

Safeguarding Children Policy Procedure

CLASSIFICATION	Human Resources
POLICY NUMBER	HR - 003
APPROVING COMMITTEE	Board of Trustees
DISTRIBUTION	Via email & BreatheHR
DIRECTOR LEAD	Tara Parker, Director of Programmes, Designated Safeguarding Officer (DSO)
AUTHOR	Tara Parker (DSO) supported by Johanna Waltho, Human Resources Manager
VERSION NUMBER	5
REVIEW DATE:	July 2021
NEXT REVIEW DUE:	July 2022
<p>This policy should be read alongside our policies, procedures, and guidance on:</p> <ul style="list-style-type: none"> • Safeguarding Children Procedures Policy • Checking Employees Through DBS Policy • Data Protection Policy • Disciplinary Policy & Procedures • Employment of Temporaries Policy • Equal Opportunities Policy • Selection and Recruitment Policy • Volunteering Policy • Whistleblowing Policy • Code of Conduct • Acceptable use & Social Media Policy • Health & Safety Policy & Procedure • Lone Working Policy & Risk Assessment • Health & Safety Policy & Procedures 	

Legislation and Statutory Guidance that underpins this policy:

This Policy and accompanying Procedures have been developed in line with the principles of The Children Act 1989 and The Children Act 2004, the statutory guidance [Working Together to Safeguard Children 2018](#) and with reference to the following:

Legal Framework

- Children Act 1989 (section 17 and section 47)
- Children Act 2004
- Children and Social Work Act 2017
- Adoption and Children Act 2002
- Childcare Act 2006
- Children and Families Act 2014
- Counter Terrorism and Security Act 2015
- Female Genital Mutilation Act 2003
- Human Rights Act 1998
- Protection of Freedoms Act 2012
- Safeguarding Vulnerable Groups Act 2006
- UN Convention on the Rights of the Child
- Coronavirus Act 2020

SAFEGUARDING CHILDREN PROCEDURES - ENGLAND

1. What is Safeguarding:

WellChild operates to the principles that:

- The welfare of the child is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- Early help can be a key factor in preventing safeguarding concerns.
- Safeguarding children is everyone's responsibility.

2. The aim of these procedures is to ensure that WellChild will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Appointing Designated Safeguarding Officers (DSO), SMT member and Board member with responsibility for safeguarding
- Implementing and effective IT security and effective use policy
- Adopting safeguarding and child protection practices through procedures and a code of conduct for staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training
- Recruiting staff and volunteers safely ensuring all necessary checks are made
- Recording and storing information professionally and securely
- Sharing information about safeguarding and child protection and good practice with children, parents, staff and volunteers
- Sharing concerns with agencies who need to know, and involving parents and children appropriately
- Creating and ensuring that we maintain an anti-bullying environment and ensuring we have a dignity at work policy and procedure to deal with bullying that does arise
- Ensuring that we have effective complaints and whistleblowing policies and procedures in place
- Ensuring that we provide a safe physical environment for staff, volunteers, children and families by applying health and safety measure in accordance with the law and regulatory guidance.

3. Definitions of child abuse:

Abuse and neglect are forms 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 a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Even for those experienced in working with child protection, it is not always easy to recognise a situation where abuse may occur or has already taken place. Whilst it is accepted that staff are not experts at such recognition, they do have a responsibility to act if they have any concerns about the behavior of someone (an adult or a child) towards a child. All staff have a duty to discuss any concerns they may have about the welfare of a child or young person immediately with The Designated Safeguarding Office, in the event of the DSO being unavailable staff should contact the CEO or their Senior Line Manager.

Abuse is a form of maltreatment of a child; somebody may abuse or neglect a child by inflicting harm or by failing to prevent harm. It can take many forms but is usually divided into four categories.

There are four recognised categories of abuse and it is important that all staff and volunteers know what they are and how to recognise them.

The following definitions are based on those from Working Together to Safeguard Children guidance 2018.

4. Categories of abuse:

a) Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to, a child whom they are looking after. A person might do this because they enjoy or need the attention they get through having a sick child. Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

Children and young women affected by Female Genital Mutilation (FGM) may also fall under this category of abuse. Those affected may also be defined as experiencing both emotional and sexual abuse.

b) Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

It may involve conveying to children 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 the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child 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, though it may occur alone.

c) Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (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.

