

North Hertfordshire Minority Ethnic Forum

Safeguarding Policy for children and vulnerable adults

The North Herts Minority Ethnic Forum (referred in this document as NHMEF) is concerned to safeguard the wholeness and the well-being of every person in our community, of whatever age. It is the responsibility of each one of us to prevent the physical, sexual or emotional abuse of every member of our community, and particularly the abuse of those most vulnerable among us, including children and young people.

It is the duty of all those who work with children and young people to prevent harm and abuse of every kind, and to report any abuse discovered or suspected.

Policy Statement

NHMEF accepts the responsibility to implement procedures to provide a duty of care for children and vulnerable adults, safeguard their well-being and protect them from abuse when they are engaged in services organised and provided by the Forum. We aim to do this by:

1. Respecting and promoting the rights, wishes and feelings of children and vulnerable adults.
2. Raising the awareness of the duty of care responsibilities relating to children and vulnerable adults.
3. Promoting and implementing appropriate procedures to safeguard the well-being of children and vulnerable adults to protect them from harm.
4. Creating a safe and healthy environment within all our services, avoiding situations where abuse or allegations of abuse may occur.
5. Recruiting, training, supporting and supervising staff, elected members and volunteers to adopt best practice to safeguard and protect children and vulnerable adults from abuse, and minimise risk to them.
6. Responding to any allegations of misconduct or abuse of children or vulnerable adults in line with this Policy and Procedures document.
7. Requiring staff and volunteers to adopt and abide by the Forum's Children and Vulnerable Adults Safeguarding Policy and Procedures.
8. Reviewing and evaluating this Policy and Procedures document on a regular basis.

Principles and Definitions of Vulnerability

This policy and these procedures are based on these principles:

1. The welfare of children and vulnerable adults is the primary concern.
2. All children and vulnerable adults irrespective of their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/ or sexual orientation have the right to protection from abuse.
3. It is everyone's responsibility to report any concerns about abuse.
4. All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.

5. All personal data will be processed in accordance with the requirements of the General Data Protection Act 2018.
6. The term 'child', or 'young person' is used to refer to anyone under the age of 18 years.
7. The term vulnerable adult can include people with learning disabilities, older people (irrespective of age), people with physical or sensory disabilities, people with mental ill health, people with certain physical illnesses or people with drug or alcohol problems.
8. The term parent is used as a generic term to represent parent, carers and guardians.
9. The terms staff, trustee and volunteers is used to refer to employees, Board of Trustees, volunteers and anyone working on behalf of, delivering a service for, or representing the Forum.

Responding to Disclosure

Abused children and vulnerable adults are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what the child or vulnerable adult is saying you are already helping the situation. The following points are a guide to help you respond appropriately.

Actions to be taken by the person being disclosed to:

1. React calmly so as not to frighten them.
2. Take what the person says seriously, recognising the difficulties inherent in interpreting what is being said by a person who has a speech impairment or differences in language.
3. Avoid asking direct questions other than those seeking to clarify your understanding of what the person has said. The police or social care services may subsequently formally interview them and they should not have to repeat their account on several occasions.
4. Inappropriate and excessive questioning at an early stage may also impede the conduct of a subsequent criminal investigation.
5. Reassure the child or vulnerable adult but do not make promises of confidentiality that will not be feasible in the light of subsequent developments.
6. Explain to them that you will have to share your concerns with the Designated Child/Adult Safeguarding Officer who has the authority to act.
7. Tell them they were not to blame and that they were right to tell.
8. Record in writing on the Children and Vulnerable Adults Incident Reporting Form ([See Appendix - 1](#)) all the details that you are aware of and what was said using the child or vulnerable adult's own words, immediately.

The process on how to respond to a disclosure is detailed in the Guide for Dealing with concerns relating child and vulnerable adult abuse.

Actions to Avoid

The person receiving the disclosure should NOT:

1. Dismiss the concern
2. Panic
3. Allow their shock or distaste to show
4. Probe for more information than is comfortably offered – do not overpressure for a response
5. Speculate or make assumptions
6. Make negative comments about the alleged abuser
7. Make promises or agree to keep secrets
8. Suggest any action/s or consequences that may be undertaken in response to the disclosure.

Responding to Suspicions

All suspicions, concerns and disclosures have to be reported immediately to a Designated Child/Adult Safeguarding Officer.

