

Blackburn Youth Zone

SAFEGUARDING POLICY

Blackburn Youth Zone has a robust effective safeguarding policy in place reflecting Blackburn Youth Zones operations as usual. However, the current policy does not accurately reflect all the new arrangements in response to COVID-19. Therefore, we will constantly review and revise their safeguarding policy as circumstances continue to evolve. Currently, A COVID-19 annex that summarises any key COVID-19 related changes and guidance has been included to the policy and can be found In Appendix 7.

CONTENTS	PAGE NO
Introduction	3
1.0 Purpose	4
1.1 Guiding Principles	4
1.2 Scope	5
1.3 Terms of Reference and Legal Framework	5
1.4 Accountability and Designated Person	6
2.0 Recognising Abuse	8
2.1 Physical Abuse	8
2.2 Emotional Abuse	9
2.3 Neglect	9
2.4 Sexual Abuse	10
2.5 Typical vulnerabilities in children prior to abuse and recognise abuse	11
3.0 Other types of abuse and safeguarding issues	11
3.1 Child Sexual Exploitation	11
3.2 Child Trafficking	13
3.3 Domestic Violence	13
3.4 Fabricated or Induced Illness	14
3.5 Faith Abuse	14
3.6 Female Genital Mutilation (FGM)	14
3.7 Forced Marriage	14
3.8 Crime Exploitation / Organised Crime	15
3.9 Radicalism and Involvement in Terrorism	15
3.10 Self-Injury and Self Harm	16
3.11 Private Fostering	17
4.0 Adults at Risk	17
5.0 Procedure	18

5.1 What to do if you suspect abuse	18
5.2 What to do if a young person tells you about abuse	18
5.3 Recording Information	18
5.4 What to do if an allegation of abuse is made involving staff or a Volunteer	19
5.5 What to do if you suspect radicalisation	20
5.6 Informing parents	20
6.0 Confidentiality, information sharing and storing	21
6.1 7 Golden Rules for Information Sharing	21
6.2 Storing Information	21
7.0 Supporting those involved	21
7.1 Supporting staff who receive disclosures	22
7.2 Staff rights and sources of support when facing an allegation	22
8.0 Induction and Training	22
8.1 Safer Recruitment and DBS	23
Appendix 1	
Blackburn Youth Zone Cause for Concern Form	24
Appendix 2	
Confidentiality Policy	27
Appendix 3	
Fraser guidelines and Gillick competency	29
Appendix 4	
Safeguarding Flow Charts	31
Appendix 5	
Quick Reference Emergency Contact Sheet	34
Appendix 6	
Safeguarding Children's Board Referral Details	36

SAFEGUARDING POLICY

INTRODUCTION

Blackburn Youth Zone, which is part of the OnSide Network of Youth Zones exists to provide a safe, attractive, accessible, affordable facility where young people 5-19 (up to 21 with a disability) of all backgrounds and abilities can meet to play and participate in a wide range of sports, arts, music, media and developmental activities, seven days a week, where they will find positive people who listen, support, and encourage them to explore opportunities, develop their strengths and talents and have fun!

Blackburn Youth Zone's offer to young people is structured in the following clubs or session:

- Youth Club, for young people aged 13-19 (up to 21 for young people identifying as with additional needs or disability)
- Junior Club, for young people aged 8-12
- Mini Members, for young people aged 5 - 7
- Diversity Club, session aimed at young people of all ages with additional needs or disability
- Lads & Girls Clubs, single gender sessions aimed at young people of all ages, under 12's to be supervised with parent or guardian.
- Holiday Club, during school holidays for young people aged 8-12 during school holidays

1.0 PURPOSE

All children and young people have the right to be protected. At Blackburn Youth Zone, we need to ensure that all members are safeguarded and protected from harm, whatever their specific needs and circumstances. Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

Blackburn Youth Zone recognises that we all have a legal responsibility to take all reasonable steps to ensure that the risk of harm to children's welfare is minimised and a duty of care is exercised towards them at all times. The document '*Working Together to Safeguard Children (March 2015)*¹' sets out the arrangements for how all organisations must work together to safeguard and promote the welfare of children.

¹ Working Together to Safeguard Children, March 2015

The purpose of this policy is to ensure that all staff and volunteers are aware of their legal and personal responsibilities to ensure the safeguarding and welfare of children and young people at Blackburn Youth Zone and to ensure that staff know what to do should they have a concern. Blackburn Youth Zone strives to create a culture in which children are valued, heard and that their right to be safe is upheld; this policy aims to support Blackburn Youth Zone staff in achieving this.

This policy outlines how to recognise the signs and symptoms of possible abuse to ensure that staff recognise the significance of what they are observing, and the procedures that they need to follow if they have a concern. Staff and volunteers are trained to support their development this ensures that we have a knowledgeable staff team able to respond appropriately in safeguarding and child protection situations.

1.1 GUIDING PRINCIPLES

Blackburn Youth Zone subscribes to the principles as set out in “*What to do if you’re worried a child is being abused (2015)*²” and “Working together to safeguard children, 2018” recognised that;

- safeguarding a child is everyone's responsibility;
- all children have a right to be safe and should be protected from all forms of abuse and neglect;
- that it is better to help children as early as possible;
- children are best supported and protected when there is a co-ordinated response from all relevant agencies

All roles within Blackburn Youth Zone are likely to encounter children and young people during the course of their normal working activities. As such staff and volunteer will be a unique position to be able to observe signs of abuse or neglect, or changes in a child's behaviour which may indicate a child may be being abused or neglected.

Blackburn Youth Zone requires all team members, staff and volunteers to be alert to the signs of abuse and neglect and willing to question the behaviour of children and young people and parents/carers not to necessarily take what they are told at face value.

All team members must be also aware of who the safeguarding leads are that they must speak to them to if they need to ask for help or advice, these details can be found in section **1.4** of this document as well as in **appendix 5**. A referral will always be made to social care or the police if you suspect that a child is a risk of harm or is immediate danger.

The welfare and safety of children is paramount and should take priority over other work and other considerations, i.e the fear of damaging relationships getting in the way of protecting children from abuse and neglect.

1.2 SCOPE

This policy applies to the Board of Directors, all staff (full time, part time, temporary and freelance) and volunteers working on behalf of Blackburn Youth Zone. Put simply safeguarding children is everyone's business and priority.

This policy concerns all children and young people under the age of 18 (as defined by the Children Act 1989) and vulnerable adults aged 25 or under who are accessing Blackburn Youth Zone or who Blackburn Youth Zone staff and volunteers come into contact with as

² What to do if you're worried a child is being abused, Advice for practitioners, March 2015

a result of their activity with young people. The Police Act 1997 (Enhanced Criminal Record Certificates) Protection of define a vulnerable adult as someone who is aged 18 years or over who 'is or may be in need of community care services by reasons of mental health or other disability, age or illness' and 'is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation'

As well as physical, emotional, sexual abuse and neglect, other forms of abuse include;

- Bullying, including cyberbullying (by text message, on social networking sites and so on) and prejudice-based bullying
- Hate crimes
- Radicalisation
- Crime exploitation
- Child sexual exploitation
- Trafficking
- Female genital mutilation
- Domestic violence
- Sexting
- Substance misuse
- Self-Harm
- Fabricated illness
- Financial Abuse

1.3 TERMS OF REFERENCE AND LEGAL FRAMEWORK

The Children Act 1989 and 2004 make it clear that people who work with children have the responsibility to keep them safe. This is supported by the United Nations Convention on the Rights of the Child (to which the UK is a signatory) which sets out the rights of children to be free from abuse. The Government provides guidance on how organisations and individuals should protect children and young people in 'Working Together to Safeguard Children' (March 2015), abuse is described as;

'any form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children';

and safeguarding and promoting the welfare of children is defined as;

- *'protecting children from maltreatment;*
- *preventing impairment of children's health or development;*
- *ensuring that children grow up in circumstances consistent with the provision of safe and effective care*
- *taking action to enable all children to have the best outcomes.'*

Working Together to Safeguard Children (2015) also advises that professionals should, in particular, be alert to the potential need for early help for a child who:

- is disabled and has specific additional needs;
- has special educational needs;
- is a young carer;
- is showing signs of engaging in anti-social or criminal behaviour;
- is in a family circumstance presenting challenges for the child, such as substance abuse, adult mental health, domestic violence; and/or
- is showing early signs of abuse and/or neglect.

The designated person(s) are key to ensuring that proper procedures and policies are in place, and are followed with regard to child safeguarding issues and is the primary person to whom members of staff and volunteers report concerns, through the Line Management systems of the youth zone.

In line with 'Working Together to Safeguard Children', the Designated Person(s) are required by law to have undertaken the recognised course 'Lead Designated Person for safeguarding Children' and that this is kept up to date with appropriate refreshers every two years, all designated leads and deputies have completed the appropriate training provided by Blackburn with Darwen Safeguarding Children Board.

If the designated lead is not present for any reason, responsibility will be the other names deputies listed above, depending on availability.

Responsibilities of the designated person:

- Managing Referrals – In which case they should respond to all suspected concerns of abuse and contact;
 - Local Authority Designated Officer (details are listed in this document) - If there are child protection concerns surrounding staff members or volunteers
 - Local authority children's social care – If there are concerns relating to a child
 - Disclosure and Barring Service (DBS) - Where a person has been dismissed due to risk/harm to a child
 - Police - Where a crime may have been committed
 - The CEO and designated trustees - To inform of issues relating to section 47 of the Children Act 1989⁴
- Training – the designated person should receive appropriate refresher training every 2 years in order to;
 - Understand the assessment process for providing early help and intervention
 - Have a working knowledge of how local authorities should conduct themselves when investigating cases of child abuse
 - Have an understanding of how to report and contribute to child protection case conferences and child protection review conferences and to be able to attend and contribute effectively
 - Ensure all members of staff and volunteers have an understanding of the organisation's safeguarding policies and procedures and other relevant policies, particularly new and part time staff, to support vulnerable young people
 - To provide appropriate induction and refresher training for all staff
 - Keep detailed, accurate and secure records relating to concerns and referrals for young people
 - Obtain access to any relevant resources and attend any training that may be beneficial to their role
 - Encourage a culture of listening to children and young people and adopting a child centred approach ensuring their thoughts and feelings are being taken into account before taking any action
- Raising awareness – The designated person should ensure the Youth Zone's policies and procedures are known and used appropriately;
 - Ensure the organisation's safeguarding policy is reviewed annually (or as required) and any necessary amendments are made and disseminated to the staff team

⁴ Children Act 1989, Section 47.

- o Ensure the Safeguarding Policy is available publicly and parents/carers are made aware that Blackburn Youth Zone has a responsibility to report and refer any suspected cases of child abuse and Blackburn Youth Zone's role in this
- o Link with the Local Safeguarding Children's Board (LSCB) to make sure the organisation is receiving relevant updates on policies and implementation
- o Share any relevant information possessed on a young person with relevant agencies, so long as this does not impact ongoing investigations

The board member with responsibility for safeguarding is Lynn Jepson can be contacted via (Rose Walton):

Email: Rose.Walton@blackburnyz.org

Tel: 01254 292 000

Any allegation or concern involving the designated lead and/or named board member must be referred to Local Authority Designated Officer for which details can be found in section **5.4 "What to do if an allegation of abuse is made involving a staff member or volunteer"** of this document, "Managing allegations of abuse against staff and volunteers.

