support appointment decisions.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children, e.g. concerns about radicalisation, allegations etc.

Prior to the start date all references will be checked by both the hiring manager and concerns shared with their manager before any offer is confirmed.

The hiring manager will be responsible for carrying out research into publicly available information available online about the candidate and any offer is subject to the outcome of these searches.

Any discrepancies or anomalies will be followed up. Direct contact by phone may be undertaken with each referee to verify the reference. Notes from these conversations should be included within the applicant's file.

The Charity does not accept open references, testimonials, or references from relatives.

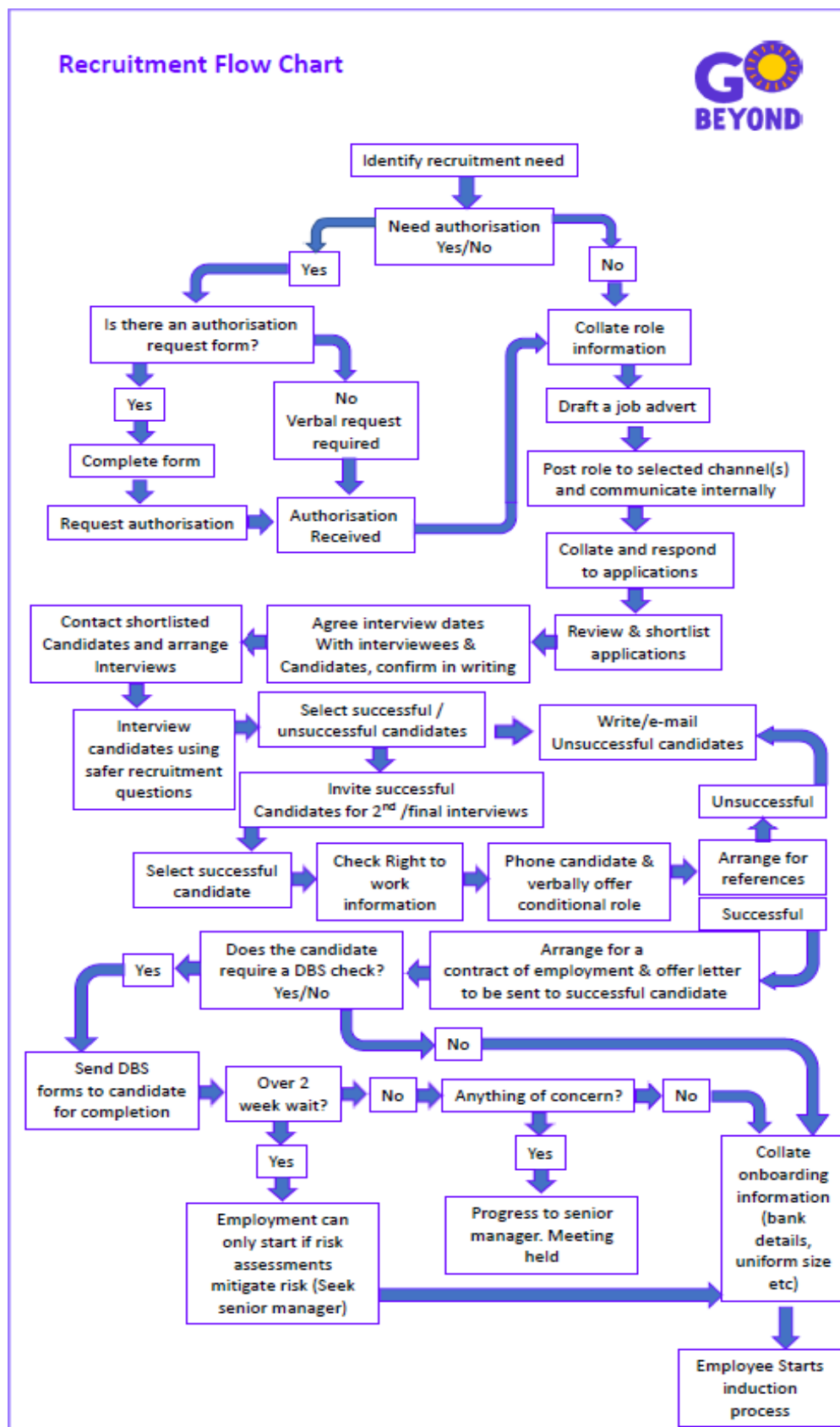


Diagram 3: Safer Recruitment Flow Chart

### **13. Reporting and responding to concerns, allegations or incidents of abuse involving adults working at Go Beyond**