They have the responsibility to:

1. Ensure that arrangements are made to identify staff that requires training in child and vulnerable adult protection issues within their responsive area.
2. Ensure that Report forms and copies of the policy and procedures are available in their respective service areas
3. Receive information from staff, volunteers and children who have concerns, and record them, using appropriate forms and procedures identified.
4. Represent the Forum on formal investigations into allegations of abuse led by Social Care Services.
5. Receive the appropriate training.

In the absence of the Designated Child/Adult Safeguarding Officer (Mohammed Alam), queries should be forwarded to the NHMEF's Chair (Mr Harchet Bains) /Vice-Chair (Mr Sanjeev Kumar).

Where a matter appears urgent and the Designated Child/Adult Safeguarding Officer is not available, delay should be avoided. At such times contact should be made with Hertfordshire Social Care Services.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned in the safeguarding of children and vulnerable adults. Information should be handled and disseminated on a need-to-know basis only. This includes these people:

1. A Designated Child/Adult Safeguarding Officer
2. Social Care Services and the Police
3. The parent or carers of the person who is alleged to have been abused
4. The person making the allegation
5. Head of Service/Senior Manager where appropriate
6. The alleged abuser (and parents if the abuser is a child)*

*Where there is any possibility that a criminal act may have been committed care should be taken not to take any action that may jeopardise any subsequent criminal investigation. This

includes contacting the alleged perpetrator. Advice should FIRST be sought from the police and/or Social Care Services. Delay should not occur.

The responsible Designated Child/Adult Safeguarding Officer will: where concerns are raised, ensure that the parents or carers of the child or vulnerable adult are dealt with in a sensitive way and in consultation with Social Care Services and the Police. It is important that the timing of this does not prejudice the investigation.

Any individual under supervision has the right to be notified about the cause for concern. This should be done via the Designated Child/Adult Safeguarding Officer in joint consultation with Social Care Services and the Police and may include Head of Service as appropriate. It is important that the timing of this does not prejudice the investigation.

Recorded information should be stored in a secure place with limited access e.g. only accessible to the Designated Child/Adult Safeguarding Officers, and in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure). If enquiries arise from the public (including parents) or any branch of the media, it is vital that all employees and members are briefed so that they do not make any comments regarding the situation.

Employees and Members should be informed who the relevant designated spokesperson will be, and all enquiries directed through them. Employees and Members should reply 'no comment' to all questions/enquiries.

Confidentiality with vulnerable adults

It is extremely important that allegations or concerns are not discussed, as any breach of confidentiality could be damaging to the child or vulnerable adult, their family and any child/vulnerable adult protection investigations that may follow.

Where a vulnerable adult expresses a wish for concerns not to be pursued then this should be respected wherever possible. However, decisions about whether to respect the persons' wishes must have regard to the level of risk to the individual and/or others and their capacity to understand the matter in question and to make decisions relating to it. In some circumstances the person's wishes may be overridden in favour of consideration of safety for the person and other vulnerable adults. Where possible this decision will be the product of discussions between the line manager and Designated Child/Adult Safeguarding Officer.

Where a staff member is approached regarding an allegation, issues of confidentiality should be clarified early in the discussion, and the person informed that the member of staff will at the very least, have to disclose the conversation to their line manager and depending on the severity of the information that it may be disclosed to Social Care services or the Police.

Child and Vulnerable Adult Safeguarding Incident Reporting Form

You need to fill in an Incident Report Form for all concerns, allegations and suspicions relating to the safeguarding of children and vulnerable adults. ([See Appendix 1 for Incident Reporting Form](#)) This needs to be done as soon as practicable to ensure all the facts are recorded. Copies of the Incident Report Form are available from:

- Advocacy and Community Development Officer, Mr. Raoul Walawalker
- Designated Safeguarding Officer, Mr Mohammed Alam

If you have to ask someone in order to find this form do not discuss the situation with them. Use the same form for all disclosures and allegations and suspicions. Do not worry if all the boxes do not apply to your situation, it is purely to help you to remember as much relevant information as possible. It is the responsibility of the Designated Child/Adult Safeguarding Officer to take a lead on suspicions and, if appropriate, report them to Social Care Services and/or the Police to take the appropriate course of action.

Sharing concerns with parents, carers or partners

Whilst delivering our services to children and vulnerable adults there is a commitment to work in partnership with parents/carers and share concerns about their child or vulnerable adult. Therefore, in most circumstances it would be important to talk to parents or carers to clarify any concerns (but not the alleged abuser). For example if a child seems withdrawn, there may be a reasonable explanation, which a parent can provide. In most cases this decision will be taken and followed up by the **Hertfordshire Children's and Adults Safeguarding Boards** as the professional body on protection issues.