2.0 RECOGNISING ABUSE

In relation to child protection there are 4 kinds of abuse defined in "Working Together", they are:

2.1 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 fabricates the symptoms of, or deliberately induces, illness in a child.

Indicators of this are;

- Unexplained recurrent injuries or burns
- Improbable explanations or refusal to explain injuries
- Wearing clothes to cover injuries, even in hot weather
- Absconding
- Fear of medical help or examination
- Self-destructive tendencies
- Aggression towards others
- Fear of physical contact - shrinking back if touched
- Admitting that they are punished, but the punishment is excessive (such as a child being beaten every night to 'make him study')
- Fear of suspected abuser being contacted
- Bruises seen on parts of the body not normally harmed through play, such as in or around the mouth
- Bruises that appear as a small 'grasp' or finger marks to a child's arm or legs
- Injuries that look like they have been caused by a belt or stick
- Bruises that appear to be of different ages (colour) in the same area
- Injuries that appear the same on both sides of the body, legs head or arms
- Injuries that appear as bite marks, especially when the marks appear to be of an adult or an older child (more than 3cm across)

It is a concern when a child is not taken for treatment if they are suffering pain, swelling or discolouration over a bone or joint. Although it may not always be possible to know whether a child has a fractured bone, it is difficult for a parent / carer to be unaware that the child

has been hurt. It can be difficult to distinguish between a burn and scald that has been caused accidentally or non-accidentally. As with fractures, all burns and scalds should receive medical attention.

2.2 EMOTIONAL ABUSE

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's 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 cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur on its own.

Indicators of this are;

- Very low self-esteem, often with an inability to accept praise or trust in adults
- Excessive clinging and attention seeking behaviour
- Over anxious – being excessively 'watchful' (hyper vigilant), constantly checking or being over anxious to please
- Withdrawn / socially isolated
- Physical, mental and emotional development lags
- Sudden speech disorders
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc.')
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain ('I deserve this')
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression

2.3 NEGLECT

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse or not accessing appropriate antenatal care. 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.

Indicators of this are;

- • Constant hunger and complaints of tiredness
- • Poor personal hygiene

- • Poor state of clothing or inappropriate, ill fitting clothing
- • Untreated medical problems
- No social relationships
- poor language development or social skills
- Compulsive scavenging
- • Destructive tendencies
- Below average weight / height
- living in an unsuitable home environment, such as having no heating
- being left alone for a long time
- taking on the role of carer for other family members.
- Reluctant to go home, particularly at weekends / holiday
- repeated accidental injuries, often caused by lack of supervision
- skin issues, such as sores, rashes, flea bites, scabies or ringworm
- thin or swollen tummy
- weight or growth issues.

2.4 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, making, viewing or distributing child abuse images or videos, exposing or flashing, encouraging children to behave in sexually inappropriate ways i.e. making a child undress or touch someone else, 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.

Indicators of this are;

- Being overly affectionate or knowledgeable in a sexual way inappropriate to their age, or acting out precocious sexual behaviour with others
- Medical problems such as chronic itching, pain in the genitals, venereal diseases
- Other extreme reactions, such as depression, self-harm, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clinging
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a specific person
- Wetting or soiling themselves, day or night/nightmares
- Become worried about clothing being removed
- Suddenly drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; oversensitive or overreacting to criticism
- Reluctant to go home

2.5 TYPICAL VULNERABILITIES IN CHILDREN PRIOR TO ABUSE

There is no definitive list of vulnerabilities

- Living in a chaotic or dysfunctional household (including parental substance use, domestic violence, parental mental health issues, parental criminality).
- History of abuse (including familial child sexual abuse, risk of forced marriage, risk of 'honour'-based violence, physical and emotional abuse and neglect).
- Recent bereavement or loss.
- Gang association either through relatives, peers or intimate relationships
- Attending school with young people who are sexually exploited.
- Disability
- Unsure about their sexual orientation or unable to disclose sexual orientation to their families.
- Friends with young people who are sexually exploited.
- Homeless.
- Lacking friends from the same age group.
- Living in a gang neighbourhood.
- Living in residential care.
- Living in hostel, bed and breakfast accommodation or a foyer.
- Low self-esteem or self-confidence.
- Young carer
- Isolated, with little or no friendship or peer group

This is not an exhaustive list

A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs of abuse and hide what is happening from everyone. Many learn to 'manage' their problems, making it hard for others to help. We may observe behaviours/physical presentations that cause concern, however, it is important to remember that the causes of these may not be abuse, but due to other issues such as bereavement, homesickness etc. Information related to events of this nature should be logged onto a Cause for Concern form. As a result, staff should be cautious before assuming abuse is the cause. Staff should ensure that they discuss their concerns with the Designated Person for advice.

3.0 OTHER TYPES OF ABUSE AND SAFEGUARDING ISSUES

In addition to these four types of abuse there are the following commonly recognised types of abuse and safeguarding issues

3.1 CHILD SEXUAL EXPLOITATION

On February 16th 2017 the government launched the revised definition of Child Sexual Exploitation along. The revised definition is detailed below:

"Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical

contact; it can also occur through the use of technology "a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point."

The following signs and behaviour are generally seen in children who are already being sexually exploited:

- Missing from home or care
- Becoming especially secretive and disengaging with their usual friends
- Personality and behaviour change (whilst mood swings are common to all adolescents, it is the severity of behaviour change that is most indicative)
- Physical injuries
- Drug or alcohol misuse
- Involvement in offending
- Repeat sexually-transmitted infections, pregnancy and terminations
- Absent from school
- Change in physical appearance
- Evidence of sexual bullying and/or vulnerability through the internet and/or social networking sites
- Estranged from their family
- Receipt of gifts from unknown source (which could include expensive which they couldn't normally afford, such as mobile phones or jewellery)
- Recruiting others into exploitative situations
- Poor mental health
- Self-harm
- Thoughts of or attempts at suicide
- They may receive odd calls and messages on their mobiles or social media pages from unknown, possibly much older associates from outside their normal social network

When making a referral in relation to CSE the Safeguarding Lead will complete the referral to the Blackburn with Darwen M.A.S.H. Team initially or the Engage Team may be contacted directly and may already be involved then the Engage team will be contacted directly.. Engage Team details, can be found in Appendix 6.

Catch 22 provide a useful CSE screening tool which is considered by many Safeguarding Children's Boards which can be used to support referrals and help identify risk a copy can be found in Appendix 7 "Screening Tools" as well as at <http://www.wirral safeguarding.co.uk/wp-content/uploads/2016/03/cse-screening-tool-2016.docx>

You can find more information at

<http://paceuk.info/about-cse/spotting-the-signs-cse/>

3.2 CHILD TRAFFICKING

Child trafficking is a very serious issue which can have a devastating and lasting impact on its victims. Children can be trafficked into, within and out of the UK. 'Trafficking of persons means the recruitment, transportation, transfer, harbouring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.

3.3 DOMESTIC VIOLENCE

The cross-government definition of domestic violence and abuse is any incident or pattern of incidents of controlling, coercive, 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. The abuse can encompass, but is not limited to:

- 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. Staff can also refer to the DfE guidance Domestic violence and abuse.

If staff suspect a young person is at risk due to domestic abuse they are to refer to CADS (previously MASH).

Safelives Risk Identification Checklist for the identification of high risk cases of domestic abuse, stalking and 'honour'-based violence - Young People's Version with practice guidance which can found at

<http://www.safelives.org.uk/sites/default/files/resources/YP%20RIC%20guidance%20FINAL.doc>

3.4 FABRICATED OR INDUCED ILLNESS

The fabrication or induction of illness in children is a relatively rare form of child abuse. Where concerns exist about fabricated or induced illness, it requires professionals to work together, evaluating all the available evidence, in order to reach an understanding of the reasons for the child's signs and symptoms of illness.

3.5 FAITH ABUSE

Faith abuse includes: belief in concepts of witchcraft and spirit possession, demons or the devil acting through children or 'leading them astray' (traditionally seen in some Christian beliefs), the evil eye or djinns (traditionally known in some Islamic faith contexts) and dakini (in the Hindu context); ritual or muti murders where the killing of children is believed to bring supernatural benefits or the use of their body parts is believed to produce potent magical remedies; and use of belief in magic or witchcraft to create fear in children to make them more compliant when they are being trafficked for domestic slavery or sexual exploitation. This is not an exhaustive list and there will be other examples where children have been harmed when adults think that their actions have brought bad fortune, such as telephoning a wrong number which is believed by some to allow malevolent spirits to enter the home. It is likely that a proportion of this type of abuse remains unreported. Standard child safeguarding procedures apply in all cases where abuse or neglect is suspected, including those that may be related to particular belief systems.

3.6 FEMALE GENITAL MUTILATION (FGM)

Comprises all procedures involving partial or total removal of the female external genitalia or other injury to the female genital organs for non-medical reasons. FGM is also sometimes known as 'female genital cutting' or 'female circumcision'. However, circumcision is not an appropriate term. Communities tend to use local names for referring to this practice including 'sunna'. FGM is considered child abuse in the UK and a grave violation of the human rights of girls and women. In all circumstances where FGM is practised on a child it is a violation of the child's right to life, their right to their bodily integrity, as well as their right to health. The UK Government has signed a number of international human rights laws against FGM, including the Convention on the Rights of the Child. If you have concerns relating to young people possibly affected by FGM, this should be referred using the Child Protection procedures.

3.7 FORCED MARRIAGE

Forced Marriage is where one or both people do not (or in cases of people with learning disabilities, cannot) consent to the marriage and pressure or abuse is used. The pressure put on people to marry against their will can be physical (including threats, actual physical violence and sexual violence) or emotional and psychological (for example, when someone is made to feel like they're bringing shame on their family). Financial abuse can also be a factor.

Staff can also refer to

<https://www.gov.uk/government/publications/what-is-a-forced-marriage>

3.8 CRIME EXPLOITATION/ORGANISED CRIME

Crime Exploitation/Organised Crime is becoming a prevalent issue amongst many young people. Individuals, normally working with others, with the capacity to commit serious crime on a continuing basis, which includes elements of planning, control and coordination and benefits those involved will look to exploit young people who display common indicators of vulnerability, to participate in organised crime, whether that is drug dealing, minding weapons/drugs.

3.9 RADICALISM AND INVOLVEMENT IN TERRORISM

At the time of writing the current threat from terrorism is considered to be "severe". Terrorism can involve the exploitation of young people and vulnerable adults.

Terrorism is defined by the Terrorism Act 2000 as:

"An action that endangers or causes serious violence to a person/people; causes serious damage to property; or seriously interferes or disrupts an electronic system. The use or threat must be designed to influence the government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause."

Extremism is defined in the national Counter-Terrorism Strategy (CONTEST) as:

"A 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 also includes calls for the death of members of our armed forces, whether in this country or overseas."

