



Safeguarding policy

Updated 20 May 2024

Review date May 2025

Responsible person: W Benson

Signature: 

Date of signature: 20/05/24

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1. Safeguarding Children and Young People Policy Statement, Purpose and Scope

1.1. Policy statement. Kids Kabin's Safeguarding Children and Young People Policy is based on the following principles:

- The welfare of a child is paramount
- All children and young people regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, or immigration status have the right to equal protection from all types of harm or abuse.
- It is not the responsibility of staff to decide whether or not child abuse is occurring, but it is their responsibility to act on child protection concerns and do something about it.'
- Kids Kabin is committed to provide creative and practical activities for young people in a safe and caring environment.

1.2. The purpose of the policy.

- This policy promotes the rights of children and outlines the means by which any allegations or suspicions are reported.
- Kids Kabin provides workshops and activities in a range of settings – the main Kids Kabin centre, satellite centres (church halls and community centres), schools and in a range of street locations). This policy provides specific guidelines for work in these different settings.

1.3. The scope of the policy.

- This safeguarding children and young people policy and procedures applies to all individuals involved in Kids Kabin, including trustees, staff, volunteers and beneficiaries.
- This policy has been designed to assist young people, staff, volunteers and directors at Kids Kabin in their understanding of what we mean by safeguarding and child protection and to ensure that everyone is aware of his/her rights and responsibilities in this area.
- This policy is reviewed annually by the Board of Directors.
- This policy is linked with other Kids Kabin policies which ensure children's welfare (e.g. Health and Safety, Diversity, Equality and Inclusion).
- When visiting in external premises of delivery partners, Kids Kabin will use their discretion to adopt the children and young people safeguarding policy of that institution/premises.

2. Legal Framework

2.1. This policy is informed by the principles and practices outlined in the government's 'Working Together to Safeguard Children, 2023 <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>, and advice from the NSPCC - <https://learning.nspcc.org.uk/child-protection-system/England/>

3. Definition of a Child

3.1. For the purpose of this policy, a child is:

- Any person under the age of 18 years, and up to 25 years if the young person has additional needs.
- This includes children who have reached 16 years of age and are in the following circumstances: living independently, in further education, a member of the armed forces, in hospital, or in custody in the secure estate.

4. Commitments

4.1. Kids Kabin believes that children and young people should never experience abuse of any kind'

4.2. Kids Kabin recognises that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

4.3. Kids Kabin will seek to keep children and young people safe by:

- Appointing a Designated Safeguarding Lead for children and young people safeguarding.
- Developing safe practice across all delivery, reviewing this and continuing to improve it – See Appendix C – Behaviour and Delivery guidelines.

5. Types of Child Abuse

- 5.1. Abuse of children may be carried out by strangers. It is much more common however that the abuser is someone known to the child and in a position of trust and/or authority. Parents, relatives, professionals, peers, friends and other children may all abuse children. It is also known that people do target children's organisations to gain access to children to exploit. It is the responsibility of all organisations to have as many safeguards in place as is reasonably possible to minimise this danger.
- 5.2. Child abuse is commonly described under four headings; neglect, emotional abuse, physical abuse and sexual abuse.
- 5.3. Neglect. Neglect can be defined as a situation in which the child suffers significant harm or impairment of development by being deprived of, for example: food, clothing, warmth, hygiene, intellectual stimulation, medical care, supervision and safety, attachment to and affection from adults
- 5.4. Emotional Abuse. Emotional abuse occurs when a child's need for affection, approval, consistency and security are not met.
- 5.5. Physical Abuse. Physical abuse is any form of non-accidental injury or injury which results from willful or neglectful failure to protect a child.
- 5.6. Sexual Abuse. Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.
- 5.7. Other types of child abuse are:
 - Bullying and Cyberbullying
 - Child Sexual Exploitation
 - Child Trafficking
 - Criminal Exploitation and Gangs
 - Domestic Abuse
 - Female Genital Mutilation
 - Grooming
 - Non-Recent Abuse
 - Online Abuse

For more information on these please seek the NSPCC website at:

[Types of Child Abuse & How to Prevent Them | NSPCC](#)

6. How to recognize signs of abuse

- 6.1. Some common signs that there may be something concerning happening in a child's life include:
 - unexplained changes in behaviour or personality
 - becoming withdrawn
 - seeming anxious
 - becoming uncharacteristically aggressive
 - lacks social skills and has few friends, if any
 - poor bond or relationship with a parent
 - knowledge of adult issues inappropriate for their age
 - running away or going missing
 - always choosing to wear clothes which cover their body.

These signs don't necessarily mean that a child is being abused, there could be other things happening in their life which are affecting their behaviour – but we can help you to assess the situation.

