

BLACK COUNTRY RADIO - CHILD PROTECTION POLICY REV:MARCH 2020

Black Country Radio has a legal and moral responsibility to provide a duty of care for children, and implement procedures to safeguard their well-being and protect them from abuse.

All references to child and/or children in this document applies equally to young people.

Black Country Radio requires all onsite volunteers to undertake a DBS check, although currently we do not expect our volunteers to work directly with young people under 18, or vulnerable people, without appropriate supervision (either via a third party e.g. teaching staff, tutor, parent).

The named child protection officer for our organisation is: Zyllah Moranne-Brown

In the absence of the above child protection officer, the next person in line to manage child protection will be: Dave Brownhill

The role of the child protection officer is to:

- Ensure that our organisation has procedures in place for child protection and that the child protection officer is familiar with them,
- To act as the first point of call for staff and volunteers concerned about the safety and welfare of a child,
- To be responsible for contacting children's social care in cases where a child is at risk of harm,
- To be familiar with Local Safeguarding Children Board (LSCB) procedures,
- To ensure staff and volunteers know where they can find the child protection policy and procedures,
- To advise and provide guidance to staff and volunteers concerned about a child protection issue,
- To support staff and volunteers after they have shared their concerns about a child,
- To communicate to staff any changes in policy and procedures,
- To keep accurate records of concerns about children and actions taken,
- To liaise with appropriate local agencies for support and advice and keep a list of contacts,
- To train staff and volunteers about how to respond to child protection concerns,
- To evaluate the effectiveness of safeguarding within the organisation,
- To collect monitoring data on all safeguarding activities across the organisation,
- To review and update the organisations policy and procedures on safeguarding,
- To ensure parents, carers, children and young people are aware of the organisation's safeguarding policy and procedures,

- To promote the importance of safeguarding across the organisation,
- To manage complaints about poor practice of either staff or volunteers,
- To make decisions about appointing someone who has a criminal record, and
- To ensure the organisation meets the requirements of its insurers regarding its safeguarding responsibilities.

Definitions:

The Children Act, 2004 defines a child as being up to the age of 18 years old. Extensions of this exist for children who have special needs and for those in local authority care settings.

Working Together to Safeguard Children March 2015 placed an increased duty on the Voluntary Sector. Voluntary and private sectors 43. Voluntary organisations and private sector providers play an important role in delivering services to children. They should have the arrangements described in paragraph 4 of this chapter in place in the same way as organisations in the public sector, and need to work effectively with the LSCB. Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and make a referral to local authority children's social care or the police if necessary. **This is new, it is important to read and understand the responsibilities place on your organisation.**

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

Aim of this policy:

- To define the practice and procedures for staff and/or volunteers, in order to safeguard and promote the welfare of children. It is aimed at protecting both the child and the member of staff and/or volunteer.

Objectives of this policy:

- To ensure that all staff and/or volunteers working with children are carefully selected, understand and accept responsibility for the safety of those individuals in their care,
- To ensure that the child's welfare is of paramount importance when undertaking any activities, and
- To respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate individuals within our organisation and appropriate external agencies.

Recruitment:

All reasonable steps will be taken to ensure unsuitable individuals are prevented from having any involvement with our organisation.

Staff and volunteer recruitment procedures will include a Disclosure Barring Service check

(previously CRB checks), at the appropriate level, for all personnel who will have access to children and should always include self-declaration and the use of references. This may include all members of the Board or management team, if they have or will have contact with children. Formal interviews will be held for all paid employees. All prospective volunteers should be 'interviewed', this need not be a formal interview.

We will ensure that all staff and/or volunteers have appropriate qualifications and training.