Radicalisation is defined in the CONTEST Strategy as:

"The process by which a person comes to support terrorism and forms of extremism leading to terrorism."

The following are examples of recognised offences in relation to terrorism, extremism and radicalisation:

- Murder or soliciting murder.
- Committing, preparing or instigating acts of terrorism.
- Incitement to commit acts of terrorism overseas.
- Encouragement of terrorism.
- Inciting racial or religious hatred or hatred because of sexual orientation.
- Inviting support for a proscribed organisation.
- Terrorist financing offences.
- Dissemination of terrorist publications.
- Offences of encouragement and dissemination using the internet.

The CONTEST strategy focuses on 4 strands: Pursue, Prevent, Protect and Prepare, it is the Prevent strategy that is of relevance in safeguarding young people and vulnerable adults. The Prevent strategy has three key objectives:

- Ideology - Challenging the ideology that supports terrorism and those who promote it;
- Individuals – Protect vulnerable people from being drawn into terrorism and ensure they are given appropriate advice and support; and
- Institutions – Supporting sectors and institutions where there are risks of radicalisation.

Challenging the ideology includes being proactive in promoting values such as: democracy, the rule of law, equality of opportunity, freedom of speech, and the universal right to freedom from persecution. There is a need for local communities and organisation to support this by focusing focus on those most susceptible to terrorist propaganda; it should not be

assumed that Muslims are any more vulnerable to radicalisation than other faith or ethnic groups.

In terms of protecting individuals key points made are:

- Radicalisation is a process not an event, and it is possible to intervene in this to prevent vulnerable people being radicalised
- There is a need to ensure that activities are proportionate, and focused upon people at risk.
- Activity needs to address all forms of terrorism. It is not just the responsibility of the police, but also local authorities and other partners.
- Programmes relating to this are comparatively new, and evidence of impact is limited. The Government is committed to research and evaluation to demonstrate what works and inform the development of best practice.

Channel is a multi-agency process that evaluates referrals of individuals at risk of radicalisation and decides on the most appropriate action. It involves assessing the nature and the extent of the potential risk and, where necessary, providing an appropriate support package tailored to the individual's needs. Supporting those most at risk of being radicalised is about diverting people away from potential risk at an early stage which prevents them from being drawn into criminal activity linked to terrorism not about prosecution. At Blackburn Youth Zone we have a clear role in providing diversionary activities as well as targeted support services.

3.10 SELF-INJURY AND SELF HARM

Self-injury can take many different forms but in general terms is the act of deliberately causing harm to oneself either by causing a physical injury or by putting oneself in dangerous situations and/or self-neglect. Self-injury is generally a coping mechanism; there can be many reasons why a person chooses to self-injury but it is important that staff consider the possibility of a link between self-injury and trauma/abuse.

When dealing with self-injury and self-harm staff should:

- Show that they care about the person behind the self-injury
- Show concern for the injuries themselves and ensure any needed first aid is provided
- Make it clear it is OK to talk about
- don't focus solely on the self-harm, understand the reasons behind it.
- Acknowledge how scary the thought of not self-harming may be
- Explore what are their support networks?
- Ensure the young person is the sole focus of your attention
- spend most of your time listening, not talking
- do not criticise, tell them to stop and make ultimatums. This will not work
- allow the young person to tell their story, never guess or assume
- Ensure self-harm is not dismissed as attention seeking
- Do not make unrealistic promises are not made about confidentiality
- Recognise this is the first step of a difficult journey
- Ensure you respond calmly – even if you don't feel calm
- Report to designated leads and seek further advice

3.11 PRIVATE FOSTERING

Under certain conditions, a child might be cared for, as part of a private arrangement, by someone who is not their parent or a 'close relative'. This constitutes private fostering when the following conditions are met:

- a child is under 16 years of age – 18 if they have a disability
- the arrangement is for 28 days or longer
- the child's new carer does not have parental responsibility for the child and is not a close relative. Close relatives are defined as step-parents, grandparents, brothers, sisters, uncles or aunts (whether of full blood, half blood or marriage/affinity).

By law parents and carers must notify the local authority of private fostering arrangements to safeguard and protect the child's welfare as well as ensuring the child, carer and parent are receiving appropriate support and help.

Blackburn Youth Zone's policy is that if we do become aware that a child or young person who is being privately fostered, we will inform the carer/parent of their legal duty to notify Blackburn with Darwen M.A.S.H. Team, the contact details are;

Blackburn with Darwen CADS - Children's Advice and Duty Service (previously MASH) for confidential advice and consultation.

Tel: 01254 666400 (Mon-Fri, 9:00am – 5.00pm)

Tel: 01254 587547 (Outside of these hours)

4.0 ADULTS AT RISK

The Care Acts 2014 makes it clear that specific adult safeguarding duties apply to any adult who:

- has care and support needs and
- is experiencing, or is at risk of, abuse or neglect and
- is unable to protect themselves because of their care and support needs.

An adult with care and support needs may be:

- an older person
- a person with a physical disability, a learning difficulty or a sensory impairment
- someone with mental health needs, including dementia or a personality disorder
- a person with a long-term health condition
- someone who misuses substances or alcohol to the extent that it affects their ability to manage day-to-day living.

This is not an exhaustive list.

Types of abuse:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission

- Self-neglect

Abuse can take place in a person's own home, in a residential home or a day centre or hospital. Unfortunately those being abused are often the least likely to bring the situation to anyone's attention.

If you are concerned that an Adult is experiencing or at risk of harm, abuse or neglect please report it to Blackburn with Darwen Safeguarding Adults Team on 01254 585949 phone number between 9am – 5pm.

Outside of these hours please call phone number Emergency Duty Team on 01254 587547.

In an emergency always call 999.

5.0 PROCEDURE

“Safeguarding is everybody responsibility and everyone who comes into contact with children and their families has a role to play in safeguarding children, child protection should take priority over all other work”

5.1 WHAT TO DO IF YOU SUSPECT ABUSE OR HAVE CONCERNS ABOUT A YOUNG PERSON

It can be very hard for children and young people to speak out about abuse. Often they fear there may be negative consequences if they tell anyone what's happening to them. Even if a child doesn't tell someone verbally about what's happened to them, there may be other indicators that something is wrong. Physical and behavioural indicators of abuse are outlined within this policy. Staff should be vigilant in recognising the signs and symptoms of abuse and ensure they respond promptly to any concerns. It is not the duty of staff and volunteers to investigate the issue themselves, however it is their responsibility to gather as much information as possible. Where staff observe signs and symptoms of abuse, or there is potential of harm from unmet needs, staff should discuss their concerns with designated safeguarding lead or deputies who will help decide what action should be taken.

If there is an immediate concern for the welfare of the child, the safeguarding lead or deputies will contact children's services and/or the Police. They will need your support in referring it to ensure the details are recorded correctly. Where the concerns do not constitute an immediate risk, the Designated Safeguarding lead may refer the young person to Early Support services.

If you're not sure or have any concerns, speak to the safeguarding lead or deputies, remember that is what they are there for, to deal with any concerns and offer advice and support.

5.2 WHAT TO DO IF A YOUNG PERSON TELLS YOU ABOUT ABUSE

It can be very hard for children and young people to reveal abuse. Often they fear there may be consequences. Some delay telling someone about abuse for a long time, while others never tell anyone, even if they want to.

Children value being believed and, as the adult they have chosen to tell, it's vital that you act on what you've been told. Children and young people can make a disclosure in a number of ways such as: verbally or non-verbally, directly or indirectly, fully or partially.

If a young person/ vulnerable adult makes a disclosure about abuse or you suspect they may be about to it is imperative they understand you cannot keep this 'secret' but that you have a duty to report it to other professionals who will help keep them safe. Be honest and open about who you will speak to and why.

You should find a quiet place to talk where they feel comfortable. Ensure you give them the time they need to talk but be aware they will need to give a full account to Children's Social

Care so avoid subjecting them to lengthy or multiple 'interviews' as it can confuse and jeopardise evidence. Try to keep eye level equal or lower than theirs.

Staff and volunteers must:

- Listen, but do not press for information
- Stay calm and be reassuring
- Find a quiet place to talk
- Always Believe what you are being told
- Listen to the young person, if you are shocked by what is being said, try not to show it
- It is acceptable to observe injuries such as; bruises, but not to ask a child to remove or adjust their clothing to observe them; (injuries must be recorded on a **Cause for Concern Form, Appendix 1**)
- Do not question the child in a way that will introduce new words, phrases or concepts into their minds (leading questions)
- Do not challenge, confront or criticise their information, even if it seems unlikely or if there are obvious errors. They may be unable to give accurate timescales or dates.
- If a disclosure is made the pace should be dictated by the child without their being pressed for details. The staff or volunteers role is to listen not to investigate.
- Use open questions
- Acknowledge how hard it was for them to tell you this
- Do not criticise the perpetrator, this may be someone they love
- Do not promise confidentiality, reassure the young person that they have done the right thing, explain whom you will have to tell and why. It is important that you don't make promises you cannot keep (please see the **Confidentiality Policy, Appendix 2** for more details)

Remember is it a huge step for a young person to make a disclosure

Inform the safeguarding lead or deputies immediately who will work with you to contact the Child Protection Social Work team and/or the Police and complete all necessary paperwork. If the situation is an emergency and neither safeguarding lead or deputies available you should telephone Children's Social Care directly or, if out of hours, the Emergency Duty Social Work team or Police Child Protection Team.

5.3 RECORDING INFORMATION

- Make some notes immediately afterwards (being aware that note taking during a disclosure may inhibit that disclosure making it harder for the young person to be open and honest); record the date, time, place and context of the disclosure or concern, recording facts and not assumption and interpretation. Any notes must be added to a completed cause for concern form and handed to the safeguarding lead or deputies (not left on a desk marked for their attention), do not be afraid to interrupt meetings if you need to speak to someone.
- Note any non-verbal behaviour and ensure that that the language used by the young person (do not translate into correct terminology) is recorded
- The source of the information should be recorded e.g. "John Smith, a volunteer told me that ..." or "I saw Rowan in the dance studio".
- Information should be factual or based on fact. Record what you saw, heard etc and try not to be vague or woolly (e.g 'Jane was crying and rocking' rather than 'Jane was upset').
- Distinguish clearly between fact and your professional opinion. When recording your professional opinion, make it clear what your opinion is based on (e.g 'Harry ran and hid under the table when his mother arrived to take him home and clung to me when I tried to get him. He appeared to be frightened').
- Make a note of what you have done with the information (e.g consulted the Safeguarding Lead and she said she would...')

- Try to avoid specialist jargon e.g 'SEN' which someone from another agency would not necessarily understand.

5.4 CONCERNS AND ALLEGATIONS INVOLVING STAFF OR VOLUNTEERS

If a young person makes an allegation of abuse against a staff member or volunteer, or you have concerns regarding a staff member or volunteer you should report this immediately to their line manager (or Volunteer Co-ordinator) and the Safeguarding Lead. If the volunteer or member of staff against which the allegation is made is onsite and you cannot contact the Safeguarding Lead speak immediately to the manager in charge.