You may also notice some concerning behaviour from adults who you know have children in their care, which makes you concerned for the child/children's safety and wellbeing. For more information: <https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

7. Well-being, Early Help & Information sharing

- 7.1 At Kids Kabin we recognise that children's mental health is a crucial factor in their overall wellbeing and can affect their learning and achievement. Our aim is to help children to manage times of change and stress and support them in reaching their full potential. We encourage ways to maintain positive mental health and wellbeing by promoting physical exercise and healthy eating, working outside, team-building games and activities, providing a creative outlet, and learning new skills.
- 7.2 Occasionally we may seek support from other agencies to support the health and well-being of children in our setting. Early Help Plans (EHP) have replaced the Common Assessment Framework (CAF). Early Help Plans provide opportunities for families to ask for and receive additional help. The Kids Kabin staff teams will receive training in the use of Early Help and will look to support children and families in this respect. Kids Kabin considers that Early Help and associated partnership working can play an important preventative role.
- 7.3 Information sharing between organisations is also essential in picking up on potential safeguarding concerns. Kids Kabin staff and volunteers will share information when and where needed. Consent will usually be sought from parents/carers to share information. However, if there is any perceived risk arising from obtaining consent to share information, advice will be sought from Children's Social Care.
- 7.4 It is a statutory responsibility for organisations to share information when requested to do so. If Kids Kabin staff face any barriers in sharing information, this should be reported to the safeguarding lead who will follow this up and seek advice from Children's Social Care if needed.
- 7.5 Accurate, clear and dated records should be kept of information sharing

8. Designated Safeguarding Lead

- 8.1. The Designated Safeguarding Lead is Will Benson, Chief Officer. T: 07896928189, will@kidskabin.org.uk.
- 8.2. If the Designated Safeguarding Lead is unavailable, the Deputy Designated Safeguarding Lead is Sue McBride, Middlesbrough Programme Lead, T: 07581891581, sue@kidskabin.org.uk
- 8.3. Should the named people be unavailable then trustees, staff, volunteers and beneficiaries should contact the relevant Health and Social Care department and / or the Safeguarding Children's Unit in the relevant authority directly.

9. The role of the Designated Safeguarding Lead

- 9.1. Provide support to Child Protection Officers regarding suspicions, concerns, or disclosures made to them.
- 9.2. Report on suspicions and allegations of child abuse to the appropriate authority and to maintain communication thereafter.
- 9.3. Maintain proper and confidential records on all cases referred to them. These records will be kept safe in line with data protection requirements.
- 9.4. Provide support to anyone making a referral or against whom an allegation has been made.
- 9.5. Advise the organisation, its members and staff and volunteers on good practice and arrange training.
- 9.6. Inform staff and volunteers about policy changes.

10. Other safeguarding roles and responsibilities

- 10.1. The Board Lead Person for Reporting – The Chair of the Board, Aidan Hughes, will be contacted in the first instance in the event of any serious child protection incidents.
- 10.2. The Board Lead for Review – Kath Davidson is the Board Lead for Review of Child Protection Policy and Procedures. The Board of Directors have a collective responsibility for review and monitoring of safeguarding.
- 10.3. The Child Protection Officers are designated members of the staff team ([Appendix A – Reporting Points of Contact](#)). The role of a Child Protection Officer is to:
 - Report to the Designated Safeguarding Lead any suspicions or allegations of child abuse.
 - In the absence of the Designated Safeguarding Lead (or Deputy DSL), support other Child Protection Officers, staff and volunteers regarding suspicions concerns, or disclosures made and agree Lead Officer responsibility to then report to an appropriate authority.
 - Maintain proper records in the absence of the Designated Safeguarding Lead.
 - Maintain confidentiality in all cases.
- 10.4. The Independent Person is Sarah Warren. The Independent Person is an individual who is not directly associated with the project but who is available for people to talk to if they have concerns that they do not wish to discuss within the organisation or with the statutory agencies. Contact details of this person should be made available to all adults and young people involved with Kids Kabin. These details will be displayed in Kids Kabin delivery locations and in Appendix A of this policy. The Independent Person will be made aware of the child protection policy and any reviews and/ or updates to this policy.

11. How to respond to a child or young person telling you about abuse

- 11.1. In event of a disclosure - It is important that a person who discloses abuse feels supported. Therefore, if a disclosure is made the following should be taken into consideration:
 - Do not promise to keep a secret. Explain that you will have to pass on anything that requires legal follow up.
 - Take what the person says seriously.
 - React in a calm manner and reassure the person that it was right to tell somebody what happened.
 - Listen carefully and attentively to the child and use language the person will understand.
 - Be careful when asking questions. Seek clarification and do not ask leading questions.
 - Do not express any opinions about the alleged abuser to the person reporting to you and do not confront the alleged abuser.
 - Write down what was said immediately and check this with the person.