#### **13.1 Policy**

Go Beyond takes its responsibility of care for its children and young people seriously and fully endorses the principles and practice of “Every Child Matters”. We recognise that any possibility that a member of staff may have hurt a young person must be investigated thoroughly, but in a way that does not prejudice either the student or the member of staff.

This policy statement applies to all cases in which it is alleged that a current member of staff, or volunteer has:

- Behaved in a way that has harmed a child, 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 he or she would pose a risk of harm to children
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children

It applies regardless of whether the alleged abuse took place in one of the Go Beyond centres or offsite. Allegations against a member of staff who is no longer working for Go Beyond and other historical allegations of abuse will be referred to the police. We will deal with any allegation of abuse against a member of staff or volunteer very quickly, in a fair and consistent way that provides effective child protection while also supporting the individual who is the subject of the allegation.

Our procedures for dealing with allegations will be applied with common sense and judgement.

Any investigation of an allegation of abuse against a member of staff must follow the objective professional standards and routines described here. Allegations of abuse against staff must not be dealt with under the general complaints procedure.

#### **13.2 Legislation and guidance**

The allegations of abuse by staff procedures are based on the following:

Keeping Children Safe in Education (2020) – Updated January 2021

The framework for managing cases of allegations of abuse against people who work with children is set out in: Working together to Safeguard Children (2018)

#### **13.3 Suspension**

Suspension will be considered in cases where there is reason to suspect that a child or other children is/are at risk of harm, or the case is so serious that it might be grounds for dismissal. (Note that suspension is a neutral act to allow appropriate space for the investigation to be conducted.) In such cases, we will only suspend an individual if we have considered all other options available and there is no reasonable alternative.

Based on an assessment of risk, we will consider alternatives such as:

- Redeployment within the charity so that the individual does not have direct contact with the child or children concerned.

- Redeployment within the centre or charity so that the individual does not have direct contact with children.
- Redeploying the individual to alternative work in the centre or charity so that they do not have unsupervised access to children

#### **13.4 Definitions for outcomes of allegation investigations**

- Substantiated: there is sufficient evidence to prove the allegation.
- Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive.
- False: there is sufficient evidence to disprove the allegation.
- Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation (this does not imply guilt or innocence).
- Unfounded: to reflect cases where there is no evidence or proper basis which supports the allegation being made.

#### **13.5 Procedure for dealing with allegations**

In the event of an allegation that meets any of the criteria above, the CEO (or chair of Trustees where the CEO is the subject of the allegation) – the ‘case manager’ – will take the following steps:

- Immediately convene a Safeguarding Panel to discuss the allegation with the Designated Safeguarding Lead and the Safeguarding Trustee. This is to consider the nature, content and context of the allegation and agree a course of action, including whether further enquiries are necessary to enable a decision on how to proceed, and whether it is necessary to involve the Police and/or children’s social care services immediately.
- Inform the accused individual of the concerns or allegations and likely course of action as soon as possible after the Safeguarding Panel decision (and the police or children’s social care services, where necessary). Where the police and/or children’s social care services are involved, the case manager will only share such information with the individual as has been agreed with those agencies
- Where appropriate (in the circumstances described above), carefully consider whether suspension of the individual from contact with children at the centre is justified or whether alternative arrangements such as those outlined above can be put in place. Advice will be sought from the Safeguarding Panel, Police and/or children’s social care services, as appropriate.
- If immediate suspension is considered necessary, agree and record the rationale for this from the Safeguarding Panel. The record will include information about the alternatives to suspension that have been considered, and why they were rejected. Written confirmation of the suspension will be provided to the individual facing the allegation or concern within 1 working day, and the individual will be given a named contact at the Go Beyond and their contact details.
- If it is decided that no further action is to be taken in regard to the subject of the allegation or concern, record this decision and the justification for it and agree within the Safeguarding Panel what information should be put in writing to the individual and by whom, as well as what action should follow both in respect of the individual and those who made the initial allegation.