The sexual exploitation of children is child sexual abuse. The sexual exploitation of children defines a broader context of abuse than formal 'prostitution'; the full spectrum of sexually exploitative situations includes children and young people exchanging sex for accommodation, food, gifts, drugs and/or safety.

d) Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. 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); or
 - ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

5. How to recognise signs of abuse and vulnerability factors:

In addition to the four recognised categories of abuse in section 4, Children and Young People are at risk and may display symptoms, signs or vulnerability factors in the following areas:

a) Bullying

It is important to recognise that abuse is not always carried out by an adult on a child; the abuser may be a young person, for example, in the case of bullying. Bullying may be seen to be deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves.

Although anyone can be a target for bullying, victims are typically shy, sensitive and perhaps anxious and insecure. Bullying can and does occur anywhere where there is inadequate supervision e.g. on the way to and from school for example.

Bullies come from all walks of life; they bully for a variety of reasons and may have been bullied or abused themselves. Typically bullies have low self-esteem; can be excitable, aggressive and jealous. Crucially, they have learned how to gain power over others.

Bullying may be:

- Physical, e.g. hitting, kicking, theft
- Verbal, e.g. name-calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti, gestures
- Emotional, e.g. tormenting, ridiculing, humiliating, ignoring
- Sexual, e.g. unwanted physical contact, abusive comments
- Perpetuated via persistent use of the internet e.g. Facebook
- The damage inflicted by bullying is often underestimated.

It can cause considerable distress to children, to the extent that it affects their health and development or, at the extreme, causes them significant harm (including self-harm).

Research demonstrates that disabled children and young people are significantly more likely to be bullied than non-disabled children, and therefore it is particularly important to ensure that when working with groups of children this is considered and addressed.

b) Female Genital Mutilation (FGM)

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting.

Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It's dangerous and a criminal offence.

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long-lasting damage to physical and emotional health.

c) Child sexual exploitation (CSE)

Child sexual exploitation (CSE) is a type of sexual abuse. When a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Children and young people can be trafficked into or within the UK to be sexually exploited. They're moved around the country and abused by being forced to take part in sexual activities, often with more than one person. Young people in gangs can also be sexually exploited.

Sometimes abusers use violence and intimidation to frighten or force a child or young person, making them feel as if they've no choice. They may lend them large sums of money they know can't be repaid or use financial abuse to control them.

Anybody can be a perpetrator of CSE, no matter their age, gender or race. The relationship could be framed as friendship, someone to look up to or romantic. Children and young people who are exploited may also be used to 'find' or coerce others to join groups.

d) Child trafficking

- Trafficking is where children and young people tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold. Children are trafficked for:sexual exploitation
- benefit fraud
- forced marriage
- domestic slavery like cleaning, cooking and childcare
- forced labour in factories or agriculture
- committing crimes, like begging, theft, working on cannabis farms or moving drugs.

Trafficked children experience many types of abuse and neglect. Traffickers use physical, sexual and emotional abuse as a form of control. Children and young people are also likely to be physically and emotionally neglected and may be Traffickers often groom children, families and communities to gain their trust. They may also threaten families with violence or threats.

Traffickers often promise children and families that they'll have a better future elsewhere.

Trafficking is also an economic crime. Traffickers may ask families for money for providing documents or transport and they'll make a profit from money a child "earns" through exploitation, forced labour or crime. They will often be told this money is to pay off a debt they or their family "owe" to the traffickers.

e) Radicalisation

Radicalisation is the process through which a person comes to support or be involved in extremist ideologies. It can result in a person becoming drawn into terrorism and is in itself a form of harm.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different

faiths and beliefs. It includes calls for the death of members of the British armed forces (HM Government, 2011).

The process of radicalisation may involve:

- being groomed online or in person
- exploitation, including sexual exploitation
- psychological manipulation
- exposure to violent material and other inappropriate information
- the risk of physical harm or death through extremist acts.

Anyone can be radicalised but there are some factors which may make a young person more vulnerable. These include:

- being easily influenced or impressionable
- having low self-esteem or being isolated
- feeling that rejection, discrimination or injustice is taking place in society
- experiencing community tension amongst different groups
- being disrespectful or angry towards family and peers
- having a strong need for acceptance or belonging
- experiencing grief such as loss of a loved one.