Should any concerns arise following a DBS check then this will be passed onto the Board, (Waterfront Media Directors). Dudley Safeguarding Children's Board <http://safeguardingchildren.dudley.gov.uk/> will be contacted for information and guidance. Any Disclosure that causes concern will be assessed to establish the level of risk the subject poses to children, other service users, colleagues, the general public and/or our organisation. A number of questions will be asked:

- Does the offence relate directly to work with children?
- What is the seriousness of the offence[s] and the circumstances surrounding it?
- How long is it since the offence was committed?
- Does the subject have a pattern of offending?
- Has the subject's situation changed since the offence occurred?
- What is the subject's explanation of the offence?
- Did the subject declare the offence prior to the Disclosure?

If all these questions are not answered satisfactorily then the prospective staff member and/or volunteer will not be allowed to join the organisation.

All new staff members and/or volunteers will go through a probation and induction process, including relevant training. Ongoing training and supervision will ensure all staff and/or volunteers are adequately supported.

Any concerns about a staff member and/or volunteer will be passed on to the Designated Child protection Officer and the Board.

Creating a Safe and Caring Environment:

- Risk assessments should be undertaken prior to any offsite visits or new types of activities.
- Staff and/or volunteers working with children should be appropriately trained and qualified to ensure the safe provision of services, use of equipment, activities undertaken, etc,
- Staff and/or volunteers working with children should carefully plan activity sessions with the care and safety of children as their main concern including the use of activities at an appropriate age/ability level,

- Wherever possible we will encourage an 'open environment' e.g. avoiding private or unobserved situations and discouraging the keeping of secrets. This especially includes staff and/or volunteers being alone with a child at any time. When this is unavoidable, it should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's parents/carers,
- Staff and/or volunteers must treat all children/young people with respect,
- Staff and/or volunteers must not make racist, sexist or any other remarks which upset or humiliate children, young people, parents or carers,
- Staff and/or volunteers must take care to avoid showing any favouritism,
- It is the responsibility of staff and/or volunteers to prevent the abuse of younger or weaker children by older or stronger children through bullying, cruelty or any other forms of humiliation, and
- Arrangements for parents/carers dropping off and collecting children from activities/trips need to be clearly stated and agreed by parents/carers, children and volunteers.

Roles and responsibilities of staff and volunteers:

- Safety of participants, staff and volunteers is of prime consideration at all times,
- All accidents involving anyone should be recorded in the organisation's accident book immediately or as soon as practicably possible,
- Staff and/or volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment,
- Staff and/or volunteers are responsible for reporting suspected cases of child abuse to the designated child protection officer,
- Staff and volunteers will be expected to keep an attendance register for all organised sessions,
- Appropriate staff and/or volunteers should have access to any parent consent/emergency consent forms for all children taking part in any activities [this information should be confidential],
- Staff and volunteers should ensure that their activities start and end on time,
- Staff and volunteers are expected to promote, demonstrate and incorporate the values of fair play, trust and ethics throughout their activities, and
- Staff and volunteers should ensure that they are adequately insured, to protect against claims of negligence, through their organisation or their own personal insurance if acting as a self-employed agent.

Admission Procedures:

- A register of names, addresses, next of kin and contact addresses and telephone numbers for emergencies will be kept, and
- Parents/carers, and where appropriate older children, will be given a copy of a written statement which specifies the action which will be taken in the event of a child becoming

ill or being injured and which indicates that any information which suggests that a child has been abused will be passed on to the Social Services Department and/or the Police.

If a child reveals that they are being abused:

- Reassure the child, tell them that they are right to tell you [do not promise to keep it a secret as it is your responsibility to inform others],
- Stay calm – ensure the child is safe and feels safe,
- Accept what you have been told. [This should not be seen as believing or disbelieving what you have been told],
- Reassure the child and stress that they are not to blame,
- Tell the child that you will offer support but you will have to pass the information on,
- Do not question the child and/or rush into details that may be inappropriate,
- Do not make promises you cannot keep,
- Do not approach or contact the alleged abuser[s],
- Complete the **Incident Record Form** as soon as possible after the event detailing what you and the child discussed,
- Inform the designated person or deputy. If this is not possible contact the chair or an appropriate member of the management committee. If the matter is urgent and none of the above can be contacted, then contact social services or the police, and
- Concerns would normally be shared with parents/carers as soon as possible. However, there could be circumstances when this could put the child at greater risk or there may be concerns that parents/carers will not respond appropriately.

What to do if you think a child is at risk of abuse/neglect

If you have concerns that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you speak to the designated child protection officer who should contact the appropriate organisations who can listen and record your concerns, and then take appropriate action.

In Dudley, these are the numbers that you can ring for advice and to make a referral:

During office hours (9.00 - 5.00 Monday to Friday) call Children's Services District Offices:

Brierley Hill Area Office
Cottage Street
Brierley Hill
DY5 1RE
Telephone: 01384 813000

Dudley, Sedgley and Coseley Area Office
Dudley Area Office
23 - 25 St James's Rd
Dudley
DY1 3JD
Telephone: 01384 813200

Halesowen and Stourbridge Area Office
Council House
Great Cornbow
Halesowen
B63 3AF
Telephone: 01384 815902 or 815976

At all other times, Emergency Duty Team – 0300 555 8574

If you have reason to believe that a child is at immediate risk of harm, contact the Police on 999.

To speak to The Police Child Abuse Investigation Unit, you will need to discuss call the operator on 0845 113 5000 who will then put you through to the unit.

Types and definitions of abuse and the indicators you may observe:

The signs summarised below do not necessarily mean that a child is being abused. Similarly there may not be any signs; you may just feel something is wrong. If you are worried report it to the designated person. It is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about it by reporting.

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 misuse.

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

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

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

Neglect in recreational or social activities might occur if volunteers fail to ensure that children, in their care, are safely protected or are exposed to undue risk of injury, cold, excessive heat, etc.

Signs of Neglect:

- Constant hunger;
- Poor personal hygiene;
- Constant tiredness;
- Poor state of clothing;
- Emaciated;
- Frequent lateness or non-attendance at school;
- Untreated medical problems;
- Destructive tendencies;
- Low self-esteem;
- Neurotic behaviour;
- No social relationships;
- Running away;
- Compulsive stealing or scavenging.

Sexual Abuse:

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Signs of Sexual Abuse:

- Lack of trust in adults and/or fear of a particular individual[s];
- Over familiarity with adults or provocative behaviour;
- Withdrawal and introversion/problems with peer relationships;
- Running away from home/sudden behaviour changes e.g. falling standards, truancy, etc.;
- Low self-esteem;
- Stealing;
- Substance misuse;
- Displaying sexual knowledge beyond age group;
- Involvement in prostitution;
- Over-sexed behaviour;
- Sleeplessness, nightmares, fear of the dark;
- Bruises, scratches, bite marks;
- Depression, suicide attempts;

- Anorexia nervosa/eating disorder or a change in eating habits;
- Pregnancy, particularly when reluctant to name the father;
- Recurring urinary tract problems/vaginal infections.

Physical Abuse:

Actual or likely physical injury to a child or failure to prevent physical injury or suffering to a child e.g. hitting, burning, shaking, etc. In recreational activities this might occur where the nature and intensity of activities exceeds the capacity or ability of the child or where drugs are used to enhance performance.

Signs of Physical Abuse:

- Unexplained injuries or burns;
- Improbable excuses given to explain injuries;
- Refusal to discuss injuries;
- Untreated injuries;
- Admission of punishment which appears excessive;
- Bald patches;
- Withdrawal from physical contact;
- Arms and legs covered in hot weather;
- Fear of returning home;
- Fear of medical help;
- Self-destructive tendencies;
- Aggression towards others;
- Running away.

Emotional Abuse:

The persistent emotional ill treatment or rejection of a child resulting in severe adverse effects on the emotional, physical and/or behavioural development of a child. It can involve coldness or hostility towards a child, conveying to children that they are worthless or inadequate, causing a child to feel frightened or in danger, etc. Emotional abuse in recreational or social activities might also include situations where parents, volunteers subject children to constant criticism, sarcasm, bullying or unrealistic pressure to perform to high expectations.

Domestic Abuse – (16 and 17 year olds)

Domestic violence and abuse refers to “any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass but is not limited to the following types of abuse: psychological, physical, sexual, financial, emotional. Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for

independence, resistance and escape and regulating their everyday behaviour. Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.” (Home Office 2013) Domestic violence is an abuse of power and control and is characterised by a pattern of abusive controlling behaviour rather than by a one off incident. The definition includes so called ‘honour-based violence’, female genital mutilation (FGM) and forced marriage. [West Midlands Domestic Abuse Standards](#)

Indicators of Domestic Abuse:

- Weight, appearance or grades have changed dramatically;
- Worried about how a partner will react to things;
- Feeling their needs and desires come second;
- Thinking twice about expressing their own thoughts or feelings;
- Worried they might make the "wrong" decision about what to wear, where to go and who to hang out with;
- Family or friends are worried about this person's safety;
- They are frightened of a partner, maybe not before but lately.

What to do if you suspect Domestic abuse - Firstly click the following link to download a checklist www.safelives.org.uk/ then click the following [Domestic violence and abuse policy 2015](#) for further instruction.

Referrals to MARAC (multi agency risk assessment conference) - Any agency working with a victim can refer a case to MARAC. The referral route is via West Midlands Police, Public Protection Unit, Protection Team (call 101 or 0345 113 5000).

If in doubt there are a range of organisations who can offer advice.

Dudley Domestic Violence and Abuse Support Service (Sandwell Women's Aid) The Cedar Centre, Trinity Road, Dudley. Tel: 01384 455 411.

Email: cedar.centre@sandwellwomensaid.co.uk

CHADD - refuge provision and support groups. Telephone: 01384 456465.

Child Sexual Exploitation (CSE)

Dudley has adopted the following definition of sexual exploitation taken from Statutory Guidance on Safeguarding Children and Young People from Child Sexual Exploitation 2009:

“sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition. For example being persuaded to post sexual images on the internet/mobile phones

without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.”

Signs of Emotional abuse:

- Physical, mental and/or emotional development slows down;
- Admission of punishment which appears excessive;
- Over-reaction to mistakes;
- Continual self-deprecation;
- Sudden speech disorders;
- Fear of new situations;
- Inappropriate emotional responses to painful situations;
- Neurotic behaviour e.g. thumb sucking, hair twisting, etc.;
- Self-mutilation;
- Fear of parents being contacted;
- Extremes of passivity or aggression;
- Substance misuse;
- Running away;
- Compulsive stealing, scavenging.

Possible Indicators

There are a number of key indicators that may suggest a child is being sexually exploited and these are identified within the NWG Screening tool Dudley have adopted as part of its procedure/pathway. [CSE Strategy, CSE Pathway, CSE Plan on a page](#)

The list is not exhaustive but includes:

- Going missing for periods of time or regularly coming home late;
- Regularly missing school or education or not taking part in education;
- Appearing with unexplained gifts or new possessions;
- Associating with other young people involved in exploitation;
- Having older boyfriends or girlfriends;
- Contracting sexually transmitted infections;
- Mood swings or changes in emotional wellbeing;
- Drug and alcohol misuse;
- Displaying overtly sexualized behavior;
- Involvement in gang activity.

What to do if you think a child or young person is at risk of or involved in Child Sexual Exploitation – There is a multi-disciplinary CSE team in Dudley if you have concerns Tel: 01384 817777, or email cse.team@dudley.gov.uk. Do not share personal information via email this is not a secure email address.

Radicalisation

Radicalisation happens when a person's thinking and behaviour become significantly different from how most of the members of their society and community view social issues and participate politically. Only small numbers of people radicalise and they can be from a diverse range of ethnic, national, political and religious groups. As a person radicalises they may begin to seek to change significantly the nature of society and government. However, if someone decides that using fear, terror or violence is justified to achieve ideological, political or social change – this is violent extremism.

Channel is a programme which focuses on providing support at an early stage to people who are identified as being vulnerable to being drawn into terrorism. If you have concerns about a young person contact John Hodt - Black Country and Dudley Co-ordinator for PREVENT Tel: 01384 814736 or 07557323157, or email john.hodt@dudley.gov.uk.

The UK Government's National Counter Terrorism strategy aims to reduce the risk to the UK - and its interests overseas - from international terrorism.

All Police forces in England and Wales run an on-going operation.

Eamonn Hall is our Security and Partnership Officer for the Counter Terrorist Unit, West Midlands Police.

Tel: 07920 860948, or email e.hall@west-midlands.pnn.police.uk

DFE helpline 0207 340 7264.

counter.extremism@education.gsi.gov.uk

The protection of staff and volunteers is equally important.

To avoid allegations staff and volunteers should never:

- Engage in rough physical activities, even when playing;
- Engage in sexually proactive activities;
- Allow or engage in inappropriate touching of any form;
- Allow children to use inappropriate language;
- Make sexually suggestive comments about or to a child;
- Let a child's allegation go either unchallenged and/or unrecorded;
- Do things of a personal nature for a child. If you do have to do things of a personal nature for a child e.g. take to the toilet, support, lift, etc. particularly if they are very young or a child with additional needs, then you should obtain the full consent of their parents and permission from your line manager or person in charge. In an emergency situation, which

requires this type of help, parents and your line manager, should be fully informed as soon as is practicable;

- Reduce a child to tears as a form of control; and
- Undertake any tasks involving children for which you feel inadequately trained or have concerns about.

Photography, video, etc:

Formal permission from parent/carers should be obtained before taking any photographs, videos, etc.

Adult to child ratio:

In youth work practices the ratio of legally responsible adults to children tends to be 1:8 regardless of age, other guidance suggests 1:10 for older children. It is recommended that there is a minimum of two staff or volunteers with legal responsibility present at all times for children under eight years old.

Review:

Our organisation will ensure that issues of child protection receive continuous attention and will regularly review the way that we operate to support this principle.

Sources of Further Information:

Safe network – Safe Activities for Everyone. Website: www.safenetwork.org.uk.

For Disclosure Barring Service visit: www.gov.uk/disclosure-barring-service-check/overview.

ChildLine – for children and young people to talk about their worries. Online chat and email also available. Tel: 0800 1111. Website: www.childline.org.uk.