If it is against a member of staff from another organisation report it directly to the Safeguarding Lead.

You should assure the young person who made the allegation that this is a serious matter and you will follow it up with the Safeguarding Lead. Update the young person of what action has been taken.

The Safeguarding Lead will make a referral directly to the Local Authority Designated Officer who will advise on the most appropriate course of action. This referral will usually be made immediately, but must be made within 24 hours.

Blackburn with Darwen LADO (Local Authority Designated Officer): Megan Dumpleton
 Email: Megan.Dumpleton@blackburn.gov.uk
 Phone Number: 01254 585184, When unavailable please phone 01254 585184 or 01254 666488 and ask for the Duty LADO

Blackburn Youth Zone has a **Whistleblowing Policy** that outlines the course of action staff or volunteers can take if there are major concerns over apparent wrong doing by Blackburn Youth Zone without fear of detrimental treatment.

5.5 WHAT TO DO IF YOU SUSPECT RADICALISATION

If you have concerns that a young person or vulnerable adult is at risk of radicalisation or involvement in terrorism speak to the Safeguarding Lead who will help you decide whether it is appropriate to make a referral to the Channel lead and complete all necessary paperwork.

A copy of the M.A.S.H. Panel Referral Form is attached in Appendix 6.

You can contact the M.A.S.H for general concerns.

Or you can contact the Prevent Officer on
 phone: 01254 585263 or
 e-mail: Prevent.Team@Blackburn.gov.uk

In the rare event of a firearms or weapons attack:

RUN - to a place of safety. This is a better option than to surrender or negotiate. If there's nowhere to go then...

HIDE - remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can.

TELL - the police by calling 999 when it is safe to do so.

5.6 INFORMING PARENTS

The Safeguarding Lead will inform the young person's family/carers that an incident has taken place and/or a referral is being made unless: that would either place the young person at greater risk, place the member of staff or public at risk or impede the investigation; sexual

abuse or fabricated illness is suspected; or multiple abuse is suspected. In these cases Social Services or the Police will decide whether or not to inform the parents. An inability to inform parents should not delay or prevent a referral being made.

6.0 CONFIDENTIALITY, INFORMATION SHARING AND STORING

Staff and volunteers have professional responsibility to share relevant information about the protection of children with other professionals, particularly investigating agencies. If a young person confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the young person sensitively that he/she has a responsibility to refer the matter for their own sake. At the same time, the young person should be reassured that the matter will be only be disclosed to the relevant person/s who will then decide on an appropriate course of action. Staff and volunteers who receive information about children and families in the course of their work should have the information only within a professional context. Personal information about all young people and their families is regarded by those who work in this building as confidential. All records relating to child protection incidents will be maintained by the Safeguarding Officer and only shared as is consistent with the protection of children. If staff are unsure whether or not to share information support can be sought from the Safeguarding Lead or Chief Executive.

6.0 1 7 GOLDEN RULES FOR INFORMATION SHARING

The ' 7 Golden Rules'⁵ for information sharing are listed as good practice for how Blackburn Youth Zone will manage issues relating to confidentiality;

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset and why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is safe or inappropriate to do so.
3. Seek advice if there is any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. Professionals may still share information without consent if, in their judgement, that lack of consent can be overridden in the public interest. Judgment will need to be made on the facts of the case.
5. Consider safety and wellbeing: Base information sharing decisions on considerations of the safety and wellbeing of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information shared is necessary for the purpose for which it is being shared, it is shared only with those people who need to have it, is accurate and up-to-date, it is shared in a timely fashion, and is shared effectively.
7. Keep a record: of the decision and the reasons for it – whether it is to share information or not. If it is decided to share, then record what has been shared, with whom and for what purpose.

6.2 STORING INFORMATION

Once information has been passed to the relevant staff it is then forwarded to the Safeguarding Lead or Deputy who has been dealing with the incident. They are responsible for adding key details to Salesforce (a secure online database), uploading a scanned, and

⁵ Information Sharing for Practitioners and Managers 2015

password protected copy of the Cause for Concern Referral Form. Only the Safeguarding Lead and Deputies will have access to the safeguarding information stored on Salesforce.

Information relating to child protection/welfare is required to be kept for a minimum 50 years, according to Blackburn Youth Zone's insurance guidelines.

Blackburn Youth Zone will keep a clear and comprehensive summary of;

- Any disclosures or concerns relating to abuse
- Details of how the concerns or disclosures were followed up and resolved
- Any action taken
- Decisions reached

7.0 SUPPORTING THOSE INVOLVED

Support should be provided for the parents/carer and child as well as the person who is the subject of the allegation.

Parents/carers should be kept constantly apprised of the situation and of any developments. They should also be informed of the outcome (if there is not a criminal investigation), including the result of any disciplinary procedures.

7.1 SUPPORTING STAFF WHO RECEIVE DISCLOSURES

Receiving a disclosure or observing signs of abuse can be very distressing. Staff should discuss their feelings with their line manager if they feel affected.

Safeguarding children and young people can entail making difficult professional judgements and decisions. All staff and volunteers have access to advice and support through formal and informal supervision from their peers and managers. Incidents of a child protection nature can affect staff not directly involved and staff affected can access support as above. Members of staff may be asked to attend a Strategy Meeting or Child Protection Case Conference. Staff should seek guidance and advice from the Designated Person on these meetings and further advice can be provided by the Local Safeguarding Children's Board

7.2 STAFF RIGHTS AND SOURCES OF SUPPORT WHEN FACING AN ALLEGATION

The member of staff who is the subject of the allegations will be kept informed of the progress of the case, and will receive appropriate support whilst the case is ongoing. Sources of support and advice for staff going through the Disciplinary Procedure include:

- Line manager or CEO if more appropriate
- Trade union
- Citizens Advice Bureau
- ACAS – This provides help and support for employers and employees, they have a helpline adviser available 8am-8pm, Monday – Friday.

Every effort will be made to maintain confidentiality and guard against publicity whilst the allegation is being investigated and considered.

8.0 INDUCTION AND TRAINING

Blackburn Youth Zone recognises that in order for staff and volunteers to fulfil their duties in line with 'Working Together to Safeguard Children (March 2015)', they require an induction and regular training updates to ensure they develop and maintain the necessary skills, judgement and confidence in their work in Safeguarding and protecting young people. Blackburn Youth Zone will ensure that all staff undertake appropriate training in Safeguarding

to equip them to carry out their responsibilities effectively, and keep this up to date through refresher training.

All staff are required to:

- complete the Blackburn with Darwen Safeguarding Children's Board Online Training "Safeguarding Children - Levels 1 and 2" on induction and refreshed every 3 years.
- attend in house safeguarding training / briefings delivered by the safeguarding lead or volunteer and training manager refreshed annually
- Attend any external safeguarding training deemed necessary or appropriate for their role on induction and refreshed every 3 years.

Safeguarding is an agenda item for supervisions and team meetings up to and including board meetings.

It is a requirement that all staff read this Policy, and sign that they have read and understood this. Staff and volunteers will be asked to revisit the policy each time it is reviewed and updated. Staff and volunteers will have different training needs which are dependent on their degree of contact with children and young people, their responsibilities and the level of decision making. Blackburn Youth Zone holds a central record of training (including safeguarding) completed by all staff and volunteers.

8.1 Safer recruitment & DBS

In order to ensure to minimise risk and ensure that young people are protected whilst at youth zone, we will ensure that our staff are carefully selected, screened, trained and supervised. Blackburn Youth Zone's recruitment processes ensure:

- Standardised recruitment procedures to ensure consistency
- Requirement for at least 2 references of which the current or most recent employer are required and must and all references in any case, cover the last three years,
- Requirement for Disclosure and Barring Service Checks
- Scrutiny of employment history for unexplained gaps

Appendix 1 - Blackburn Youth Zone Safeguarding Cause for Concern Form

Please submit completed forms to the Safeguarding Lead or Deputies within 24 hours of the incident – if the young person is at risk of immediate harm please contact the police or CADS (previously MASH). DSL contacts - Rose Morgan 07876838170, Leon Crosby 07891734121

Young Person's name:	Session:
Young Person's School:	Young Person's Age:
Name and position of person completing form:	
Any other staff members aware:	
Date and time of the concern:	
<p>Full description of the Incident/concern <i>Full description of observations/disclosure/ injuries giving rise to concern (quote the young person's words as much as possible). Complete and attach body map of any observed injuries if applicable.</i></p> <p>who - who is involved, who is the alleged abuser, who made you aware what - outline exactly what happened, what was discussed, what you have observed, when - When did the disclosure/observation take place, when did you become aware, when did the alleged abuse/concern take place. where - where did the disclosure/observation take place, where did the abuse take place. Where has the young person been harmed if applicable.</p>	

Have you contacted any of the following?

(Please Tick)

Parents/Guardians		Police	
CADS (previously MASH)		Health (please specify- e.g ambulance/crisis team)	

Any other relevant information

(witnesses, immediate action taken, any relevant background information e.g previous concerns, family dynamics)

Signature:

Date form completed (DD MM YY)

Action taken (including reasons for decisions) and Outcomes*

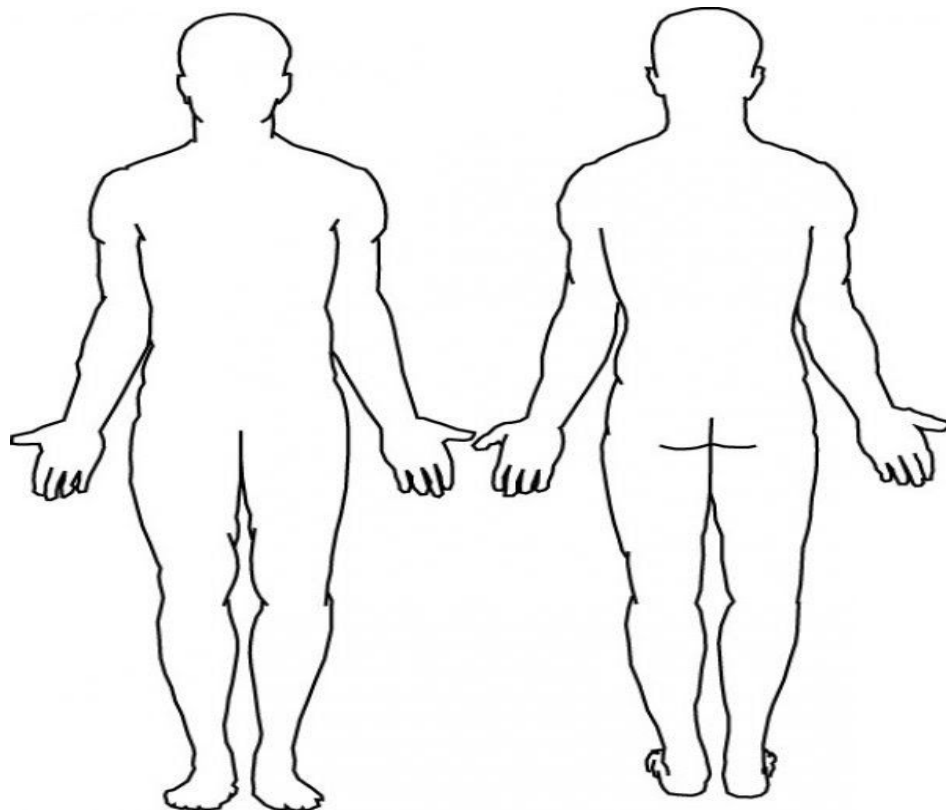
(NB – this section is only to be completed by DSL)

Signature of DSL

Date (DD MM YY)

Injury

Body Map



APPENDIX 2 - CONFIDENTIALITY POLICY

Blackburn Youth Zone is committed to providing a safe environment for young people and volunteers and recognises that trust is essential for good youth work and is the foundation for all relationships within Blackburn Youth Zone. Maintaining confidence is an integral part of building trust between young people, volunteers and the organisation and will be respected at all times, apart from where it conflicts with reporting child protection and safeguarding concerns.

Young People

- Blackburn Youth Zone is committed to ensuring that young people are able to share information with youth workers in a confidential manner.
- Young people can expect that any information they give to a worker is treated as sensitive and confidential and will not be shared UNLESS:
 - The worker believes that the young person, or another young person or member of the community, is in danger or is being harmed. In this case the young person will be told that the information has to be shared with the appropriate agencies and encouraged to agree with this.
 - The young person discloses that they are involved, or plan to become involved in acts of terrorism.

Talk to a Youth Worker

Youth Workers are here to support and listen if you need, what you say will be treated as confidential, unless;

- You are at risk of being hurt or hurting yourself;
- Someone else is at risk of being hurt;

Staff and volunteer will always try discuss with you if they need to pass something on. In any circumstance that constitutes a child protection issue (i.e. where there is a suspicion or information that a young person is suffering significant harm or at risk of significant harm) all staff and volunteers must be clear that they have a duty to refer the concern to the Social Services or the Police. Whilst staff and volunteers have a responsibility to respect and maintain the confidentiality of an individual young person, their primary responsibility is to ensure the safety of the young person. Therefore, in a child protection situation they cannot maintain confidentiality and must make this boundary clear to the young person.

We understand that perceptions of risk will vary between individuals and as such will affect how people respond to situations.

As a general principle, where 'risky' behaviour is observed of any nature (e.g. involving alcohol, drugs, inappropriate sexual relations or criminal activity), a worker must tackle this directly with the young person concerned, or at the first appropriate opportunity. If a worker feels that the behaviour is likely to cause immediate harm to the young person or others, it may be reported to an appropriate body such as the Police, even if this breaches their confidentiality. It should be noted however that risky behaviour does not automatically mean there is risk of significant/immediate

harm; for example, drug use would become an area of concern if it involved unsafe injecting, sexual exploitation or debt with dealers. Such situations will involve an element of discretion as to what constitutes immediate harm. To ensure consistency and appropriateness of approach by all staff and volunteers, different scenarios will be reviewed through case work, project and team meetings.

All staff and volunteers will maintain confidentiality around contraception advice and disclosure of sexual conduct acknowledging the Fraser guidelines and Gillick competency principle. **Please see Fraser guidelines and Gillick competency, appendix 3**

It is not appropriate for staff or volunteers to discuss sensitive issues about young people or other staff or volunteers in the presence of other young people.

Workers

All workers at Blackburn Youth Zone are expected to uphold the organisations commitment to confidentiality. This means that youth workers are expected to:

- Keep records, files and documents stored in a safe and secure manner
- Not discuss any information given by a young person in confidence, unless they have a child protection concern or the young person gives their permission
- Tell a young person when information cannot be kept confidential (ie. a child protection concern)
- Encourage a young person to talk to other people (e.g. parents or guardians) or professionals where they feel it would be in the young person's interest

APPENDIX 3 - FRASER GUIDELINES AND GILLICK COMPETENCY

Gillick competency and Fraser guidelines provide some guidance for professionals working with children need to consider how to balance children's rights and wishes with their responsibility to keep children safe from harm. They refer to a legal case which looked specifically at whether doctors should be able to give contraceptive advice or treatment to under 16-year-olds without parental consent. But since then, they have been more widely used to help assess whether a child has the maturity to make their own decisions and to understand the implications of those decisions.

In 1982 Mrs Victoria Gillick took her local health authority (West Norfolk and Wisbech Area Health Authority) and the Department of Health and Social Security to court in an attempt to stop doctors from giving contraceptive advice or treatment to under 16-year-olds without parental consent.

The case went to the High Court in 1984 where Mr Justice Woolf dismissed Mrs Gillick's claims. The Court of Appeal reversed this decision, but in 1985 it went to the House of Lords and the Law Lords (Lord Scarman, Lord Fraser and Lord Bridge) ruled in favour of the original judgment delivered by Mr Justice Woolf:

"...whether or not a child is capable of giving the necessary consent will depend on the child's maturity and understanding and the nature of the consent required. The child must be capable of making a reasonable assessment of the advantages and disadvantages of the treatment proposed, so the consent, if given, can be properly and fairly described as true consent." (Gillick v West Norfolk, 1984)

How are the Fraser Guidelines applied?

The Fraser guidelines refer to the guidelines set out by Lord Fraser in his judgment of the Gillick case in the House of Lords (1985), which apply specifically to contraceptive advice. Lord Fraser stated that a doctor could proceed to give advice and treatment provided he is satisfied in the following criteria:

1. that the girl (although under the age of 16 years of age) will understand his advice;
2. that he cannot persuade her to inform her parents or to allow him to inform the parents that she is seeking contraceptive advice;
3. that she is very likely to continue having sexual intercourse with or without contraceptive treatment;
4. that unless she receives contraceptive advice or treatment her physical or mental health or both are likely to suffer;
5. that her best interests require him to give her contraceptive advice, treatment or both without the parental consent." (Gillick v West Norfolk, 1985)

How is Gillick competency assessed?

Lord Scarman's comments in his judgment of the Gillick case in the House of Lords (Gillick v West Norfolk, 1985) are often referred to as the test of "Gillick competency":

"...it is not enough that she should understand the nature of the advice which is being given: she must also have a sufficient maturity to understand what is involved."

He also commented more generally on parents' versus children's rights:

"parental right yields to the child's right to make his own decisions when he reaches a sufficient understanding and intelligence to be capable of making up his own mind on the matter requiring decision."

What are the implications for child protection?

Professionals working with children need to consider how to balance children's rights and wishes with their responsibility to keep children safe from harm.

Underage sexual activity should always be seen as a possible indicator of child sexual exploitation.

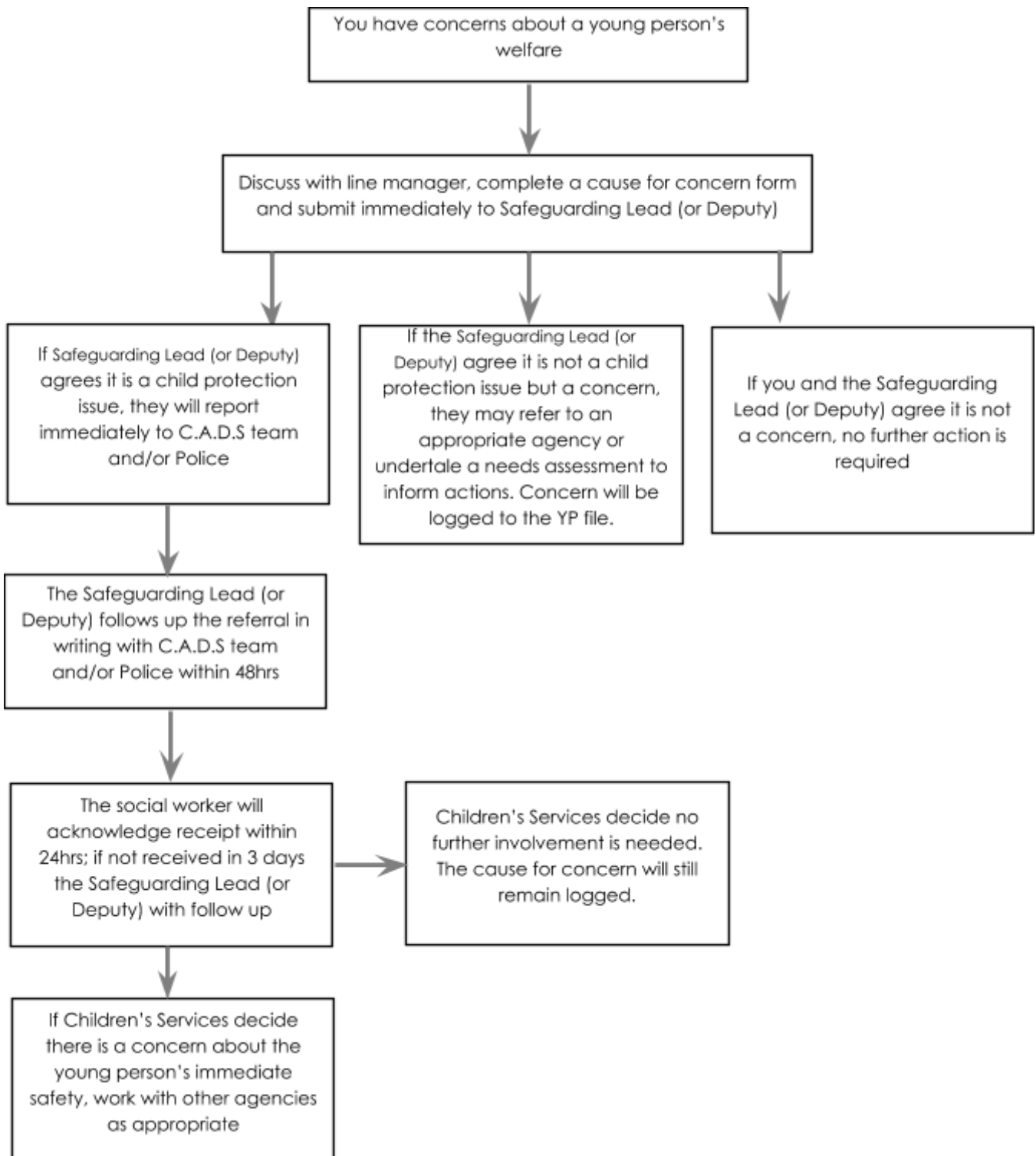
Sexual activity with a child under 13 is a criminal offence and should always result in a child protection referral