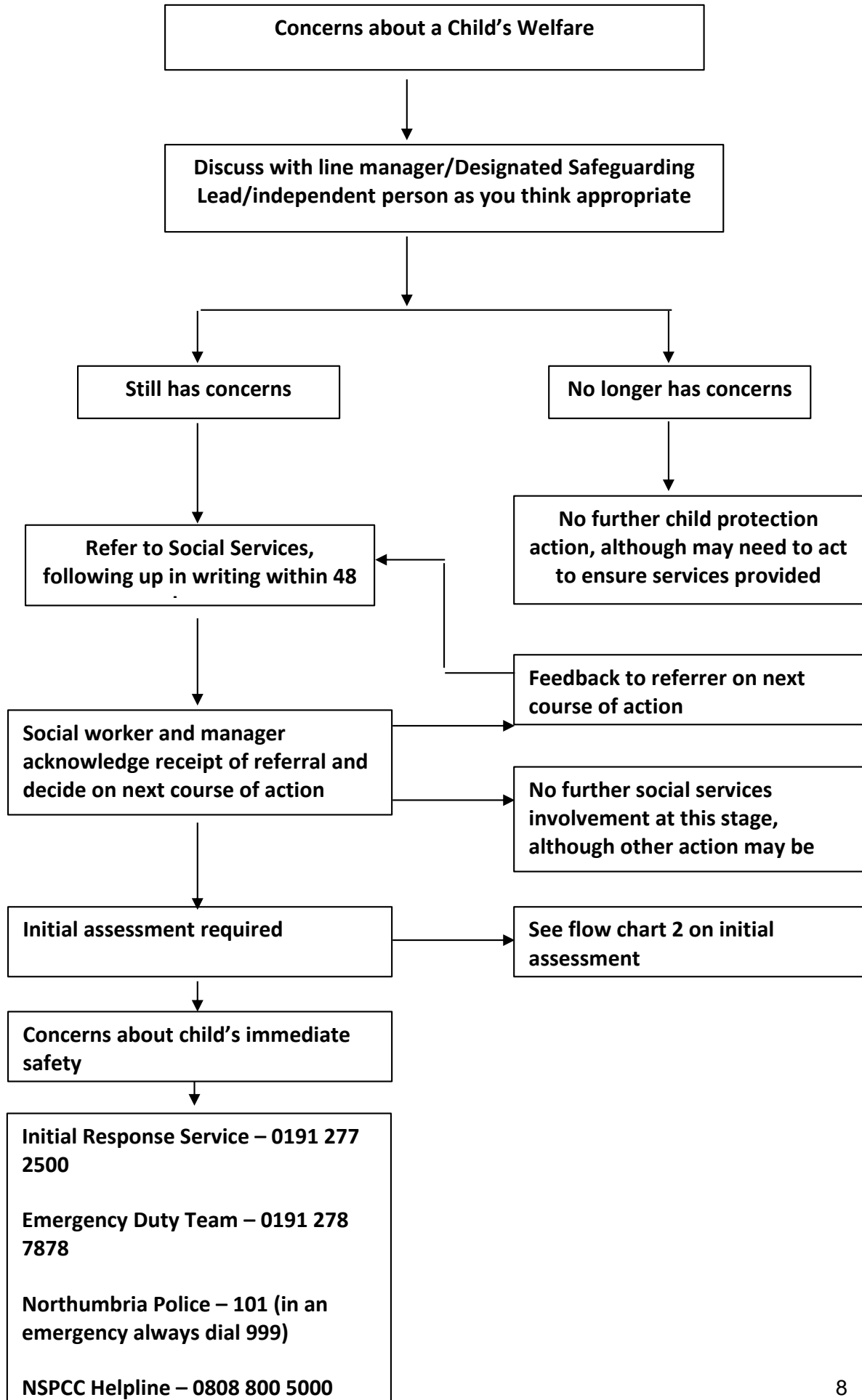
12. Reporting abuse

- 12.1. At Kids Kabin we may have to deal with a range of child protection issues (ranging from a concern raised by a volunteer to a direct disclosure from a young person about abuse. We therefore have the following procedures in place in the event of a concern or a disclosure.
- 12.2. Raising a concern.
 - In the event of a concern - The staff member or volunteer must discuss the matter as soon as possible with the Designated Safeguarding Lead, a Child Protection Officer, the Chair of the Kids Kabin Board or another Board member. The contact order shown in **Appendix A – Reporting – Points of contact** should be followed.
 - If the member of staff or volunteer has any concerns about reporting this concern to an individual within the organisation, they should speak to the Independent Person or another organization. Refer to and **Appendix B – Important Safeguarding Contacts**.
 - This discussion will lead to a decision as to whether further action or referral is required.