When it is Inappropriate to Share Concerns with Parents, Carers or Partners

There are circumstances when children or vulnerable adults can be placed at greater risk by sharing concerns with their parents/carers e.g. where the parent/carer is the one who may be responsible for the abuse. In these circumstances, or where concerns still exist despite an explanation from parents/carers, any suspicion, allegation or incident of abuse must be reported to a Designated Child/Adult Safeguarding Officer immediately and recorded.

When there are ongoing concerns regarding a parent or carer in relation to the alleged abuse of a child or vulnerable adult the parent or carer should not be contacted about the allegation of abuse. Social Care Services and/or the Police will do this at an appropriate time.

Allegations against an employee/Trustee of the forum e.g. Staff (permanent, temporary, casual, volunteer), and member of the Board of trustees.

It is important that any concerns for the welfare of the child or vulnerable adult arising from abuse or harassment by an employee/member of the Forum should be reported immediately to a Designated Child/Adult Safeguarding Officer and an incident report form completed. (In the case of an allegation being made about a Designated Child /Adult Safeguarding Officer this should be reported to an alternative Designated Child/Adult Safeguarding Officer for further action). There may be circumstances where allegations are about poor practice rather than abuse, but this should always be communicated to the Designated Child/Adult Safeguarding Officer for guidance and appropriate action.

Types of Investigation

Where there are allegations of abuse or concerns about poor practice of an employee or member there may be three strands of investigation:

1. Child/Vulnerable Adult Safeguarding investigation (externally led by Social Care Services)
2. Criminal Investigation (externally led by the Police)
3. A disciplinary or misconduct investigation (internally led)

In the first two incidences, the Forum will not be involved in any form of investigation unless requested to do so by the Hertfordshire Children's and Adults Safeguarding Boards or the

Police and feedback on outcomes of any investigation will not usually be fed back to the Designated Child/Adult Safeguarding Officer involved unless there are outstanding misconduct issues to address.

As a NHMEF employee the usual terms and conditions for disciplinary investigations will apply. If this happens, consideration will be given to suspension on full pay pending the outcome of the investigation. The Forum will assess each individual allegation on its own, taking into account the findings of any criminal investigation and respond to the outcome of the investigation in line with Forum's policy and procedures. Depending on the outcome of the investigation, the Forum will assess the appropriateness of the staff member returning to work in their previous environment.

Key Contacts Details

Contact details for the Designated Safeguarding Lead and deputies within NHMEF are:

- Mr. Mohammed Alam, Director -Lead, Tel. 01462-440224, 07973315688 (M), Email: director.nhmef@outlook.com
- Ms Francesca Bufalo, Trustee -Deputy , Tel. 07481826074, Email: Francescabufalo@hotmail.co.uk

Contact details for external agencies

- Hertfordshire County Council - 0300 123 4040, 0300 123 4042, 0300 123 4043
- NSPCC: <https://www.nspcc.org.uk/>
Tel. 0808 800 5000

Review Date

This safeguarding policy for children and vulnerable adults to be reviewed every 2-years or in the event of a new law or changes in the legislation whichever comes first. The next review date is 22nd May 2025.

Appendix-1

Children and Vulnerable Adults Safeguarding Incident Reporting Form

All information will be treated in strict confidence

Date:	Time:	Venue:
Your Name:		
Your Position:		
Name of child/vulnerable adult:		
Gender M/F	Age:	Date of birth:
Child/vulnerable adult's religious and ethnic background:		
Any identified disability or special factors:		
Child/vulnerable adult's address:		
Other people living at the address (if known)		
Tel No:		
Next of kin:		
Address (if different from above):		
Tel No (if different from above):		
Are you reporting you own concerns or passing on those of someone else? Please give details:		
Brief description of what has prompted the concerns: include dates, times etc of any specific incidents:		

Please describe and physical or behavioural indicators, which have been observed	
Have you or anyone else spoken with the parent/family/carer(s)? If so, what was said?	
Have you spoken or anyone else spoken with the person about their concerns and if so what was discussed	
Has anybody been alleged to be the abuser? If so, give details:	
External agencies contacted (date and time)	
Police Yes/no	If yes which: Name and contact number: Details of advice received:
Hertfordshire Children's and Adults Safeguarding Boards Yes/no	If yes which: Name and contact number: Details of advice received:
Other (e.g. NSPCC, Age Concern) Yes/no	If yes which: Name and contact number: Details of advice received:
Date:	Signature:

Remember; do not discuss this with friends or colleagues. Arrange to see your Designated Child/Adult Safeguarding Officer urgently; they will initiate appropriate action.