- If it is decided that further action is needed, take steps as agreed with the Safeguarding Panel to initiate the appropriate action in the centre/office/shop and/or liaise with the police and/or children's social care services as appropriate.
- Provide effective support for the individual facing the allegation or concern, including appointing a named representative to keep them informed of the progress of the case and considering what other support is appropriate e.g., support from work colleague or support from any appropriate Employee Assistance Service.
- Inform the referral agent and parents or carers of the child/children involved about the allegation as soon as possible if they do not already know (following agreement with children's social care services and/or the police, if applicable). The case manager will also inform the parents or carers of the requirement to maintain confidentiality about any allegations made against staff members (where this applies) while investigations are . Any parent or carer who wishes to have the confidentiality restrictions removed in respect of a staff member will be advised to seek legal advice.
- Keep the referral agent and parents or carers of the child/children involved informed of the progress of the case and the outcome, where there is not a criminal prosecution, including the outcome of any disciplinary process (in confidence).
- Make a referral to the DBS where it is thought that the individual facing the allegation or concern has engaged in conduct that harmed or is likely to harm a child, or if the individual otherwise poses a risk of harm to a child. This notification will be made as soon as reasonably possible and always within 14 days of the allegations being made. Where the police are involved, wherever possible the Go Beyond will ask the police at the start of the investigation to obtain consent from the individuals involved to share their statements and evidence for use in the Go Beyond disciplinary process, should this be required at a later point.
- If there are concerns or an allegation is made against someone not directly employed by Go Beyond, such as third-party activity staff or visitors, we will take the actions below in addition to our standard procedures.
- We will not stop using a provider due to safeguarding concerns without finding out the facts and liaising with the police and/or children's social care services as appropriate to determine a suitable outcome.
- The CEO or their designated case manager will discuss with the agency whether it is appropriate to suspend the staff member while Go Beyond carries out the investigation.
- We will involve the third-party provider fully but Go Beyond will take the lead in collecting the necessary information and providing it to the police and/or children's social care services as required.
- We will address issues such as information sharing, to ensure any previous concerns or allegations known to the third-party provider are taken into account (we will do this, for example, as part of the allegations management meeting or by liaising directly with the company where necessary) When using an third-party provider, we will inform them of our process for managing allegations, and keep them updated about our policies as necessary, and will invite the companies' HR manager or equivalent to meetings as appropriate.

### 13.6 Timescales

- Any cases where it is clear immediately that the allegation is unsubstantiated or malicious will be resolved within 1 week.

- If the nature of an allegation does not require formal disciplinary action, we will institute appropriate action within 3 working days.
- If a disciplinary hearing is required and can be held without further investigation, we will hold this within 15 working days.

### 13.7 Specific actions

- **Action following a criminal investigation or prosecution.**  
The case manager will discuss with the Safeguarding Panel whether any further action, including disciplinary action, is appropriate and, if so, how to proceed, considering information provided by the Police and/or children's social care services.
- **Conclusion of a case where the allegation is substantiated.**  
If the allegation is substantiated and the individual is dismissed Go Beyond ceases to use their services, or the individual resigns or otherwise ceases to provide their services, the case manager and Go Beyond's Safeguarding Panel will discuss with the designated officer whether to make a referral to the DBS for consideration of whether inclusion on the barred lists is required. If they think that the individual has engaged in conduct that has harmed (or is likely to harm) a child, or they think the person otherwise poses a risk of harm to a child, they must make a referral to the DBS.
- **Individuals returning to work after suspension.**  
If it is decided on the conclusion of a case that an individual who has been suspended can return to work, the case manager will consider how best to facilitate this. The case manager will also consider how best to manage the individual's contact with any associated children who made the allegation, if they are still in any way associated with the centre.
- **Unsubstantiated or malicious allegations**  
If an allegation is shown to be deliberately invented, or malicious, the CEO, or other appropriate person in the case of an allegation against the CEO, will consider whether the police should be asked to consider action against those who made the allegation might be appropriate, even if they are not a young person.
- **Confidentiality**  
Go Beyond will make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. The case manager will take advice from the Go Beyond Safeguarding Panel, any appropriate local authority's designated officer, police and children's social care services, as appropriate, to agree:
  - Who needs to know about the allegation and what information can be shared
  - How to manage speculation, leaks and gossip, including how to make parents or carers of a child/children involved aware of their obligations with respect to confidentiality
  - What, if any, information can be reasonably given to the wider community to reduce speculation
  - How to manage press interest if, and when, it arises