Regardless of the outcome of this discussion, the concern will be recorded and the record will be stored in the appropriate place. Confidentiality is essential and only those that need to know should be told of a concern. For example, a concern should not be brought up in an open evaluation. If urgent, it might be necessary to make direct contact with the police or Social Services before speaking to colleagues.

- The Designated Safeguarding Lead will update the Board on these concerns at the next Board meeting or immediately in the case of a serious concern. Immediate concerns will be reported to the Chair (or another Director following the order shown in **Appendix A – Reporting – Points of contact**)
- If at any point in this process the person raising the initial concern is unhappy about the action agreed and/or taken by a Child Protection Officer or the Designated Safeguarding Lead, it is the responsibility of this individual to take further action independently and to contact authorities if necessary. This individual responsibility for action is a key principle of safeguarding and referral.
- Contacting parents about concerns. Whenever possible concerns should be discussed with parents as soon as possible. However, if there is any concern that this will put the child at greater risk, a referral should be made to social services (see the referral flow chart). For example if you think the child is being bullied by another child it would probably be sensible to discuss this with their parents. However, if you think a child is being bullied or abused by a family member it would not be sensible to discuss this with the parents.
- The alleged abuser should not be informed of the allegation. Advice should be taken from the police or Children's Social Care about how to proceed.

12.3. Making a referral. The Referral Flowchart



12.4. Advice

If you are worried about a child or young person, or are not sure if you are right to be worried, you can ask for advice from:

- Local authority children's social care services
- Northumbria Police Safeguarding Department 101
- NSPCC helpline 0808 800 5000.

In Newcastle call the Initial Response Service in Newcastle Children's Social Care or if it is outside normal office hours call the Emergency Duty Team.

- Initial Response Service Call 0191 277 2500
- Out of hours number Emergency Duty Team (EDT) Call 0191 278 7878

In North Tyneside discuss a concern to Multi Agency Screening and Coordination Team

- North Tyneside Front Door Call 0345 200 0109 weekdays 7.30 am to 8.00 pm
- Call 0330 333 7475 out of hours

In Middlesbrough call South Tees Safeguarding Children's Partnership, Middlesbrough Council, South Tees Multi Agency Children's Hub

- 01642 130700 Office hours

12.5. Urgent

If you think a child is at risk now, you should contact the police on telephone 999.

Urgent referrals should be reported immediately by those aware of them, even if the named person and the named deputies are not available

13. Responding to allegations of abuse made against someone working at Kids Kabin

13.1. If you hear any allegation against Kids Kabin's trustee, staff member or volunteer you should refer the matter immediately to Kids Kabin's named person. If it is outside office hours and the matter cannot wait until the next working day then you should contact the relevant authority:

- Newcastle Out of Hours Emergency Duty Team (EDT) 0191 278 7878
- North Tyneside 0191 200 6800 (out of hours)
- Middlesbrough Out of Hours safeguarding 01642 524 552
- The NSPCC Helpline 0808 800 5000 for advice if about a child

You should not question the person making the allegation further but if it is a child you should respond appropriately to their age and understanding. '

14. Follow up support for persons reporting child abuse or concerns about child abuse

14.1. The Designated Safeguarding Lead should explain the child protection procedure and clarify any areas of uncertainty. The possible consequences of a Children's Social Care investigation and a trial should be outlined.

14.2. The person should be given a clear written statement of how the organisation is dealing with the concerns and what information has been passed onto other agencies. The Designated Safeguarding Lead will consider how to inform and support other staff, volunteers, parents and young people in the event of a child protection incident or concern.

15. Recording and managing confidential information

15.1. In all situations, it is extremely important to record the details of a concern, an allegation or reported incident, regardless of whether or not a referral is subsequently made to a statutory agency. The following information should be recorded;

- The name, address, and age of the child.
- The name of the person completing the report.