These factors will not always lead to radicalisation.

f) Grooming

Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking.

Children and young people can be groomed online or face-to-face, by a stranger or by someone they know - for example a family member, friend or professional. Groomers may be male or female. They could be any age.

Many children and young people don't understand that they have been groomed or that what has happened is abuse.

g) Domestic Abuse

Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

- Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it isn't just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse.
- Abusive behaviour can occur in any relationship. It can continue even after the relationship has ended. Both men and women can be abused or abusers.
- Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships.

h) Online abuse

Online abuse is any type of abuse that happens on the internet. It can happen across any device that's connected to the web, like computers, tablets and mobile phones. And it can happen anywhere online, including:

- social media
- text messages and messaging apps
- emails
- online chats
- online gaming
- 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.

Children can feel like there is no escape from online abuse – abusers can contact them at any time of the day or night, the abuse can come into safe places like their bedrooms, and images and videos can be stored and shared with other people.

6. Remember signs and symptoms of abuse

It is important to remember that a child may suffer or be at risk of suffering from one or more types of abuse and that abuse may take place on a single occasion or may occur repeatedly over time. There is no absolute criterion on which to rely when judging what constitutes significant harm.

For detailed information on the signs and symptoms of abuse see the NSPCC website: <https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

7. How to respond to signs or suspicions of abuse:

WellChild aims to create a culture in which any individual (including the child or young person themselves) who is concerned about the well-being of a child can report it in confidence and without fear of reprisal.

If a child discloses something about themselves, it is important to:

- stay calm
- listen carefully to what they are saying
- take their allegation seriously
- explain in an appropriate manner that the information may need to be shared with others. **It is important not to promise to keep secrets**
- give the child time and space to talk
- avoid leading questions which might guide the child into answering a certain way
- reassure the child that they are doing the right thing in telling you
- explain to the child what will happen next and with whom you are going to share the information
- record in writing what the child has said in their own words. This should be done as soon as possible, noting the date, time and any names mentioned

As soon as is practicable afterwards contact the Designated Safeguarding Officer or CEO (or in their absence a member of SMT or your line manager) who will decide if further action is required. If there is further cause for concern a referral will be made to the relevant Authority who will decide whether police involvement is required. A referral must be confirmed in writing via the Safeguarding referral form available at www.wellchild.org.uk/safeguarding and will be actioned within 48 hours or the next available working day to this.

If you suspect a child may be suffering abuse contact the Designated Safeguarding Officer or the CEO as above and refer to **Flow Chart 1 for full procedural details**.

8. Allegations against a member of staff or volunteer

This procedure should be followed if it is alleged that a member of staff has committed one or more of the following:

- Behaved in a way that has harmed, or may have harmed, a child or adult at risk;
- Possibly committed a criminal offence against, or related to, a child or adult;
- Behaved towards a child or an adult at risk in a way that may indicate s/he is unsuitable to work with children or adult at risk; and/or is believed to have engaged in an activity which may indicate that she/he is unsuitable to work with children or adults or could not hold the trust of the public in so doing (e.g. accessing inappropriate images/information via the internet).
- Behaved in a way that constitutes domestic violence or abuse, whether this takes place inside or outside the home.

There are four strands in consideration of an allegation:

- Enquiries and assessment by children/adult Social Care, about whether a child/young person/ adult at risk of harm or abuse, is in need of protection or in need of services.
- A police investigation of a possible criminal offence.
- Consideration of disciplinary action (including suspension).

- Referral for ‘consideration to bar’ a person from working with children/adults at risk (for example, referral to the Disclosure and Barring Service (or equivalent) and/or referral to a professional registration body for professional misconduct if applicable)

If a concern or allegation of abuse is made against any WellChild staff member, Trustee, volunteer (or any other relevant persons working in association with WellChild) the following procedure applies as soon as is practicable possible:

- The person receiving the report should immediately contact the Designated Safeguarding Officer or CEO (or in their absence a member of SMT).
- A written record of the report should be made as soon as practicable using the relevant reporting forms available on the WellChild website www.wellchild.org.uk/safeguarding
- The DSO or delegated member of SMT in the absence of any or all of these people will review the forms daily (on normal working days for WellChild) and open an investigation where necessary. Advice should be taken from social services/police as to whether the individual whom the allegation has been made against should be informed at this stage.
- The Trustee Safeguarding Representative and/or Chairman of the Board of Trustees will be informed as appropriate.
- HR will be informed to ensure that due procedure is followed.