### 13.4 Record keeping

Details of allegations following an investigation that are found to have been malicious or false should be removed from personnel records unless the individual gives their consent for retention of the information.



However, for all other allegations, i.e., substantiated, unfounded and unsubstantiated it is important that the following information is kept on the file of the person accused:

- a clear and comprehensive summary of the allegation
- details of how the allegation was followed up and resolved
  - a note of any action taken, decisions reached and the outcome i.e., substantiated, unfounded or unsubstantiated
- a copy provided to the person concerned, where agreed by local authority children's social care or the police, and a declaration on whether the information will be referred to in any future reference.

The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where future DBS checks reveal information from the police about an allegation that did not result in a criminal conviction and it will help to prevent unnecessary re-investigation if, as sometimes happens, an allegation re-surfaces after a period of time.

Go Beyond have an obligation to preserve records which contain information about allegations of sexual abuse for the Independent Inquiry into Child Sexual Abuse (IICSA), for the term of the inquiry (further information can be found on the IICSA website). All other records should be retained at least until the accused has reached normal pension age or for a period of 10 years from the date of the allegation if that is longer.

Records should be as comprehensive as possible, and cross-referenced as necessary, so as to provide robust and clear information in the event of investigations that could take place in many years hence, therefore setting(s) are an important aspect of the approach needed.

#### **14. Contractors, visitors and third-party providers.**

14.1 Go Beyond employs regular maintenance personnel at their centres, however it also employs contractors for works on site. Planned and preventative works are planned during non-break weeks. Where emergency or unavoidable works are required during breaks week contractors are DBS checked wherever possible and are always fully supervised.

14.2 Visitors to Go Beyond centres are required to sign in/ out in the visitors book and wear ID Badges during the duration of their visit. Visitors ID will be checked upon arrival. Visitors must be fully supervised during their visit.

14.3 Go Beyond will take groups of children to different venues during their stay for entertainment, sports and more adventurous activities requiring specialist equipment and instructors. Prior to any visits a thorough planning and vetting procedure is followed whereby two members of staff will carry out a visit to the site to assess the site and activity for suitability. The activity is then reviewed by a senior leadership team member and if agreed, due diligence checks are taken including documentation checks on insurance, registrations, risk assessments and safe working practices. Go Beyond will also complete a risk assessment based on the visit, activity and location. On the day, a dynamic risk assessment is completed. Examples of risk assessments can be located "R:\Risk and Safety Info\1. Coastal\2. OFFSITE" and "R:\Risk and Safety Info\2. Daleside\2. Off-Site" All accidents and incidents are reported and where necessary risk assessments are reviewed, and trends identified.

#### **14. Procedural implementation and review:**

14.0 These procedures were implemented on 20/01/2023

- 14.1 These procedures will be reviewed on an annual basis or in response to changes in safeguarding legislation and/or best practice and changes in senior management and either the Designated Safeguarding Trustees, Designated Safeguarding Lead or their Deputy.
- 14.2 All staff must read and familiarise themselves with this policy annually following its annual review. Their understanding of the policy must be recorded and kept on record.
- 14.3 Go Beyond Safeguarding Policy is one of a number of policies and procedures designed to protect and keep children, staff, trustees and volunteers safe at Go Beyond.