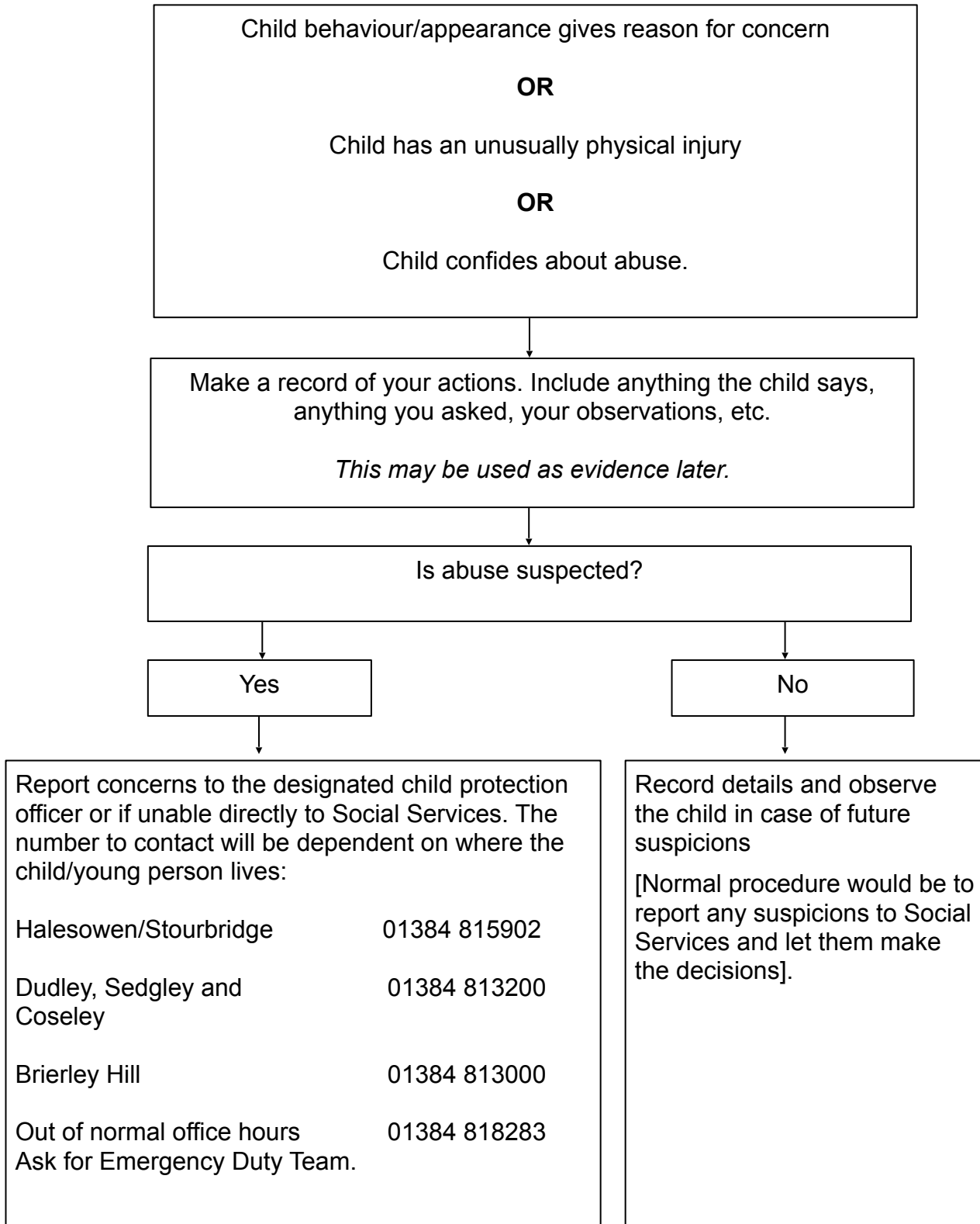
Children England – charities working for children and families. Tel: 020 7833 3319. Website: www.childrenengland.org.uk.

NSPCC - a registered charity established to prevent cruelty to children. Helpline for concerns about a child's welfare. Tel: 0808 800 5000 [24 hours] website www.nspcc.org.uk.

Sports organisations contact Rachael McKiernan-Doyle, Principal Sports and Recreation Officer at Dudley MBC. Tel: 01384 815599, or e-mail: rachael.doyle@dudley.gov.uk.

West Midlands Police - Tel: 101.

Reporting procedure for suspected cases of child abuse



Child Protection Incident Record Form

Your Name:

Your Position:

Child's Name:

Child's Address:

Parents/carer names and address (if different from above)

Child's date of birth:

Date and time of any incident or action prompting concerns;

Your observations:

What the child said and what you said: (Remember do not lead the child – record actual details. Continue on separate sheet/s if necessary.)

Action taken so far:

Social Services/Police

Contact details [name, etc]:

Information given:

Details of advice received:

Any other external agencies contacted (contact details, date and time, information given and advice received)

Have the parents been informed that contact is going to be made with social services.

Yes

No

NB: parents should always be informed unless to do so could place the child at risk of further harm, please seek advice of this point from the Duty Social Worker if you are uncertain.

Signature: _____

Print Name: _____

Date: _____

Please remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than your manager or those who need to know. Please take advice on this point from your manager if you are uncertain.

Child Protection Policy

I confirm that I have read the policy, understand my responsibilities and confirm that I will adhere to the objectives and guidance.

Name: _____

Position: _____

Organisation: _____

Signed: _____

Date: _____