Taken from

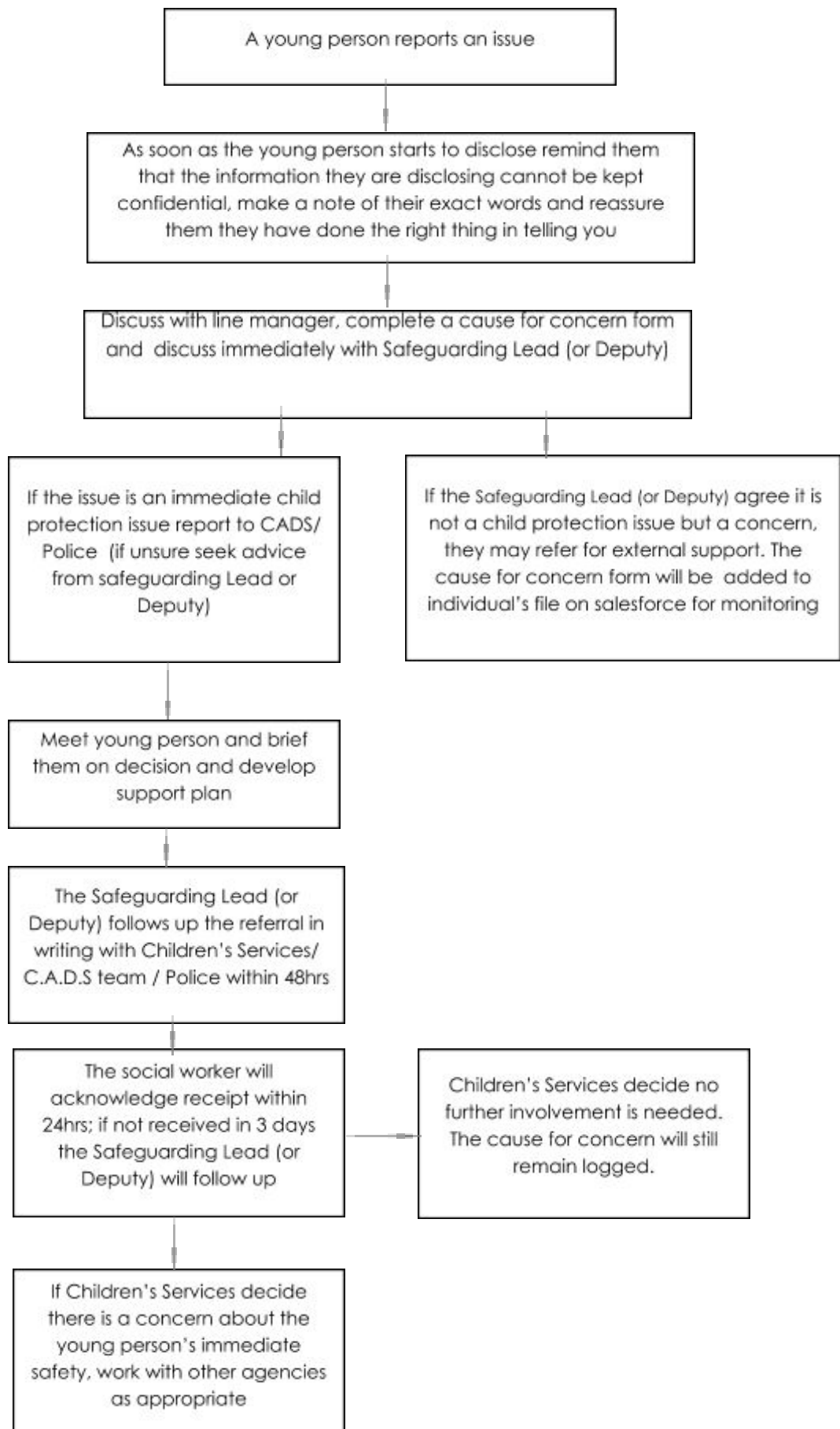
<https://www.nspcc.org.uk/preventing-abuse/child-protection-system/legal-definition-child-rights-law/gillick-competency-fraser-guidelines/>

Appendix 4 - Safeguarding Flow Charts

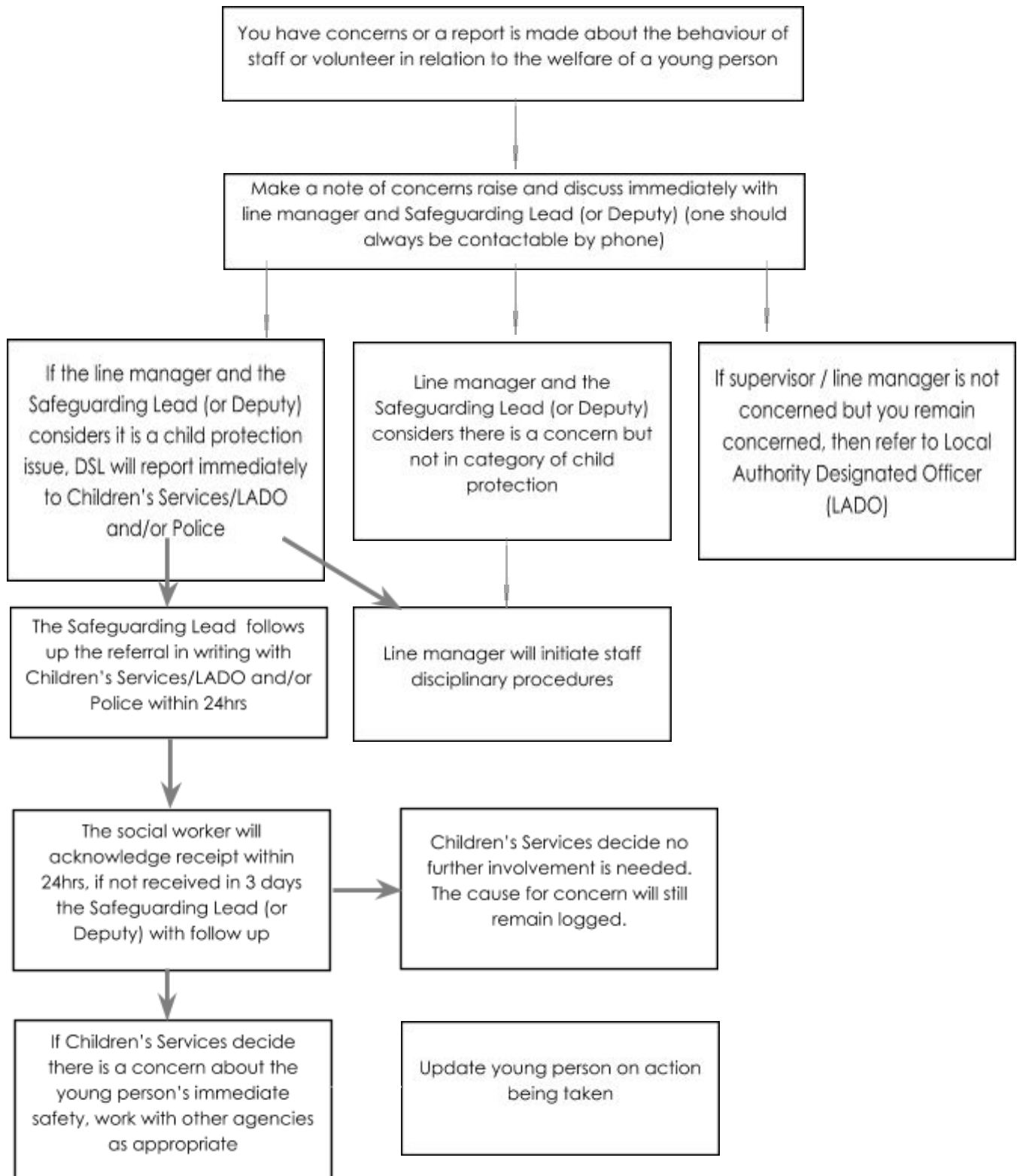
What to do if you suspect abuse



What to do if a young person tells you about abuse



What to do if an allegation of abuse involves staff or volunteers



Appendix 5 -Quick Reference Emergency Contact Sheet

Blackburn Youth Zone

Designated Safeguarding Lead

Safeguarding Lead & Designated Person – Rose Morgan, Mentoring and Safeguarding Coordinator

Tel: 01254 292 000

Mobile: 07876 838 170

Email: rose.morgan@blackburnyz.org

Deputy Safeguarding Leads

Deputy Safeguarding Lead and SMT Safeguarding Representative - Leon Crosby, Head of Operations

Tel: 01254 292 000

Mobile: 07891734121

Email: mubashar.khaliq@blackburnyz.org

Deputy Safeguarding Lead – Hannah Allen, CEO

Tel: 01254 292 000

Mobile:

Email: hannah.allen@blackburnyz.org

Blackburn with Darwen children's / young adults contacts

The Children's Advice and Duty Service (CADS) Team (previously MASH)

Tel (01254) - 666400, Email – cypreferrals@blackburn.gov.uk

Blackburn with Darwen Safeguarding Adults Team

01254 585949

Outside work hours Emergency Duty Team

01254 587547

In an emergency always call the police on 999. If you think there has been a crime but it is not an emergency call 101

Blackburn with Darwen - LADO

Megan Dumpleton

01254 585184

Megan.Dumpleton@blackburn.gov.uk

Channel (Preventing Violent Extremism)

Primary contact:

Paul Lee, 01254 666428, Paul.Lee@blackburn.gov.uk

If you have any concerns about someone and would like more advice ring 101/999 if urgent, if not then email concern@lancashire.pnn.police.uk

Blackburn with Darwen LSCB

Abdul Ghiwala

01254 585174

07966 271202

Abdul.Aziz.Ghiwala@blackburn.gov.uk

Engage Team

01254 353667

engageteam@blackburn.gov.uk

Useful helplines

Child Protection Helpline 0808 800 5000

Asian Child Protection Helpline 0800 096 7719

For Deaf or Hard of Hearing 0800 096 7719

Kidscape (bullying) 020 7730 3300, Helpline 0845 120 5204

DBS Helpline: 0870 90 90 811

For any incident where a young person has required hospital treatment or an emergency call has been made to the police for any reason, you **must** regardless of the time of day inform the Head of Youth Work, who will make a decision as to if the CEO needs to be immediately informed.

Blackburn with Darwen C.A.D.S referral form

See LSCB Blackburn website for up to date form, www.lscb.org.uk

Appendix 7

Guidance to changes in practice and procedures due to Coronavirus (Covid-19)

The uncertainty we are all facing at the moment means our members need the support from us more than ever. As the way Blackburn Youth Zone is currently operating in response to coronavirus (COVID-19) is fundamentally different to how we would normally operate, it has been necessary to amend our procedures to ensure we can continue to support young people throughout this difficult time. Blackburn Youth Zone is providing a number of creative and dynamic solutions to ensure we can continue to support young people and reduce social isolation for our members. It is important to remember that the new processes in response to COVID-19 are not changing our approach to safeguarding and **procedures in the safeguarding policy still apply.**

Guidance to support you while you are working from home has been developed to enable you to follow Blackburn Youth Zone safeguarding policy to ensure the best interests of the young person continue to come first whilst keeping yourself safe.

Guidance for making welfare calls/ sending messages to young people.

When supporting young people one to one remotely you must consider the safety and wellbeing of the young person and yourself. Although we want to offer our young people support and someone to talk to, it is important to remember that we are not trained counsellors. The purpose of the call service is to have a brief check-in with a young person and to determine if we feel they may need to be either directed towards other appropriate online services or in more serious cases referred into other services e.g. Social Care/Police. Remember you are not going to be able to solve the young person's problems, but you can arm them with the correct information to empower them.

Brief

- Contact your allocated duty manager before you start your shift and have a briefing with them.
- Ask any questions you are unsure of and share any concerns.

Prepare for the conversation.

- Set up your workspace, making sure the area is confidential and that no members of your household can hear your conversations. If you are using video calling, wear the Youth Zone uniform and try to choose a neutral background, preferably a clear wall with little to no personal/decorative items in the camera shot. Again, ensure no members of your household can see and hear who you are talking to.
- If you have not got access to a work phone, ensure you block your caller ID. Call a colleague to ensure it is working and your number is not revealed.
- Ensure you have a copy of your safeguarding policy to hand and you are certain of the thresholds for reporting your concerns to the Designated Safeguarding Lead or Manager.

- Prepare what you want to talk to the young person about.
- Ensure you have the contact details of services young people can contact if they are worried and/or need to speak to a trained counsellor and websites for information and guidance.

Having a conversation

You are checking in with the young person, the same way you would face to face in the Youth Zone. Some key points to remember are:

- Be clear about confidentiality. It is important that the young person feels able to share their worries and concerns with you. But if you have any concerns about their wellbeing you must follow the Youth Zone's safeguarding procedures and report to the Designated Safeguarding Lead.
- Never promise to keep things a secret and explain that you have a responsibility to tell people who can help.
- Acknowledge that you know their worries are not easy to talk about and explain why it is important to talk about them.
- Show signs that you are listening to them and what they are telling you is important.
- Give them time to talk.
- Allow the young person to set their own pace; don't push them to say more than they want to.
- They may need time to process certain information so ensure they can talk to you when they are ready, within the times you are offering the service. Also advise of other services that can support them if you are not available.
- Stay neutral.
- Avoid displaying strong emotions such as shock or embarrassment in response to something a young person tells you. This could prevent them from sharing their concerns with you.
- Be open and honest. If you don't have the answer to a question say so.
- Encourage children and young people to ask questions. Answer them as honestly as possible, whilst taking into consideration their age and emotional maturity.
- If you're talking about something like coronavirus where the situation may change quickly, explain this and let the young person know how to stay updated as things progress.
- If a child is in immediate danger, call the police on 999.
- If the concern is not urgent contact the safeguarding lead or deputies. Report your concerns on a 'Cause for concern form'.

Behaviour

Always behave appropriately when you are contacting children and young people. This will help make sure everyone feels comfortable and protected.

- Continue with the professional boundaries that you have established at the Youth Zone and do not be overly familiar young people.
- Never give children your personal contact details.
- Never make inappropriate jokes or comments to young people.
- Don't add, follow or interact with children or young people on your personal social media account.

Recording information

You should keep a record of any the phone / video calls when working with children and young people. To Include:

- the date, time and length of the call.

- the reason for the contact.
- a summary of the activity or discussion.
- Any follow up actions and/or further calls.

Evaluating your session

As you would following a session delivery at the Youth Zone, evaluate your session and have a de-brief with your duty manager.

Online safety

The internet can be amazing for young people, but it also leaves them vulnerable to abuse. Children and young people are likely to spend more time online due to social distancing. Talk to them regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them. The NSPCC has informed me that at times of crises, young people are even more vulnerable to exploitation online. Be aware that young people may tell you about new friends they have made online or new groups they have joined.

Guidance for dealing and responding to safeguarding concerns online.

We want to offer our young people support and someone to talk to. However, it is important to remember that we are not trained counsellors. The purpose of the email service is to have a brief check in with a young person and to determine if we feel they may need to be either directed towards other appropriate online services or in more serious cases referred into other services e.g. Social care/Police. Remember you are not going to be able to solve the young person's problems, but you can arm them with the correct information to empower them.

Brief

- Contact your allocated duty manager before you start your shift and have a briefing with them.
- Ask any questions you are unsure of and share any concerns you may have.
- Ensure you have sight of your safeguarding policy and procedures.

Responding to emails or other online messages

Staff members should respond to the initial email by having a brief discussion with the young person to identify their needs and direct them onto other relevant services/support options. In some cases, it may be deemed necessary for a member of the team to give the young person a call back, either to obtain more information or have a brief catch up with them.

DO

- Prioritise the more serious concerns; Read all emails first and decide which to action, i.e. Triage.
- Read/Respond to the email in a timely fashion e.g. Within your Duty slot.
- Follow the Youth Zone's safeguarding policies and procedures, as you would if you were working in the Youth Zone and face to face with the young person.

- Ensure you understand the reporting thresholds and report all concerns to your Duty Manager and record on a 'Cause for concern' form.
- Identify yourself as a member of the Safeguarding Team.
- Ask the young person to state their full name.
- Ask them to leave a contact telephone number.
- Inform them of your confidentiality statement.
- Identify the needs of young person. Guidance from Childline states to only ask the young person questions in relation to safeguarding concerns, or the interaction will be extended as you chat, and this could create a dependency and/or delay/prevent you from dealing with safeguarding concerns.
- Request support from another member of the Safeguarding Team when making certain check in calls to young people (professional judgement applies).
- Direct them towards relevant online support e.g. ChildLine, The Mix or Kooth.
- Inform your Safeguarding Lead immediately about any concerns in relation to Child Protection (or Youth Work Manager if SG Lead is not available).
- Inform your Safeguarding Lead/Police immediately for serious concerns in relation to suicidal ideation.
- Contact your Safeguarding Lead if you are feeling overwhelmed or affected by an issue.

DON'T

- Engage in lengthy discussions with a young person... ideally, this should only be three emails and in some cases a phone call that should last no longer than 15 minutes. Guidance from Childline states that we have to be careful to not create a dependency with the young person as we may not be able to continue the same level of support if the demand for the service increases. The purpose of the service is to give advice and signpost the young people to the correct support and advice.
- Make false promises e.g. Everything will be ok. You are not going to be able to solve the young person's problems just signposting them to the correct support and arming them with information.
- Access the email address outside of your designated Duty slot (as we want to promote a good work life balance) unless specifically requested to by SG Lead or YW Manager
- Ring a YP on your personal mobile, if you do not have a work email ensure you use 'no caller ID' as an option in an emergency but double check that it is working by calling a colleague first to test it.

Remember, a young person may disclose concerning information that raises concerns about their safety, wellbeing or around possible abuse. **Inform your Designated Safeguarding Lead/deputy and/or Session Lead immediately.** If the situation is an emergency and neither the Designated Safeguarding Lead/deputy nor Session Leads are available, you can ring the OnSide Safeguarding Manager (Lynn Byrne 07704 005036) for advice or telephone your local Safeguarding Partnership directly. The NSPCC also have a helpline for advice on Tel: 0800 800 500. If out of hours call, the Emergency Duty Social Work team or Police Child Protection Team.

Evaluating your session

As you would following a session delivery at the Youth Zone, evaluate your session and have a de-brief with your duty manager.

Online safety

The internet can be amazing for young people, but it also leaves them vulnerable to abuse. Children and young people are likely to spend more time online due to social distancing. Talk to them regularly about the benefits and risks of the online world and give them space to ask questions and talk about anything that worries them. The NSPCC has informed me that at times of crises, young people are even more vulnerable to exploitation online. Be aware that young people may tell you about new friends they have made online or new groups they have joined.

Online provision guidance

Online delivery is a valuable way to connect with your members, but you must be aware of everyone's safety online and always aim to ensure delivery is to a high standard. All staff should remember that safeguarding is just as important when delivering online as it is when delivering face to face.

Remote Contact

If you plan to record or livestream sessions via an online platform, things you will need to consider include:

Where is the recording taking place?

Staff should be in a neutral area, preferably a clear wall with little to no personal/decorative items in the camera shot.

Which platform will you use?

Consider which platform to use since free platforms such as YouTube or Facebook Live do not allow you to restrict the audience. Always make sure the platform you are using is suitable for the young people's age group. Only use Youth Zone accounts for any online platforms you use and check the privacy settings. Ensure you follow procedures in your online policy.

Livestreaming

Before starting any livestream, remind young people:

- Not to share private information
- Not to respond to contact requests from people they don't know

Remember that some young people may not have photo consent so ensure they have switched their video stream off.

Prepping for delivery

- Make sure you have your uniform on and look presentable, just as you would be expected to be whilst in the workplace.
- Have your sessions planned and quickly go over them before starting the delivery of your online activity.

- Remember that everyone is responsible for safeguarding. Follow the Youth Zone's safeguarding policy as usual, reporting all concerns to the Duty Manager after your session has ended.
- Be on time and ready to start the session at the time it is scheduled. It is important that your attendees are not waiting on you.
- If you have any family members at home, remind them of when you will be starting your session in order to avoid any interruptions.

Kicking off the session

- Welcome attendees to the session and start by spending approximately 10 minutes checking in on everyone's wellbeing.
- Make sure the attendees understand and are aware of which staff members are delivering/supporting the session and explaining that for everyone's safety the sessions are recorded (ideally, 2 members of staff must be present during online delivery).
- Remember that some young people may not have photo consent so ensure they have switched their video stream off.
- Before starting the delivery of the session content set some ground rules and make sure everyone understands them.

Communicating appropriately during the session

- Always use age-appropriate language in your communications and make sure all your communications are relevant to the work you're involved in.
- Use organisational accounts to communicate with children and young people, never personal accounts.
- Understand how different online platforms work and what their age limits are. Use NetAware to find out about age restrictions on social networks, apps and games.

Rounding up the session

- At the end of the session quickly check-in to see if everyone enjoyed the session and gather some feedback via the use of short questions such as "How did everyone find this session?"
- Remind the young people of the other upcoming sessions and how to get involved, you may feel its beneficial to provide the attendees with a related activity they can do in their spare time.
- Say goodbye to the group and remind them to contact the Youth Zone via (Insert contact details) if they are struggling or need advice.

Evaluating the session

- As you would following a session delivery at the Youth /Zone, evaluate your session and send this over to the Duty Manager for the night.

Guidance on Video and livestreaming apps

Netflix Party Official age rating 13+

Netflix Party is a free Google Chrome extension that lets Netflix subscribers simultaneously watch Netflix with their friends. Netflix Party synchronises the programme or movie for everyone, so if one person presses pause, everyone's screen pauses. You can also chat to

each other while watching a programme using the written messaging feature.

How does Netflix Party work?

After you install the extension, a little 'NP' icon will appear in your Google Chrome browser. When you start watching a Netflix video, you can click on the icon and create a link. You can then share this link with anyone you want to watch Netflix with (so long as they also have the Netflix Party extension). Remind young people not to share this link with anyone they don't know and make sure they're supervised when using the extension.

Netflix Party only works with Google Chrome, so won't work on other web browsers, like Safari or Firefox. And it's only available on desktop or laptop computers, meaning you can't use it on mobile phones or tablets. It's not an official Netflix product.

What's the minimum age?

According to Netflix Party's **Privacy Policy**, the service is for users aged 13+. And Netflix's **Terms of Use** say that anyone under the age of 18 must only use the service while being supervised by an adult.

Points to discuss with young people before using the app.

When you're watching a programme or film with your friends on Netflix Party, they can talk using the chat function. This can be a fun way of connecting with their friends to discuss the film. Remind them to keep the chat positive and friendly and to think about how someone might react or feel to something they say or post and remind them not to share private things, like:

- personal information, such as emails, names, phone numbers, school names
- photos
- gossip or hurtful messages.

Netflix for junior members.

Netflix has loads of content available, some of which is great for young people, but some isn't so appropriate. We recommend you asking parents to set up parental controls to help manage what their young person can watch.

Netflix has advice on [setting up parental controls](#), so they can stop their child from viewing films or shows rated above a certain maturity level, or accessing a particular film or TV show.

Minecraft Official age rating 7+

Minecraft is a game that lets you build and create a virtual world using building blocks. Other activities include using the multiplayer function to explore the worlds created by other users and to combat, chat and play with them.

FIFA Football Official age rating for the game 3+

FIFA Football is a gaming app where you can build and manage your own football team and play against other users from around the world. You can also join forces with friends or other gamers by creating leagues.

Youth Zones can set up an account for the Youth Zones and invite young people to play Minecraft and FIFA. Which is good to use for junior members that are not old enough to access other social media sites. When setting up the Youth Zones account ensure you change all the settings to private-this ensures that none of the young person's details are shared with each other. Also block the communication function of the microphone and the messaging chat, this ensures that no inappropriate content can be shared when the game is

being played. Where possible have two members of staff present during the games, so one staff member can concentrate on playing the game and one can supervise.

Youth Zones can also stream the game live through Twitch, so other members can watch the game. However, be aware when you are promoting Twitch that the official age rating is 13+.

Twitch Official age rating 13+

Twitch is a live video game website that you access through an app. You can watch playbacks of games being played by other people. You can also live stream your own games, and chat to other gamers. Users can follow channels and games they want to keep track of. Twitch allows live streaming.

Youth Zones can set up a Twitch account so members can watch games being played by youth workers and members. When you are promoting the game on your social media sites share a link to your Twitch account so young people can click on the link in their app and watch the game. Twitch is moderated closely to prevent inappropriate comments being shared, but Youth Zones cannot block the comments so establish rules with the young people at the beginning of the session.

Xbox live

Xbox live is a social network for gamers, that is free to join and does not require an Xbox console, which means Minecraft can be available for all young people that have access to the internet. Xbox live gives users their own gamertag- an id rather than the young person using their real name whilst they are playing the game.

When setting up the Youth Zone account for Minecraft ensure you install the 'Better Together' update to ensure all possible safety functions are in place. When you create the Youth Zones Xbox Live account, you should ensure all the settings are set to private and disable the communications so young people can not access the microphone and message on the chat facility when playing or watching games.

Roblox Official age rating 7+

Roblox is an online game and app where you can create your own games or play games that other users have made. There's the option to chat to other players, but this can change this to private or friends only.

The difference with Roblox compared to other games is that all the games run on community created servers – that is, the games are hosted on servers that are created by other members of the community, not made by the people who make the game (though, there may be exceptions). This means that not only the content is created by random people on the internet, but also the people who join the servers are random too.

A lot of the content is free, but you can buy assets and character customisations with an in game currency called "Robux". Robux is purchased with real money.

Enabling Parental Controls – the absolute key to keeping young people safe when playing Roblox is controlling communication, and getting the parents to apply a PIN so that young people can't change the settings and talk to people they do not know.

TikTok Official age rating 13+

TikTok is a social network app used for sharing user-generated videos, mostly of people lip-synching to popular songs. It was originally called musical.ly (pronounced MU-zik-lee). Users can create and upload their own videos where they lip-synch, sing, dance, or just talk. You can also browse and interact with other users' content, which covers a wide range of topics, songs, and styles. These videos can be grouped by hashtags, which often correspond to challenges or memes.

How safe is TikTok?

Using any social network can be risky, but it's possible for young people to safely use the app with adult supervision (and a private account). When you sign up for TikTok, your account is public by default, meaning anyone can see your videos, send you direct messages, and use your location information. Young people/parents should make sure to turn on all privacy settings for accounts young people are using, so only people you know can interact with your videos or message you on the app. That means either opting for a private account or changing the settings for comments, duets, reactions, and messages to "Friends" instead of "Everyone." You can also turn those features off completely.

How does TikTok work?

TikTok users sign up with a phone number, an email address, Facebook, or Instagram. Once logged in, you can search popular creators, categories (comedy, animals, sports), and hashtags to find videos. Or you can use your phone contacts or social media followers to find friends already on the app. Many young people on TikTok like to create videos, but plenty of people don't post themselves -- they just use the app to find and follow content creators.

Is TikTok appropriate for young people?

Because of TikTok's emphasis on popular music, many videos include swearing and sexual lyrics, so it may not be age-appropriate for young people to use on their own. It's also easy to find people wearing revealing clothing and dancing suggestively, although TikTok won't let you search for objectionable content such as "sex" or "porn." If young people are supervised and stick to songs you already know from the radio, TikTok can be a young person friendly experience.

What age is TikTok recommended for?

Common Sense recommends the app for age 15+ mainly due to the privacy issues and mature content. TikTok requires that users be at least 13 years old to use the app and people under the age of 18 must have permission from their parents/ carers.

How can you make your TikTok account private?

To make your TikTok account private, go to your profile page and select the three-dot icon in the top-right corner. Select Privacy and Safety. There, toggle the switch for "Private Account." You can also select who can send you comments and direct messages, and who can do a duet with you. Using the "Friends" setting or turning those features off completely limits contact with strangers.

How do I delete a TikTok video?

To delete a TikTok video that you have posted to your account, select the video you want to delete from your profile. From there, tap the "..." icon in the bottom-right corner and select Delete or the trash can icon. You will be asked if you are sure you want to delete the video. Then it will be removed from your profile.

How do you do a duet on TikTok?

TikTok has a feature that allows two users who aren't in the same place to perform a duet. Both users must follow each other to make it work. One user creates and posts a video, and then a mutual follower can tap the "..." icon at the bottom right of the video and select "start duet now!" The second user can then lip-synch along with the first person, either swapping back and forth or in a split screen.

Is there any way to limit or restrict young people's activity on TikTok?

In addition to blocked search terms, TikTok also offers Digital Wellbeing features to help limit time spent on the app and limit the appearance of inappropriate videos. To turn these features on, tap the three dots at the top right of your user profile. Then select "Digital Wellbeing" next to the icon of an umbrella. The features are automatically protected by a four-digit pass code so kids can't turn them off on their own. From there, parents can opt to turn on Screen Time Management, which limits users to two hours on the app per day, and Restricted Mode, which blocks some content. However, Restricted Mode isn't fool proof, and even with the filter on, young people using the app on their own might come across age-inappropriate videos. There is also a Family Safety Mode feature that lets parents link their own accounts to their kids to control time limits and Restricted Mode, and it adds direct messages as well.

What is Family Safety Mode?

Family Safety Mode is a new feature that links a parent's TikTok account to their child's. Once connected, parents can use the Digital Wellbeing features, which include letting parents' control:

1. **Screen Time Management:** how long their child can spend on TikTok each day.
2. **Direct Messages:** who can send message to their child's account or turn off direct messages completely.
3. **Restricted Mode:** restrict certain types of content that think isn't appropriate for their child.

Facebook and Messenger Official age rating 13+

Facebook is a social network app which lets you create a page about yourself. You can add friends, write on people's pages, join groups, share photos and videos, and play games. Facebook Live lets you broadcast live videos of yourself using the mobile app. Messenger allows you to instant message in group chats or one to one, using text, audio, photos or videos. It also lets you share your live location with friends.

How to keep safe

Recommend to the young people that they only share contents with friends and that they keep their location private.

Dubsmash Official age rating 13+

Dubsmash is an app which lets you create videos of yourself that are dubbed over with audio from songs, movies, TV shows and internet trends. You can share these videos, known as Dubs, with your friends, watch their videos and explore other trending videos.

Points to consider before using the app

Inform young people that they will need to change the privacy setting for each video that they share by tapping on the lock icon.

WhatsApp Official age rating 16+

WhatsApp is an instant messaging app which lets you send messages, images and videos in one-to-one and group chats with your contacts. Be aware if you are using WhatsApp for group chats that the young people's telephone numbers will be shared with everyone in that group, so ensure you explain this to the young person before adding them to a group. Also ask the young people to disable the live location setting so they are not sharing their address with others.

When using the app for one to one messages another worker can be added into the chat for moderation/supervision purposes without contributing to the chat.

YouTube Official age rating 13

YouTube lets you watch, create and comment on videos. You can create your own YouTube account, create a music playlist, and even create your own channel, which means you'll have a public profile. YouTube allows live streaming.

Byte Official age rating 13+

byte is a video sharing app that lets you shoot, upload and share six second videos. There's a feed which shows you popular videos, an explore page and individual profile pages. Anybody can comment on your videos (and you on theirs) and all videos you share can be downloaded by other users.

Houseparty Official age rating 13

Houseparty is a free video chat app where you can talk to people one-on-one or in groups of up to eight, with people you know and people you might not. You can also play games with the people you're chatting to.

What you should know

People can video call you without you having to accept (including people you might not know)

As Houseparty finds your friends through your phone contacts, as well as through [Facebook](#) and [Snapchat](#).

Houseparty isn't automatically set to private. This means that when you're using the app, your friends (or even friends of friends that you may not know) can automatically start a video chat with you, without you having to accept. This makes it really easy to start video calls with someone and your child could be contacted by people they don't know.

How to keep safe

- Switch to private mode- Go to settings (click the smiley face and then the cogwheel button) and switch on private mode. This way nobody uninvited can join one of your chats without you giving them permission.
- If you're in a chat, you can also click on the padlock icon to lock your chat and keep it private.
- Explain to young people that if they feel uncomfortable in chat, they can exit the chat by clicking the 'X'.
- You can also change your child's location settings by going to the permissions section and switching location off. Making sure your child's location is private helps to

keep their personal details and whereabouts safe.

Snapchat Official age rating 13

The Snapchat app lets people send photos, short videos or messages to their friends. Pictures and videos, known as Snaps, usually appear temporarily before disappearing, though they can be captured via screenshots. The Stories feature lets you share Snaps in a sequence for up to 24 hours. Using the Discover screen lets you watch Stories from friends, celebrities and brands.

How to keep safe

It's important to talk to young people about the privacy settings on their Snapchat account to make sure what they're posting is kept private or shared only with friends. Advise them to only share things with friends and to turn on 'ghost mode' in their setting in order to hide their location from other users.

Young people may receive upsetting and negative messages for other users on snapchat. Let them know how and who to report issues to and how to block other users to prevent them from sending any more.

Points to consider before using the app

Byte is similar to other video sharing apps, like **TikTok** and **Snapchat**, but there's a limit of six seconds per video. Even though six seconds doesn't seem very long, young people can still come across inappropriate content as there are no moderation tools or parental control. People can also talk to other users in the comments under each video, meaning young people might receive unwelcome communication or start talking to people they don't know. Also, all videos you post can be downloaded by other users and shared across other social networks or posted elsewhere online

Staff Policy acknowledgement

I acknowledge I have read and understood the updated safeguarding policy as of
(date).....

Signed_____

Name_____