Once a decision is made to investigate an allegation the following procedure will apply:

- The WellChild investigation procedure will be instigated and the person who the allegation has been made against will be suspended pending investigation. This suspension will normally be paid and will normally remain in force until the police or social services confirm the outcome of their investigations.
- In the event of a suspension the member of staff will be advised who their named point of contact is, who he/she can communicate with and whether they are allowed to enter WellChild premises.
- Every effort must be made to maintain confidentiality, and manage communications effectively, whilst an allegation is being investigated. Any information-sharing must comply with the requirements of data protection legislation, the Human Rights Act and the common law duty of confidence.
- Should legal proceedings be instigated by the police and result in a conviction, the internal Investigating Officer will notify the CEO and Safeguarding Trustee who will consider any report or information from the police/and or social services and shall recommend to the Board the appropriate course of action up to and including dismissal.
- If the outcome of the police investigation is not to prosecute it does not necessarily mean that the internal investigation will not proceed. Each case should be considered individually, and a decision made depending on the circumstances and disciplinary proceedings may still follow.

For full procedural outline See Flow Chart 2.

9. Guidance on assessing potential transfer of risk to the charity arising from staff involvement in safeguarding processes in their personal lives.

This guidance must be followed whenever a member of staff is subject to child protection or other safeguarding or Police procedures in relation to their own family, which are being managed by the local County Council Children's Services or another local authority Children's Services or Force. This may include Probation services.

In these circumstances it is always necessary for the Charity to assess whether there is any potential for risk to transfer to the workplace due to the staff member's work and role within the organisation or reputational damage. The Charity will also pay attention to any potential risk to the staff member's own health and well-being arising from their involvement in any Police or Children's Services procedures.

In a limited number of situations further investigation may be required. These situations include:

- When staff have experienced Domestic Violence and Children's Services and/or agencies are actively involved.
- When staff have been reported to WellChild by the Police/Social Care as perpetrators of Domestic abuse.
- When staff have children that are subject to Child Protection investigations or Plans, including Child in Need Plans.
- Where allegations have been made about a staff member such as the physical assault/sexual assault of an employee, volunteer or service user.

The investigation will cover a full analysis of all information which will be conducted following direct communication with the Social Worker/ Police involved with the family if and when required.

10. Resignation

If a staff member tenders their resignation, or ceases to provide their services, this must not prevent an allegation being followed up in accordance with the above procedures. It is important that every effort is made to reach a conclusion in all cases. If a staff member resigns pending an investigation or pending a disciplinary hearing, please refer to the Disciplinary Policy for further guidance.

11. Sickness and Other Absence

In circumstances where an employee is absent on sick leave or absent for another reason (e.g. maternity, paternity, study leave, career breaks etc.), the investigation should continue. However, for cases where an employee is absent due to sickness, guidance sought from HR should be sought in order to determine an individual's fitness to participate in the process before continuing.

12. Responsibilities

Final accountability for ensuring that WellChild fulfils its child protection and safeguarding children responsibilities falls to the Board of Trustees. However, day to day responsibility is delegated to, Director of Programmes, Designated Safeguarding Officer and, Chief Executive and who will be responsible for:

- implementing the actions set out within the Safeguarding Children Policy & Procedures
- be available to all staff/volunteers to discuss any child protection issues or concerns
- maintaining a confidential record of all child protection related documents and reports
- receiving and recording information regarding child protection concerns
- assessing the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate
- consulting with the relevant statutory agencies regarding any child protection concerns raised
- making formal referrals to relevant statutory agencies regarding any child protection concerns

WellChild believes that safeguarding is everyone's responsibility. All staff, Trustees (volunteers and other relevant persons acting on behalf of WellChild) have a responsibility to:

- safeguard and promote the welfare of children and young people.
- be alert to safeguarding issues in all aspects of their work.
- ensure that all concerns about the welfare of children and vulnerable individuals are reported promptly to the Designated Safeguarding Officer, CEO or a member of the SMT in their absence.
- ensure they are familiar with and adhere to WellChild's Safeguarding Children policy and procedures.
- follow the Whistleblowing policy if they have concerns about the attitudes and/or behaviours of a colleague or volunteer.
- Inform the Designated Safeguarding Officer, CEO or a member of the SMT of any safeguarding issue encountered by them, or raised with them even if these are outside of WellChild (e.g. involving friends or family).
- understanding the risk posed to them as an individual or the charity as a whole of any non-disclosure.
- undertake training as required and seek out further training, support, advice or guidance on any issues as identified by themselves or their line manager (see section 7).