Appendix 2

Recognising abuse

A person may abuse or neglect a child or vulnerable adult by inflicting harm, or by failing to act to prevent harm. (Harm – is defined as ‘Physical or psychological injury or damage’) Children and vulnerable adults may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger.

Recognising abuse is not easy, and it is not the responsibility of Council staff, elected members or volunteers to decide whether or not abuse of a child or vulnerable adult has taken place or if a child or vulnerable adult is at significant risk. However, we do have a responsibility to act if we have a concern. Every child and vulnerable adult is unique and it is difficult to predict how their behaviour will change as a result of the abuse they have been subjected to.

Disabled children and vulnerable adults

Disabled children and vulnerable adults may be at greater risk of abuse.

Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or inadequately communicating that abuse has occurred. For example

Disabled children and vulnerable adults may:

- receive intimate personal care, possibly from a number of carers, which may increase the risk of exposure to abusive behaviour
- have an impaired capacity to resist or avoid abuse
- have communication difficulties or lack of access to an appropriate vocabulary which may make it difficult to tell others what is happening
- not have someone to turn to, may lack the privacy they need to do this, or the person they turn to may not be receptive to the issues being communicated
- be inhibited about complaining because of a fear of losing services
- be especially vulnerable to bullying and intimidation
- be more vulnerable than other children to abuse by their peers.

Forms of Abuse

In December 2017, the NSPCC updated its definitions and signs of abuse, and the full information can be found here: [Types of Child Abuse & How to Prevent Them | NSPCC](#)

Abuse of children and vulnerable adults

Physical - 'any act which causes physical harm to a child'

For examples;

- Hitting, pinching, kicking, biting, burning, shaking, pushing and squeezing.
- Giving a child poisonous or unsuitable substances such as alcohol or drugs.
- Attempted drowning or suffocation or subjecting a child or vulnerable adult to physical violence within the home (domestic violence).

PHYSICAL ABUSE	
Physical signs	Behavioural Indicators
<ul style="list-style-type: none"> • Unexplained bruising, marks or injuries on any part of the body • Bruises which reflect hand marks or fingertips (from slapping or pinching) • Cigarette burns • Bite marks • Broken bones • Scalds • Vomiting, diarrhoea and dehydration 	<ul style="list-style-type: none"> • Fear of parents being approached for an explanation • Aggressive behaviour or severe outbursts • Frozen watchfulness in babies and young children • Flinching when approached or touched • Reluctance to get changed, for example wearing long sleeves in hot weather • Depression • Withdrawn behaviour • Running away from home

Emotional – 'the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development'.

For example: threatening, bullying, taunting or constantly shouting at a child damaging self-esteem; withholding love or affection; subjecting a child or vulnerable adult to witnessing domestic violence without physically abusing the child or vulnerable adult.

EMOTIONAL ABUSE	
Physical signs	Behavioural Indicators
<ul style="list-style-type: none"> • A failure to thrive or grow • Sudden speech disorders • Developmental delay, either in terms of physical or emotional progress 	<ul style="list-style-type: none"> • Neurotic behaviour e.g. hair twisting, rocking • Being unable to play and interact • Fear of making mistakes • Self harm • Fear of parent being approached regarding their behaviour

Sexual - 'Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening'.

For example: children or vulnerable adults used to gratify adult's sexual needs including touching, intercourse, oral sex, masturbation or exposure to pornographic materials.

SEXUAL ABUSE	
Physical signs	Behavioural Indicators
<ul style="list-style-type: none"> • Pain or itching in the genital/anal areas • Bruising or bleeding near genital/anal areas • Sexually transmitted disease • Vaginal discharge or infection • Stomach pains • Discomfort when walking or sitting down • Pregnancy 	<ul style="list-style-type: none"> • Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn • Fear of being left with a specific person or group of people • Having nightmares • Running away from home • Sexual knowledge which is beyond their age or development age • Sexual drawings or language • Bedwetting • Saying they have secrets they cannot tell anyone about • Self harm or mutilation, sometimes leading to suicide attempts • Eating problems such as overeating or anorexia

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

For example: denying a child or vulnerable adult its basic needs of food, suitable clothing, and warmth, medical or physical care. Also young children who are left on their own for unsuitable period of time or under the care of an adult who is under the influence of alcohol and/or drugs.

NEGLECT	
Physical signs	Behavioural Indicators
<ul style="list-style-type: none"> • Constant hunger, sometimes stealing food from others • Constantly dirty or smelly • Loss of weight or being constantly underweight • Poor growth – height and weight 	<ul style="list-style-type: none"> • Complaining of being tired all the time • Not requesting medical assistance and/or failing to attend appointments • Having few friends • Mentioning they're being left alone or unsupervised

<ul style="list-style-type: none"> • Lack of stimulation and social interaction • Inappropriate dress for the conditions 	<ul style="list-style-type: none"> • Frequent exclusions from school due to anti-social behaviour
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Vulnerable adults can experience abuse as outlined above but there are several other types of abuse that are particular to vulnerable adults. These include financial abuse (sometimes called material abuse), discriminatory abuse and institutional abuse.

Financial Abuse

The “No Secrets” document defines financial abuse as including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits. Financial abuse may be opportunistic or may be planned. The victim may have been deliberately targeted because of their vulnerability.

FINANCIAL	
Examples	When it might occur
<ul style="list-style-type: none"> • Misappropriation of money and/or other assets by various means such as theft or fraud. • Transactions to which the person could not consent or which were invalidated by intimidation or deception. • Misuse of assets to meet the legitimate needs of a vulnerable person. • Non-use of assets to meet the legitimate needs of a vulnerable person. 	<ul style="list-style-type: none"> • The perpetrator befriending the victim and then using their position of trust to gain financially from the victim – moving into their house to ‘care’ for them, becoming their appointee/attorney. • Being over charged for services or tricked into receiving goods or services that they do not want or need.

Discriminatory Abuse

The “No Secrets” document defines discriminatory abuse as any form of abuse based on discrimination because of a person’s race, culture, belief, gender, age, disability,

sexual orientation etc. Discrimination may be a motivating factor in other forms of abuse.

People from black and minority groups (and their parents) as well as a number of other people may have experienced harassment, racial discrimination and institutionalised racism.

All organisations working with children and vulnerable adults, including those operating where black and minority ethnic communities are numerically small, should address institutional racism. This was defined in the MacPherson Report as “the collective failure by an organisation to provide appropriate and professional service to people on account of their race, culture and/or religion”.

Racism can cause significant harm and is a recognised form of hate crime.

DISCRIMINATORY	
Physical Signs	Actions of the abuser
<ul style="list-style-type: none"> • The person being abused may be withdrawn, reject appropriate services or have low self-esteem. • They may sometimes agree with the abuser just to have an easier life. 	<p>The person who is abusing may:</p> <ul style="list-style-type: none"> • Use inappropriate “nick names”, use derogatory language or terminology. • Have a lack of understanding of a person’s needs. • Enforce rules or procedures which undermine the individual’s well being.

Institutional Abuse

The “No Secrets” document defines institutional abuse as repeated incidents of poor professional practice or neglect. Inflexible services based on needs of providers rather than the person receiving services.

INSTITUTIONAL
Examples
<ul style="list-style-type: none"> • Service users required to ‘fit in’ excessively to the routine of the service. • Lack of procedures and guidelines for staff. • No/little evidence of training programmes for staff.

Vulnerable adults may also be subject to: misuse of medication, misuse of moving and handling techniques or abuse of civil rights including the denial of, or coercive influence on, an individual’s rights to be registered and to vote, the right to be treated as an equal with dignity and respect, the rights of freedom of speech or movement.

Bullying

Bullying may be seen as deliberately hurtful behaviour, usually repeated over a period of time. Vulnerable adults may also experience bullying from other adults, members of their family, care assistants etc.

BULLYING	
Physical signs	Behavioural Indicators
<ul style="list-style-type: none">• Physical: pushing, hitting, kicking and pinching etc.• Verbal: name-calling, spreading rumours, constant teasing and sarcasm• Emotional: tormenting, ridiculing, humiliating and ignoring• Racist: taunts, graffiti and gestures• Sexual: unwanted physical contact or abusive comments	<ul style="list-style-type: none">• Reduced concentration and/or becoming withdrawn• Clingy, depressed, tearful, emotionally up and down, reluctance to go to school• Drop off in school performance• Stomach aches, headaches, difficulty in sleeping• Bed wetting, scratching, bruising, bingeing on food/cigarettes/alcohol• Shortage of money or loss of possessions

It is important to recognise that in some cases of abuse, it may not always be an adult abusing a child or vulnerable adult. It can occur that the abuser may be a young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons: height, weight, stature or having a disability. Belonging to a different race, faith or culture can often result in overt racism.

People bully others for a variety of reasons and may have been abused themselves. Typically, bullies can have low self-esteem; can be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others and there is increasing evidence to suggest that this abuse of power can lead to crime.

Allegations of bullying will be dealt with through the North Hertfordshire Minority Ethnic Forum's Disciplinary Policy.

Prevention

All people have a right to be safe and to be treated with dignity and respect.

Basic guidelines will help safeguard both children, staff, volunteers and the organisation concerned and reduce the risk of allegations being made. These are listed below.

Recruitment and Selecting Staff and Volunteers

Anyone may have the potential to abuse children in some way and it is important that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. It is essential the same procedure is used consistently whether staff be paid or unpaid in part-time or full-time occupation.

When undertaking pre-selection checks the following should be included:

- All volunteers and staff working should complete an application form
- Application forms should be designed to elicit information about an applicant's past career (including any gaps), and to establish any criminal record
- Consent should be obtained from applicants for police and social services checks
- At least two references should be taken up, including at least one regarding previous work with children, and one from a professional that is unrelated to the applicant
- Employers should have effective measures in place to ensure the confidentiality of information received in relation to applicants is treated with the strictest of confidence
- All volunteers and employees should sign a child protection protocol
- All volunteers and employees should be checked with the following organisations who maintain information about individuals who are deemed unsuitable to work with children:

In England and Wales: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

Policy and Procedure

To help prevent abuse of children the club or organisation should have a policy which ensures that children are protected and kept safe from harm. Everyone involved in the care of children should know what to do if there are concerns about abuse and where procedures are kept.

Training and Seminars

It should be recognised that checks are only part of the process to protect children from possible abuse by members of staff. They should receive appropriate ongoing training and attend suitable seminars undertaken by experienced deliverers so that they are aware and sensitive to potentially abusive situations.

Supervision

Managers should be sensitive to any concerns about abuse or not adhering to good practice as set out below, and act on them at an early stage. They should also offer appropriate support to those who report concerns.

Complaints and Appeals

The management committee will ensure that there is a well established complaints procedure in operation and that parents and their children have the relevant information that will allow easy access to this procedure.

Good Practice in the Care of Children

You can reduce situations for the abuse of children and help to protect staff and volunteers by promoting good practice.

And you should never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child even in fun
- Let allegations a child makes go unrecorded, or not acted upon
- Do things of a personal nature that children can do for themselves
- Have children stay at your home with you unsupervised
- Spend excessive amounts of time alone with children away from others
- Take children to your home where they will be alone with you
- Take still or movie photographs of children without obtaining the guardians consent in writing.

It may be sometimes necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young or are children with disabilities. These tasks should only be carried out with a full understanding and written consent of parents and of the children involved. There is a need to be responsive to a child's reactions and if a child is fully dependent upon you, talk with them about what you are doing and give them choices where possible. This is particularly so if you are involved in any dressing, or undressing of outer clothing, or where there is physical contact of lifting or assisting a child to carry out particular activities.

If during your care of a child you accidentally hurt them, the child seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. Parents or carers should be informed of the incident.

Consent Form

All information will be treated in strict confidence

Event: Activity	Date:
Name of child/vulnerable adult:	Date of birth:
Home Address:	
Home Telephone Number:	Mobile Telephone Number:
Medical conditions (if any) asthma, diabetes, allergies:	

- I confirm that my son/daughter/ is in good health and I give consent for my son/daughter to participate in the above event/activity
- I consent to any emergency treatment required by my son/daughter during the course of the event/activity
- I give consent for my son/daughter to be photographed or be filmed during the course of the above event/activity and I consent to the photographs or film being used by NHMEF for bona fide promotional purposes. This also includes the use of the World Wide Web (internet).
- The information you provide will be used in accordance with the General Data Protection Act 2018, to ensure the safety of all participants and may be shared with other people/organisations involved in the delivery of the above event/activity, if appropriate. By signing this form you are consenting to the NHMEF using the information that you have supplied in the manner stated above.

Name of Parent/Guardian

Signature

Date



Approved by the Board of Trustees in the board meeting on the 22nd of May 2023