This includes:

- Health, Safety & Environmental Policy
- Safer Recruitment Policy
- Due Diligence Pack for Breaks & Referral Agents
- SSG Advisory Service Membership
- Living with Covid Policy
- Accident & Injury Policy
- Anti-Bullying Policy
- Behaviour Policy
- Child Medication Policy
- Collection & Returning of Children Procedure
- Drug & Alcohol Policy
- Keeping Children Safe Online Guidance
- Missing Child Policy & Procedure
- Residential Care Policy
- Self-Harm Policy
- Physical Intervention Policy
- Visitors Policy
- GDPR Policies
- Critical Incident Plan
- Staff Handbook

## **Appendix A: Key contacts**

### **Designated Safeguarding Lead:**

Carl Wholey

Operations Director

[carlwholey@gobeyond.org.uk](mailto:carlwholey@gobeyond.org.uk)

01822 811110 / 07872 640302

### **Designated Safeguarding Trustee:**

Anisha Reed

[AnishaReed@gobeyond.org.uk](mailto:AnishaReed@gobeyond.org.uk)

07976 612570

### **Deputy Designated Safeguarding Trustee:**

Barbara Peacock

[BarbaraPeacock@gobeyond.org.uk](mailto:BarbaraPeacock@gobeyond.org.uk)

07896979824

### **Deputy Designated Safeguarding Leads for the centres**

Sharon Retallick

Centre Manager, Coastal Centre

[sharonretallick@gobeyond.org.uk](mailto:sharonretallick@gobeyond.org.uk)

07936 439593

Nathan Walters

Centre Manager, Daleside Centre

[nathanwalters@gobeyond.org.uk](mailto:nathanwalters@gobeyond.org.uk)

07412 591999

### **Go Beyond CEO:**

Michele Farmer

[michelefarmer@gobeyond.org.uk](mailto:michelefarmer@gobeyond.org.uk)

07595 551320

## Appendix B: Safeguarding Referral Agencies

CORNWALL: Multi-Agency Referral Unit (MARU) 0300 123 1116

DERBYSHIRE: First Contact 01332 641172, Out of hours: Careline 01332 786968

DEVON: Multi-Agency Safeguarding Hub (MASH): 0345 155 1071 [mashsecure@devon.gov.uk](mailto:mashsecure@devon.gov.uk)

NOTTINGHAMSHIRE: Multi-Agency Safeguarding Hub (MASH): 0300 500 8080 (public) / 0300 500 8090 (prof), Out of hours: Emergency Duty Team (EDT): 0300 456 4546

STAFFORDSHIRE: Staffordshire Children's Advice and Support (SCAS): 0300 111 8007, Out of hours: EDS 0345 604 2886

# Are you worried about a child or young person?

If you think a child or young person might be suffering neglect or abuse contact the Multi Agency Referral Unit (MARU)

**If you see something, say something**

☎ 0300 1231 116

✉ [multiagencyreferralunit@cornwall.gov.uk](mailto:multiagencyreferralunit@cornwall.gov.uk)

Whilst you may be concerned about involving our services, we do more than check up on children and young people's welfare.

If a family is struggling, we can organise early help and support for them, before any problems become harder to solve.

### What information do I need to give?

The more detail you are able to provide, the better we will be able to help.

If you have noticed that something wrong, other people might have too. A teacher, health visitor or other person that knows the family might have already alerted us, and your knowledge might fill in some missing information that can help.



Together  for Families

## Appendix C: Local Safeguarding Children's Boards (LSCB)

### Cornwall:



Cornwall and Isles of Scilly Safeguarding Children Partnership

<https://ciossafeguarding.org.uk/scp>

Email: [ciosscp@cornwall.gov.uk](mailto:ciosscp@cornwall.gov.uk)

Tel: 01872 224552

### Derbyshire:



**Derby and Derbyshire**  
Safeguarding Children Partnership

Derby and Derbyshire Safeguarding Children Partnership

<https://www.ddscp.org.uk/>

Email: [ddscp@derby.gov.uk](mailto:ddscp@derby.gov.uk)

184 Kedleston Road,

Derby,

DE22 1GT

01332 642351

### NSPCC

**National Helpline** 0808 800 5000

**Childline** 0800 11 11

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

## Appendix D.2

### SAFEGUARDING INCIDENT FORM CONFIDENTIAL – DO NOT COPY

Safeguarding concerns should be outlined below and once completed should be emailed to the Designated Safeguarding Lead and Deputy DSL at the earliest opportunity. DSL: Carl Wholey [carlwholey@gobeyond.org.uk](mailto:carlwholey@gobeyond.org.uk)