13. Confidentiality

Confidentiality should be maintained at all times and concerns reported and discussed only in line with policy and procedure. When and how to share information with other

people or organisations will be the decision of the CEO, Designated Safeguarding Officer or a member of the SMT in their absence, but the protection of the child must be the most important consideration “welfare of the child is paramount”.

14. Training

WellChild recognises that in order to equip staff to adequately identify and deal with safeguarding matters it needs to provide relevant training. The charity will ensure that adequate and appropriate induction and ongoing training is provided to all staff, Trustees, and if applicable volunteers and other relevant persons.

All new staff and Trustees (and volunteers and other relevant persons as required) will be provided with a copy of the Safeguarding Children Policy and Procedures and will undertake Safeguarding level 2 training as part of their induction process. Refresher safeguarding training will take place as required but at least every two years, and higher level safeguarding training will be provided to the CEO, Designated Safeguarding lead, Safeguarding Trustee and any other relevant employees whose roles required a more complex safeguarding understanding.

15. Disclosure and Barring Service (DBS) Checks

WellChild’s aim is to ensure that as far as practicable anyone, paid or voluntary, who seeks to work with children and young people as part of WellChild has a suitable background to do so and follows recruitment guidelines in this area.

WellChild will undertake an enhanced DBS check for all relevant staff, trustees, and volunteers or people working on behalf of WellChild for who it is legally possible to do so.

Employment offers made will be subject to receipt of a suitable DBS clearance. Relevant staff will sign a self-declaration form and be closely supervised until their DBS check is received or their employment may be deferred until the check has been completed. All relevant persons will be required to subscribe to and maintain membership of the DBS Update Service. Online checks will usually be carried out by HR every 6 months or more often if there is a justifiable reason.

16. Photography

Photographs and film footage are used by WellChild for a number of purposes including; in publications, on our website and other digital media, as part of the annual WellChild Awards event and also in local and national media. WellChild recognises the potential risks that the use of photographs of children and young people poses and recognises its responsibility to safeguard the welfare of all children and young people.

Staff responsibilities in relation to minimising risk during photography or filming:

- a parent or guardian should always sign a consent form before any filming or photography takes place
- wherever possible permission should also be sought from the child or young person themselves. The gaining of consent should be appropriate to the age and ability of the child or young person. Consent must be sought from any child 13 years or older who is able to give it
- a location consent form should be signed by the owner or manager of the property or location
- there should be no unsupervised filming and photography or one to one sessions
- consideration should be given to ensuring that children and young people are suitably dressed to reduce the risk of inappropriate use

Staff responsibilities in relation to minimising risk when using photographs or film footage:

- the use, storage and disposal of photographs and film footage is subject to the Data Protection Act 2018
- photographs and film footage should be used for their initial intended purpose and consent must be obtained again from the family, child or young person if they are to be used for any other purpose for which consent has not previously been given
- photographs and film footage should not be shared with other organisations or the press without prior permission of the family, child or young person
- photographs in the public domain should not be displayed with a child's surname or any other identifying information such as location, school information or particular hobbies, likes or dislikes. This could be used by an individual to learn more about the child or young person prior to grooming them for abuse
- consideration should be given as to whether it may be more appropriate to use a library image/film

When using photographers or film crews for events:

- wherever possible use a photographer/film crew that is already known to WellChild. They should be adequately briefed about what is needed and the relevant WellChild policies and procedures. It should be made clear to them what WellChild's expectations of them are in relation to child protection
- photographers/film crews should sign a written agreement stating who owns the footage and how and where it will be used and stored
- all reasonable measures should be taken by WellChild staff and any freelance photographers/film crews to ensure that any footage is kept safe and is not accessible to anyone else who should not have access, in line with the Data Protection Act 2018
- do not allow any unsupervised access to the children or young people

Further Information –

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

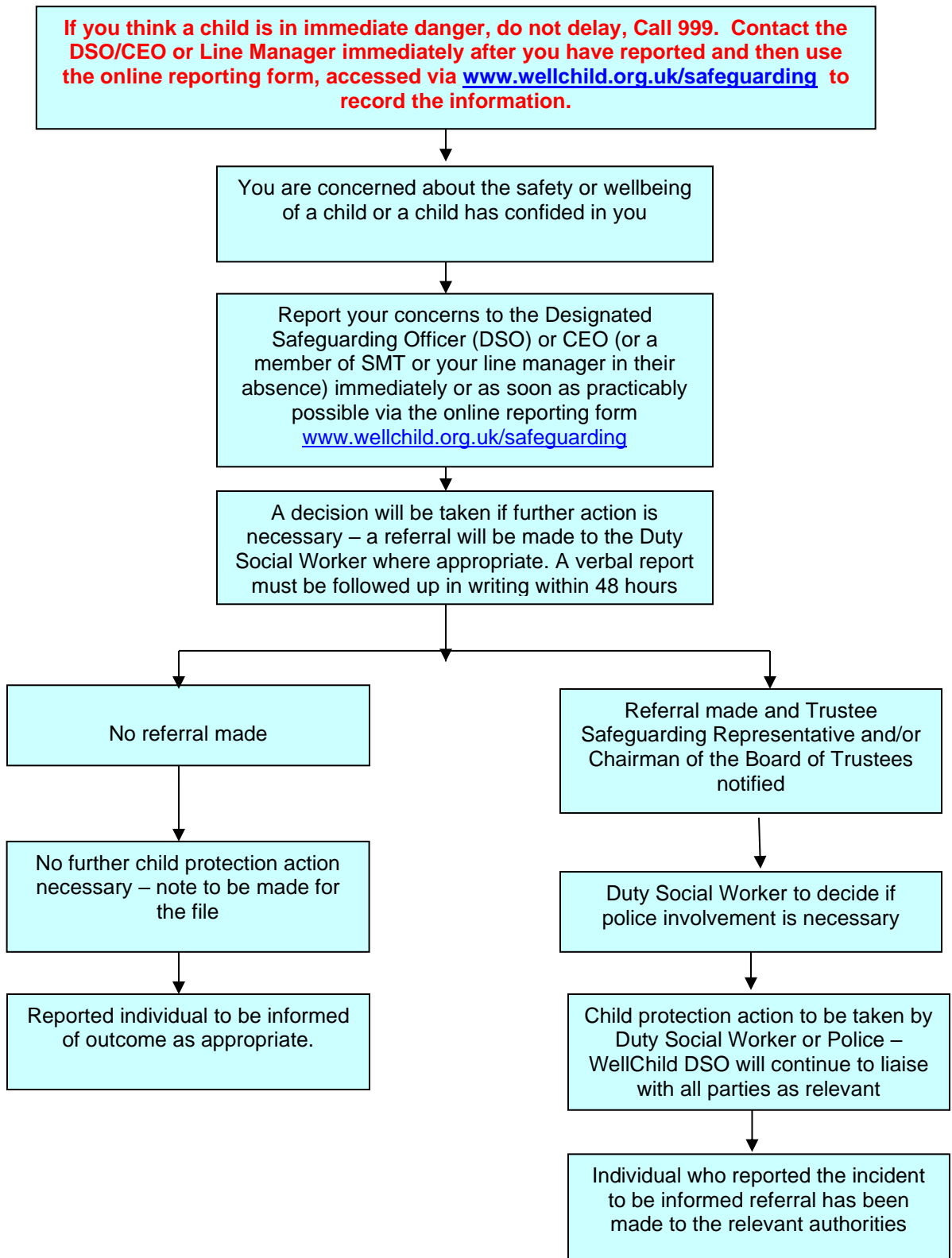
<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working Together to Safeguard Children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard_Children.pdf)

NSPCC www.nspcc.org.uk

Flow Chart 1

What to do if you are concerned about a child's safety



Flow Chart 2

Allegations against a staff member or volunteer