- The date and time of the incident or concern.
 - The name and address of the person alleged to be causing harm to the child.
 - A full account of the concern.
 - The circumstances in which the concern arose, or the incident occurred.
 - The child's own statement, if relevant.
 - The agreed action to be taken.
 - Date of review of the concern.
- 15.2. Storage of information. Any reports/completed forms will be kept locked in filing cabinet in office 2. Digital versions of reports will be kept on a secure, password protected folder on the Kids Kabin shared drive. Access to this information will be limited to a minimum number of people who need to review this information. In the case of sharing information with other agencies, additional care will be taken to ensure data security.
- 15.3. Review of concerns. Concerns which do not lead to a direct referral to Children's Social Care or another agency will be reviewed every 3 months or more often if decided. These reviews will be led by the Designated Safeguarding Lead and will involve other relevant staff if necessary. The review will discuss any new information or additional and ongoing concerns. A decision will be made whether to take action, continue to review or to cease reviews and archive the information. These review actions and decisions will be recorded on a cover sheet kept in the record file.
- 15.4. Review of concerns at Board Meetings. All current Safeguarding concerns will be raised at every Board meeting.
- 15.5. Feedback from Children's Social Care. After making a referral to Children's Social Care, Kids Kabin should expect a response within 1 day informing what action has been taken. If this has not been received, this should be followed up and noted.

16. Recruitment procedures, Vetting and the Disclosure and Barring Service (DBS)

- 16.1. Safeguarding is of utmost importance throughout the recruitment process for employees and volunteers. The following processes and checks will be completed:
- Application process and documentation. All recruitment documentation will highlight the importance of safeguarding and the nature of the vetting procedures.
 - Self-disclosure forms for employees and volunteers. Self-disclosure forms will ask for any previous convictions, warning, social services concerns or disciplinary action involving children and young people. Self-disclosure forms for employment applicants will be kept by the recruitment administrator and will only be given to the panel if the candidate is shortlisted. Self-disclosure forms for volunteering applicants will be considered alongside the application form.
 - The application pack and additional information. The application pack will include the application form, a job description, a person specification and The Safeguarding Policy.
 - References – 2 references will be taken for every applicant, enquiring about their suitability for the post in question. References will be taken prior to interview for employees to allow any concerns to be raised and followed up on. References will be taken after initial interview for volunteers. Any concerns raised from subsequent references will be followed up in a second interview.
 - References will be completed using a standard reference pro forma. Referees should be people who can comment on the applicant's work or educational experience, such as an employer, a teacher or supervisor. One of these referees should be the applicant's most recent or current employer.

- If the applicant cannot provide an educational or employment reference, they will be asked to contact Kids Kabin to discuss the selection of a suitable character reference.
 - The validity of referees will be checked. Any concerns about the legitimacy of a reference will be followed up with a phone call.
 - Confirmation of identity and right to work in the UK. Identity will be confirmed with photographic ID at interview and evidence of National insurance number (payslips or National Insurance card for potential employees).
 - Concerns raised during the recruitment process. Advice will be sought from the Disclosure and Barring Service in connection with any concerns raised during the recruitment process.
 - Kids Kabin has a Policy on Rehabilitation of Offenders Act 1974. This is detailed as an appendix to the equal Opportunities Policy.
- 16.2. Disclosure and Barring Service (DBS) check – an enhanced DBS check will be required for all staff, volunteers (defined as any volunteer aged 16 years and over) and members of the Board of Directors. These checks will be renewed every 3 years. The DBS paperwork will be checked against a personal ID document.
- 16.3. Portability – Portability is the re-use of a DBS Disclosure for a position in another organisation. The DBS has clarified that it will not facilitate the portability of Disclosures and that organisations using portability do so at their own risk. We would not normally accept a DBS from another organisation. We will only accept enhanced DBS checks completed by another organisation, if the checks are directly related to the volunteer’s involvement. An example of this would be a student on a teacher training course having a DBS for their teaching practice.
- 16.4. International volunteers – The volunteers on placement through the Assumption Volunteer Programme arrive with references and police checks from their home countries. They will also complete a UK DBS check as soon as possible after their arrival. Until this check has been completed, they will work under supervision.
- 16.5. Professionals and facilitators who run one off activities – DBS certificates and ID documents will be checked where possible. If a current DBS check is not held, this person will work under supervision.
- 16.6. Visitors and contractors - Anyone visiting the building when young people are also present will be supervised. If contractors are working within the building, there will be a risk assessment in place so that they will not be working in the same area as children.

17. Training and policy review

- 17.1. Board of Directors – The Board of Directors will complete an annual safeguarding audit across the organisation (Next due date May 2025). This will be based on current good practice (e.g. 2024 review with advice from Connected Voice).
- 17.2. Directors will complete level 1 safeguarding training on induction. Refresher training will take place every 3 years.
- 17.3. Staff and volunteers – All staff and volunteers will read and understand the Safeguarding policy and any annual reviews or updates. Staff and volunteers will take part in group training each year. This training will recap and refresh the team on key safeguarding principles and practice. Particular attention will be paid to cultural differences in experience and expectations of safeguarding for international volunteers. Trustees will also be welcome to join this annual update.

- 17.4. The team will also take part in additional training when deemed necessary (e.g. in the past we have commissioned external trainers to come and run day or half day workshops with the staff and volunteers).
- 17.5. Staff and volunteer training will vary by role. The Designated Safeguarding Lead, the Newcastle and Middlesbrough Programme Leads and the Business Support Manager will complete Level 3 Safeguarding Children Training as recommended by the relevant SCB. Project workers and Assumption Volunteer (full-time, 1 year) will complete Level 2 Safeguarding Children Training. Community volunteers or placement students will complete level 1 Safeguarding Children Training. All training will be refreshed every 2 years. Occasional and short term volunteers will receive induction to the Safeguarding policy and procedures.
- 17.6 Safer Recruitment training. One senior employee from Newcastle and one from Middlesbrough will complete Safer Recruitment training every 3 years. This will be the employee who leads interviews and recruitment. The lead trustee for policy review will also complete Safer recruitment training every 3 years.
- 17.7 Local, contextual issues and priorities will be checked and considered when looking at the annual safeguarding update, and key points given to the team. The websites for the local safeguarding boards are [Safeguarding Children - Newcastle Safeguarding](#) for Newcastle and [Homepage | South Tees Safeguarding Children Partnership \(STSCP\)](#) for Middlesbrough.

Appendix A - Reporting points of contact

In the event of a safeguarding concern requiring immediate action, individuals should make contact with the Designated Safeguarding Lead as soon as possible. In the event of the Designated Safeguarding Lead not being contactable, individuals should work down this list until someone is successfully contacted.

1. Will Benson (Designated Safeguarding Lead)
2. Sue McBride (Deputy Designated Safeguarding Lead)
3. Stephanie Beckman
4. Ingrid Pearce
5. Colin Ridley
6. Nikki Crow

NB In case of emergency, the police or Newcastle's Children's Social Care Team can be contacted.

Board members can also be contacted for advice in this situation. The contact order below should be followed. This same order should be followed if reporting a serious safeguarding incident to the Board.

1. Aidan Hughes
2. Kath Davidson
3. Paul Cowie
4. Lee Robinson

Child Protection Officers

The following staff are Child Protection Officers, available to refer concerns to the Designated Safeguarding Lead or Deputy and/or support other staff and volunteers to do so:

1. Ingrid Pearce
2. Stephanie Beckman
3. Colin Ridley
4. Nikki Crow
5. Rebecca Durant
6. Katie Acheson

Appendix B – Important Safeguarding Contacts

Designated Safeguarding Lead Kids Kabin Will Benson	0191 2953655 07896928189 will@kidskabin.org.uk
Child Protection Officers Kids Kabin Newcastle Nikki Crow Colin Ridley Ingrid Pearce Stephanie Beckman	0191 2953655
Child Protection Officers Kids Kabin Middlesbrough Sue McBride sue@kidskabin.org.uk	07581 891581
Chair of the Board of Directors Aidan Hughes c/o Kids Kabin 10 Church Walk Walker NE6 3DW	aidanhughesprivate@gmail.com
Independent Person Sarah Warren	se.warren1995@gmail.com 07932773641
The Screening and Initial Response Service, Children’s Social Care Room 237, Civic Centre Barras Bridge, Newcastle upon Tyne NE1 8QH	0191 2772500
POLICE	0191 214 6555
NSPCC Child Protection Helpline (National Society for the Prevention of Cruelty to Children)	0808 800 5000
Childline (For young people)	0800 1111
The Local Authority Designated Officer (LADO) Children’s Safeguarding Standards Unit Room 134 Civic Centre, Barras Bridge, Newcastle upon Tyne, NE1 8PU	0191 2774636
Middlesbrough – South Tees Safeguarding Children’s Partnership, Middlesbrough Council Urgent need 999 or South Tees Multi Agency Children’s Hub	01642 130700 Office hours 01642 524552 Out of hours Email southteesmach@redcar-cleveland.gov.uk

Appendix C - Behaviour and delivery guidelines

Behaviour standards

It is the responsibility of Kids Kabin to ensure that everyone is aware of appropriate behaviour in Kids Kabin.

The following behaviour is unacceptable among children, young people, volunteers and staff;

- Bullying, name calling, sarcasm and destructive criticism
- Inappropriate verbal communication and/or bad language
- Humiliation and embarrassment of others
- Favouritism
- Exclusion
- Sexual innuendo (including comments, jokes and gestures) and inappropriate language
- Sexual harassment
- Inappropriate physical contact or physical gestures or movements – young people may interpret certain actions as sexualised or aggressive.

If these behaviour guidelines are not followed the staff and volunteer team will work with the children and young people to challenge and improve behaviour. The approaches followed are outlined in the Kids Kabin behaviour guidelines in the staff handbook.

Guidelines for activity provision

In the planning and delivery of all activities the following guidelines will be followed. Practice and procedures will be updated and improved on an ongoing basis.

Ratios and 1 to 1 working.

- There will be a minimum of 2 trained members of staff (N.B. 'staff' includes volunteers) present when any workshops are running.
- A trained member of staff can run an individual workshop on their own during a session, as long as another member of staff is available in the building or at the street session.
- The usual maximum number of young people at a session with 2 staff will be 15. This may vary depending on circumstances.
- Whenever possible, activities are planned to avoid one to one working. If one to one working is unavoidable, a risk assessment will be completed. In these circumstances, there will always be another adult in the premises.
- If children leave the workshop area during a session (for example to finish off a project in another room or if they have to leave the session early) and leave a 1 to 1 situation, the member of staff should inform another member of staff. If there is an activity running in the next room (i.e. pottery, woodwork, textiles, art or gardening), then the member of staff can decide to continue the session, keeping the doors open between rooms. If there is no immediate neighbouring activity (i.e. cookery, music, film making), the session will end and the member of staff and the child will join another activity.

Toilets

- Staff and children will use separate toilets at all times. If separate toilet facilities are not available at a premises, specific arrangements will be made to ensure the privacy and sole use of the facilities by young people at agreed times.

Physical contact

- Staff should not touch a child unnecessarily or inappropriately – this should not stop staff and children showing normal expressions of friendliness – i.e. hugs, handshakes etc
- Staff should not pull a child to move them
- Staff can act as a block to stop a child’s movement if they are pushing their way into a room, through the front door or towards a fight. Staff should not push a child away but rather act as a barrier
- Physical restraint should only be used in extreme situations and/or to protect the child or adult. **Refer to Appendix C – Responding to violent incidents**

Guidelines for responding to bullying

Kids Kabin takes the following approach to bullying:

- Any reported incidents will be taken seriously and investigated.
- Parents, schools and other relevant stakeholders will be involved where necessary.
- Clear anti-bullying messages will be given during workshops and sessions and by using signage and other means of communication. This will include facilitated group discussions as part of group development.
- Kids Kabin will seek advice from professionals and external organisation where needed.

If a bullying incident is suspected or reported, it will be dealt with as follows:

- It will be dealt with as soon as possible by the staff member who has heard about or witnessed the incident.
- Clear and detailed records will be kept, including verbatim records of exactly what people have said and any other evidence.
- An incident report will be completed and shared with the immediate team and the manager. This report will include a process for review and further actions, as required.
- The incident will be investigated with all parties involved, asking immediate questions such as “Can you tell me exactly what happened?” “Has this happened before? If so, when?” “What has happened before?” “How did this make you feel?”
- Further investigation may be needed and time set aside outside of the regular activity sessions to allow this to happen. This will be organised in liaison with children and parents. This further investigation will ask questions including, “How do you think we can stop this from happening again?” “What would you like to happen next?”
- It may be preferable to offer time in a quiet area during a regular session to discuss what happened and how each person felt at the time and what could be done to make the situation better. It may also be productive to offer time when both parties can work on a project together to build a positive relationship.
- If appropriate, we will encourage a restorative approach – both parties will discuss, understand the harm caused, reflect on future behaviour and develop an apology or recognition of this in some form.
- For further information, please refer to the anti-bullying policy.

Guidelines for photos and video

Taking photos and video

- Photos or video will only be taken of people with their written consent. In the case of children, this consent must be provided by a parent or carer. These permissions are filed securely in filing cabinet 1 in Office 1.

- Where possible Kids Kabin will commission professional photographers to photograph projects and activities.
- On occasions it may be necessary for staff and volunteers to take photos. The Kids Kabin work mobile phones or other specific Kids Kabin devices only will be used to take photos.
- Personal phones or cameras should never be used unless a specific and written arrangement has been agreed.

Processing photographs and videos

- All images and video should be processed as soon as is reasonably possible after the activity.
- All images and video should either be saved to the correct folder on the Images section of the Kids Kabin secure shared drive

Reproducing, using and sharing photographs and video.

- No images or video should be sent by personal email or used on personal social media
- Images and video will be used for specific purposes such as the Annual Review, the website and other publicity. In these cases express written permission must be obtained from the parent of the child concerned. Additional consent should be sought if the photo is to be used in a different context which has not been specified in the original consent form.
- As a general principle the names and personal information (address etc) of individuals will not be put on publicity material alongside photographs

Guidelines for trips and outings

Ratios and 1 to 1 working.

- There will be a minimum of 2 trained members of staff present on any trip. This will usually only be an acceptable ratio on a small trip with 6 children or less.
- When there are more than 6 children, a minimum of 3 trained members of staff will be present. This allows for one member of staff to act in an emergency, leaving 2 members of staff with the group.
- On camping trips and residential with more than 6 children, there will be a minimum of 4 adults, allowing staff and children to split into 2 groups with 2 members of staff with each group.
- Children will be with at least 1 other young person at all times on a trip. Staff will monitor this and ensure groups stay together.

Toilets and washing

- Staff will ensure that arrangements are made during planning for privacy in toilet and washing areas.
- If children want to be accompanied to the toilet at any time (for example at Rupert's Wood at night) they should go with at least one other child. If the group contains more than 1 child, an adult can accompany the group.

Physical contact. As 7.4 above

Guidelines for street sessions

Ratios and 1 to 1 working

- There will be a minimum of 2 trained members of staff present on any street session.

- A trained member of staff can run a workshop on their own with a group of children.

Physical contact. As 7.4 above

Additional safeguarding issues and other concerns.

- Additional issues and other concerns may arise on the street in ways that would be unlikely in activity sessions in centres. For example, staff may witness drug taking, drug dealing or underage drinking. These concerns will be responded to following the reporting procedures for safeguarding and behaviour concerns.

Guidelines for community bike repair sessions

Adults from the local community are welcome to make arrangements to repair their bicycles in the bike workshop. Arrangements will be made for these repairs to be completed under supervision at a different time to the children's bike repair sessions.

Guidelines for young volunteers

Young volunteers are defined as young people between the ages of 16 and 18 who take part in running and supporting activity sessions. This definition would not include those young people, aged 12-15, who continue to take part and progress to 'helping out' after they have taken part in sessions as younger children.

Application, references and vetting. These individuals will be treated as full volunteers and will complete the full application and vetting process.

Parental contact and consent. Parents of these young volunteers will be contacted to ensure:

- They give consent for their child to become a Kids Kabin young volunteer
- They have Kids Kabin contact details if needed
- They understand the activities and objectives of Kids Kabin and the role of their child as a young volunteer
- It is clear how and when Kids Kabin will communicate with the young volunteer and through which method – see section 15 below

Communicating with parents and members by phone, email and social media

Parents will be contacted by the staff and volunteer team by phone, text or email to arrange participation and to follow up any requirements.

Young volunteers will be contacted by email and another team member will be copied in for audit and accountability purposes

Other Kids Kabin members will not be contacted via their parents or at sessions. No one-to-one phone, email or other contact will happen.

All social media and website correspondence will be directed to the admin@kidskabin.org.uk email address. Direct correspondence from young people will be treated on a case-by-case basis, following the principle that communication will be with parents and adults over the age of 18 years. Permitted responses will be brief, containing guidance and information (e.g. Please ask your parent to contact <name of project worker/volunteer> on <date> to get the answer to your question.) Please refer to the Social Media Policy for more detail on this.

Appendix D – Responding to violent incidents

Responding to violent incidents (with children and young people)

These guidelines are intended to inform staff and volunteers of actions they should take if they experience a violent incident when working with Kids Kabin with children and young people.

Definition of a violent incident

A violent incident may include:

- Children fighting with each other during a Kids Kabin session
- A child harming themselves or putting themselves at risk of serious harm (such as cycling into the middle of a busy road, or play fighting with sharp tools)
- A child harming another person, included staff or other young people
- A child damaging someone's property – to the extent of committing criminal damage
- Adults fighting with each other near to or at a street session

Key principles

- Kids Kabin staff have a duty of care for the children and young people they are working with and should therefore take reasonable action to protect those children and young people from harm or from committing harm. Failure to intervene in a situation which subsequently leads to a child injuring themselves or others could result in an accusation of negligence.
- Kids Kabin staff and volunteers must be able to justify any verbal or physical intervention as reasonable and proportionate (if they had to explain this in a legal situation)
- Kids Kabin staff should, wherever possible, get help from another member of the team before acting.
- Any physical intervention must be a last resort if there is no alternative – such as distraction, persuasion, or other verbal approaches.
- Any physical intervention should be proportionate – the minimum level of physical contact should be used to resolve the problem.
- Staff may come across a situation on the streets or in a community setting when adults are involved in a violent incident. The above principles apply in the same way. Subsequent police contact may be necessary.

Dos and Don'ts

Do

- Involve another member of staff
- Tell the child what you are going to do and why
- Use minimum force and stop the intervention as soon as possible
- Tell the child what they need to do for the intervention to stop

Don't

- Act in temper
- Involve other children and young people in the intervention

Recording incidents and further action

Any incident involving physical intervention will be recorded, noting time, date, individuals involved, a full description (and that of witnesses if necessary) and further action required.

Any incident will be discussed at the subsequent staff meeting