<b>Name of child:</b>		
<b>Date:</b>		
<b>Activity taking place?</b>	<b>What was said, done or observed that caused concern?</b>	<b>Why do you feel this is a concern?</b>
<b>What time did this happen?</b>	<b>Where were you?</b>	<b>Who else was there? (witnesses)</b>
<b>What immediate action did you take?</b>	<b>Your name:</b>	<b>Follow up actions, including no further action:</b>
<p><b>If the child is in immediate danger, please contact:</b>  <b>Police- 999 or Ambulance Services – Medical Emergency- 999</b>  <b>Where an urgent response is required, contact:</b>  <b>Derbyshire County Council: First Contact 01332 641172, Out of hours: Careline 01332 786968</b>  <b>Cornwall County Council: Multi-Agency Referral Unit (MARU) 0300 123 1116</b></p>		

Once completed, please email this form to the DSL & Deputy DSL.

For use by Designated Safeguarding Lead

Please detail what actions were taken upon receipt of this report, including dates and times?

Completed by Name &  
Sign:

Date & Time:

#### Incident Review:

Any actions to follow up:

Key learning Points:

Policy Referred to:

Did staff member follow policy? Yes/ No If Not please detail:

Re training required: If yes what/ when/ who:

Do any policies or procedures require a review? If yes, please detail and time scale:



## Appendix E

# I have a concern about a child.

### Complete:

- Go Beyond Appendix D Safeguarding Report Form V2 August 2021. Check to make sure you are using the correct version for the centre.

## Listen, don't ask questions.

- What were you doing?
- What was said, done, observed?
- Why was this a concern?
- Date, time, place
- Witnesses

### If a child is in immediate danger, please contact;

Police 999 or Ambulance Services – Medical Emergency 999

Or the local multi agency response team

In Cornwall MARU- 0300 1231 116 Out of hours 01208 251 300

In Derbyshire-First Contact 01332 641172 Out of Hours Careline 01332 786968

<b>Designated Safeguarding Lead:</b> Name: Carl Wholey Position: Operations Director Email: <a href="mailto:carlwholey@gobeyond.org.uk">carlwholey@gobeyond.org.uk</a> 01822 811110 / 07872 640302	<b>Deputy Designated Safeguarding Lead for Coastal:</b> Sharon Retallick Centre Manager, Coastal Centre <a href="mailto:sharonretallick@gobeyond.org.uk">sharonretallick@gobeyond.org.uk</a> 07936 439593
<b>Designated Safeguarding Trustee:</b> Anisha Reed <a href="mailto:AnishaReed@gobeyond.org.uk">AnishaReed@gobeyond.org.uk</a> 07976 612570	<b>Deputy Designated Safeguarding Lead for Daleside:</b> Nathan Walters Centre Manager, Daleside Centre <a href="mailto:nathanwalters@gobeyond.org.uk">nathanwalters@gobeyond.org.uk</a> 07412 591999
<b>Deputy Designated Safeguarding Trustee:</b> Barbara Peacock <a href="mailto:BarbaraPeacock@gobeyond.org.uk">BarbaraPeacock@gobeyond.org.uk</a> 07896979824	<b>Go Beyond CEO:</b> Michele Farmer <a href="mailto:michelefarmer@gobeyond.org.uk">michelefarmer@gobeyond.org.uk</a> 07595 551320

## Appendix F


### Pocket Flash Card for staff

**I have a concern about a child**

Complete the GO Beyond Safeguarding Report Form, located In Appendix D of the Safeguarding Policy.

**Listen, don't ask questions**

- What were you doing?
- What was said, done, observed?
- Date, time place, witnesses



Please complete a  
CURA entry for  
each concern

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**If the child is in immediate danger contact:**

Police 999 or Ambulance Services: Medical Emergency 999

CORNWALL Multi Agency Referral Unit (MARU) 0300 1231 116, out of hours 01208 251 300

NSPCC National Helpline: 0808 800 5000

Childline: 0800 11 11

**Key Contacts:**

DSL: Carl Wholey 07872 640302

**Deputy DSLs:**

Sharon Retallick: 07936 439593

Nathan Walters: 07412 591999

**I have a concern about a child**

Complete the GO Beyond Safeguarding Report Form, located In Appendix D of the Safeguarding Policy.

**Listen, don't ask questions**

- What were you doing?
- What was said, done, observed?
- Date, time place, witnesses



Please complete a  
CURA entry for  
each concern

---

**If the child is in immediate danger contact:**

Police 999 or Ambulance Services: Medical Emergency 999

DERBYSHIRE: First Contact 01332 641172, Out of hours: Careline 01332 786968

NSPCC National Helpline: 0808 800 5000

Childline: 0800 11 11

**Key Contacts:**

DSL: Carl Wholey 07872 640302

**Deputy DSLs:**

Sharon Retallick 07936 439593

Nathan Walters: 07412 591999

## Appendix G

### Staff, Trustee and Volunteer Child Safeguarding Code of Conduct

- All trustees, members of staff and volunteers of Go Beyond have a duty to safeguard children.
- We are committed to safeguarding children and young people under the age of eighteen.
- Go Beyond will take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries them. We will always act in the best interest of the child.
- Go Beyond has high expectations of how we treat and interact with the children and young people that we support. We often work with vulnerable people who have experienced challenging and distressing incidents in their childhood, therefore it is important to be particularly sensitive to their needs and to how our actions or words may affect them. We aim to provide an environment where children and young people feel safe, supported and respected.
- To promote this environment and to minimize the risk of any harm coming to the children in our care we expect you to:
  - Familiarise yourself with and follow at all times Go Beyond's safeguarding policy and procedures.
  - Attend and complete all safeguarding training provided. Never be in a one-to-one situation with a child.
  - Immediately report to a safeguarding officer/lead or deputy any incidences or concerns that a child may be at risk of harm.
  - Challenge and address any incidences of bullying or aggressive behaviour amongst children.
  - Treat all children with the same high degree of respect regardless of age, ability or disability, gender reassignment, race, religion or belief, sex, sexual orientation, pregnancy/maternity.
  - Not to have contact with children supported by Go Beyond other than through Go Beyond's endorsed programmes and events. Under no circumstances should you attempt to contact a child outside of this planned contact.
  - Immediately Report to a Go Beyond's safeguarding officer/ lead or deputy if a child attempts to contact you outside of a Go Beyond endorsed programme or event.
  - Never be under the influence of alcohol or drugs whilst working or volunteering with children. Support and encourage children without coercion or the use of undue pressure.
  - Promote discipline in a calm and patient manner, without resorting to shouting at or embarrassing children.
  - Only have appropriate physical contact (e.g., a brief hug, piggyback, age-appropriate assistance with an activity) with a child if it is initiated by them, in a public space and not in a 1:1 situation.
  - Only use personal electronic devices (e.g., phones, cameras) when out of sight of the children.
  - Use only Go Beyond's equipment to take photographs, store child details or communicate with parents and referrers.
  - Do not share inappropriate personal details with the young people, i.e., address/phone number/social media account details.
  - Be aware of how your actions and language that you use may trigger negative thoughts or emotions in children who have previously experienced adverse events.
  - Adhere to Go Beyond's health and safety procedures, including operating within practices set out in risk assessments. Ensure you are aware of the safety procedures and if you have any concerns or issues raise it with the lead member of staff immediately.
  - Ensure that groups of children are adequately supervised in order to avoid dangerous or negative behaviour.

- Take seriously any disclosure of a safeguarding matter made by a child or a person working with a child and ensure it is recorded and reported according to Go Beyond's safeguarding procedures.

It is the duty of all staff and volunteers to conduct themselves in accordance with this code. Repeated or serious breaches may result in disciplinary action, including the possibility of dismissal or the termination of your involvement as a volunteer with Go Beyond. Where unlawful behaviour is suspected Go Beyond has a duty to report this to relevant regulatory bodies, local authorities or the police as appropriate.

**I confirm that I have been issued a copy of Go Beyond's Safeguarding Policy & Code of Conduct.**

**I have read these and can confirm I agree to abide by Go Beyond's Code of Conduct at all times.**

Print Name:

Signed:

Date: