



Crew Club Safeguarding Policy and Procedures

Child Protection and the Protection of Adults at Risk

January 2023

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1. Introduction

Safeguarding is everyone's responsibility. The purpose of this document is to specify the Crew Club's policy and procedures for the protection of children and adults at risk. The document applies to all Crew Club staff, trustees, volunteers, freelancers and consultants and the policy and procedures applies to all Crew Club activities.

This policy helps everyone at the Crew Club:

- be aware of our legal responsibilities
- understand the safeguarding risks in children and vulnerable adults
- know what to do if they have a concern about the wellbeing or welfare of any child or adult at risk that comes into contact with us.

The policy applies to all concerns about the safety of children and adults at risk while taking part in our group and the activities we run, or while in the wider community.

All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare.

- Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
- The Children Act 2004 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in organisations are competent, confident, and safe to do so (*Guidance for Working Together to Safeguard Children, July 2018*).

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 are growing up in circumstances consistent with the provision of safe and effective care.
- Taking action to enable all children to have the best life chances.

All adults who come into contact with adults at risk in their work have a duty of care to safeguard and promote their welfare.

- The Care Act 2014 introduced statutory safeguarding duties for adults. The safeguarding duties apply to an adult who: (a) Has needs for care and support (whether or not the authority is meeting any of those needs), (b) Is experiencing, or is at risk of, abuse or neglect, and (c) As a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Safeguarding and promoting the welfare of adults at risk is defined for the purposes of this policy as:

- Protecting an adult's right to live in safety, free from abuse and neglect.
- Working together to prevent and stop both the risks and experience of abuse or neglect.
- Promoting the wellbeing of adults.
- Ensuring adults can communicate their views, wishes and feelings on issues that affect them.

2. Policy

The Crew Club seeks to provide an environment where everyone can work safely, and children, young people and adults at risk can engage with the charities activities and enjoy programmes provided through the work of the Charity or in partnership with other agencies and/or community voluntary sector organisations.

It is the Crew Club's policy to safeguard the welfare of children, young people and adults at risk involved in the work we do by protecting them from neglect, physical, sexual, or emotional abuse.

It is also the Crew Club's policy to provide those working for or with the charity with a framework to operate within to keep everyone who is engaged in the Charity's activities safe. It is therefore Crew Club policy to:

- Ensure that all staff, trustees, consultants, and volunteers (legally responsible adults) working with children, young people, or adults at risk: are carefully selected, are checked by the Disclosure and Barring Service ("DBS" - see 4.1 below) have two appropriate references and understand and accept their responsibility for the safety of children, young people, and adults at risk in their care.
- Raise awareness of child protection and adult safeguarding issues amongst our partner organisations.
- Ensure that children, young people, and adults at risk welfare is of paramount importance, regardless of age, gender, ability, or race, when planning, organising, advising on and delivering activities and projects.
- Respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate external agencies.
- Raise the awareness of relevant staff, partner organisations, and volunteers of child protection and adult safeguarding issues through the provision of training and regular updates to risk assessments and changes in client groups.
- Monitor and review the effectiveness of this policy on a regular basis.
- Ensure that the principles of this policy are adopted by all organisations or individuals with whom the Crew Club works.

The Child protection and the protection of adults at risk policy and procedure also seeks to manage effectively the risks associated with activities and events involving children, young people, and adults at risk by:

- Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these.
- Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis.
- Ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children or vulnerable adults.
- Requiring new employees and individuals involved in working with children, young people, and adults at risk to familiarise themselves with the content of this policy and the associated code of behaviour (Appendix 1) and receive appropriate training.

3. Responsibilities

The implementation of this policy is mandatory across all areas of the Charity. Specific responsibilities are outlined below:

The Board of Trustees with special responsibility for safeguarding is responsible for:

- i) Considering the organisation's strategic plans and make sure they reflect safeguarding legislation, regulations specific to your activities, statutory guidance, and the safeguarding expectations of the Charities Commission.
- ii) Work with the Strategic Manager and designated safeguarding lead (DSL) regularly to review whether the things the organisation has put in place are creating a safer culture and keeping people safe.
- iii) Check the organisation's risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for trustees' liability.
- iv) Make sure there is space on the agenda for safeguarding reports and help trustees understand and challenge those reports.
- v) Champion safeguarding throughout the organisation.
- vi) Attend relevant safeguarding training events and conferences.
- vii) Support the trustees in developing their individual and collective understanding of safeguarding.

The Crew Club's Strategic Manager, Darren Snow is ultimately responsible for the implementation of the Charity's Safeguarding Policy and Procedures. This includes:

- i) Chairing monthly safeguarding meetings with the management team and DSL.
- ii) Leading a bi-annual review of the Crew Club's safeguarding procedures.
- iii) Raising with the Board of Trustees any emerging safeguarding issues or concerns.
- iv) Championing safeguarding throughout the organisation.
- v) Attending relevant safeguarding training events and conferences.

The Operational Manager, Lorraine Snow is responsible for:

- i) Ensuring that staff, trustees, and volunteers can discuss safeguarding, child protection and abuse issues confidentially and receive guidance and support on action if situations arise (in collaboration with the DSL).
- ii) Supporting the full implementation of this policy and ensuring the procedures to support the policy are set up as outlined, complied with, and communicated.
- iii) Ensuring the referral of all safeguarding/child protection issues to the Designated Safeguarding Lead.

The designated safeguarding lead, Brian Goldsmith, is responsible for:

- i) Ensuring all staff, volunteers and trustees are aware of their roles and responsibilities under this policy.
- ii) Ensuring that staff, trustees, and volunteers are able to discuss safeguarding, child protection and abuse issues confidentially and receive guidance and support on action if situations arise (in collaboration with the Operational Manager).
- iii) Being the main point of contact for all safeguarding concerns/disclosures raised by staff, volunteers, trustees, and Crew Club members.
- iv) Recording all incidents and managing all attendant paperwork (report forms, Safeguarding database) in accordance with data protection legislation and requirements.

- v) Assessing all reported concerns and taking appropriate action including reporting serious incidents to the police or Brighton and Hove Children’s Services via Front Door for Families or Adult Safeguarding Team.
- vi) Regularly reviewing all safeguarding concerns and reports and taking follow up action where needed.
- vii) Ensuring staff, volunteers, and trustees undertake appropriate and required induction and training in safeguarding/child protection, at the required level relevant to their role and arranging access to additional training where appropriate.
- viii) Ensuring all staff, volunteers, and trustees refresh the training in safeguarding/child protection every two years.
- ix) Ensuring all new staff members, volunteers, and trustees have the required disclosure certificate in place if engaging in regulated activity with young people and that they cooperate with the internal DBS procedure to include checking ID and provision of signed copies of documents with application forms.
- x) Ensuring all disclosure certificates are updated every three years.
- xi) Keeping all records related to training and disclosure certificates.
- xii) Keeping up to date with national safeguarding developments and working in partnership with Brighton and Hove Safeguarding Children Partnership (<https://www.bhscp.org.uk/>) for local arrangements.
- xiii) Conducting a bi-annual review of Crew Club safeguarding procedures recommending any changes to the Board of Trustees and senior management team.
- xiv) Reporting to the Board of Trustees at meetings on safeguarding matters.
- xv) Identifying any safeguarding training needs in staff, volunteers and trustees and making recommendations to the Board of Trustees and management team on this matter.

All Trustees, staff, volunteers, freelancers, and consultants are expected to adhere to the requirements of this policy and procedures and operate within codes of conduct outlined within the various policies that support the work of the Charity.

Any behaviour by a Trustee, member of staff, volunteer, freelancer, or consultant that contravenes the terms of this policy and procedure may be considered for disciplinary action, which in turn may lead to dismissal for staff and ending of contracts for apprentices, volunteers, freelancers, and consultants and for Trustees being removed from the Trustee Board.

4. Procedure

4.1 Recruitment of Employees, Volunteers, Trustees and Consultants

The aim of the recruitment and selection processes for employees, volunteers, Trustees, freelancers, and consultants is to ensure that the best person for a particular role is appointed. all staff, trustees and regular volunteers are required to have two appropriate references, attend specific training, and hold a valid enhanced DBS certificate.

4.2 Work with Children, Young People and Adults at Risk

The Crew Club requires all those working directly with children, young people, and adults at risk on behalf of the charity in any situation to follow the procedures below, in order to create a safe environment in which to work with them.

4.2.1 Guidance for safer working practice

The word “session” is used below to cover all delivery of our work and “staff” includes Trustees, staff, volunteers, freelancers, and consultants:

- Staff will be trained in safeguarding and child protection (see below for qualification and role details).

Role	Minimum level of qualification	Qualifications required*
Safeguarding trustee	Designated Safeguarding Lead (Level 3) Level 3 Safeguarding Adults	Within one month of appointment
All other trustees	Introduction to Safeguarding (Children) Level 1 Introduction to Safeguarding Adults (Level 1)	Within one month of appointment
Management team	Advanced Safeguarding Children Level 2 Advanced Safeguarding Adults (Level 2)	Induction
DSL	Designated Safeguarding Lead (Level 3) Level 3 Safeguarding Adults	Induction
Employees	Advanced Safeguarding Children Level 2 Advanced Safeguarding Adults (Level 2)	Induction
Volunteers	Introduction to Safeguarding (Children) Level 1 Introduction to Safeguarding Adults (Level 1)	Induction
Freelancers/consultants	Advanced Safeguarding Children Level 2 Advanced Safeguarding Adults (Level 2)	Will have to provide evidence of the qualification or pass qualification before involvement in sessions.

*Qualifications will be refreshed every three years or following an update to safeguarding legislation or practice.

- Staff must give due regard to issues of safety at all times. This includes carrying out appropriate risk assessments before all sessions. (See Crew Club Health and Safety.doc). Due regard should be given to the potential influences and associated risks that different groups will have on each other.
- Staff working with children, young people and adults at risk should be appropriately trained and qualified to ensure the safe provision of services, coaching and use of equipment.
- Should carefully plan sessions with the care and safety as their primary concern.

- Staffing ratio guidelines must be followed (see the Crew Club Working Safely with Children and Young People policy for details).
- Wherever possible, staff should avoid being alone with children, young people and adult at risk, and staff shouldn't take them to their own home.
- Staff shouldn't offer a lift to a child, young person, or adult at risk unless they have written parental consent, or a second adult (preferably group leader) is present.
- Staff should work with children, young people, and adults at risk in a non-intrusive manner and should encourage them to be responsible for getting themselves ready, such as getting themselves changed before and after activities.
- Staff will be expected to keep an attendance register for all organised sessions.
- A membership form and medical information about the child, young person and/or adult at risk must be completed in advance when the Crew Club is working directly with and has responsibility for them (forms in Appendix 2).
- Staff should have access to membership forms for all children, young people, and adults at risk taking part in sessions and this information should be treated as confidential and is governed by the provisions of Data Protection regulations.
- Children, young people and adults at risk and their parents should be made aware of a person they may report any worries or concerns to. The name of the DSL and contact information should be visibly displayed in the Crew Club building.
- Staff are expected to promote, demonstrate, and incorporate the values of fairness, trust, and ethical practice – staff must respect all individuals whatever their age, development stage, ability, sex, sexual orientation or ethnicity throughout the session.
- Staff should behave and dress in a manner that promotes recognised good practice in relation to safeguarding.
- Events for young people should be alcohol free.
- All accidents involving staff or participants should be recorded using the Crew Club accident forms immediately or as soon as practicably possible.
- Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.
- Staff are responsible for reporting suspected cases of abuse or other forms of harm to the appropriate people (see 4.2.6 below)

4.2.2 Good Practice to protect against allegations of abuse or harm

You shouldn't:

- Spend excessive amounts of time alone with children, young people, and adults at risk away from others.
- Take children, young people, and adults at risk to your own home.
- Offer a lift to a child, young person, or adult at risk unless they have written parental consent, or a second adult (preferably group leader) is present. Where occasions arise where it is unavoidable that these things do happen, they should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's, young persons, or adult at risks parents/guardians.

Never:

- Engage in rough physical activities including horseplay.
- Engage in sexually provocative activities.

- Allow or engage in inappropriate touching of any form.
- Allow children, young people, or adults at risk to use inappropriate language unchallenged.
- Make sexually suggestive comments about or to a child, young person, or adult at risk even in fun.
- Let an allegation a child, young person and/or adult at risk makes during a group session go unchallenged or unrecorded.
- Do things of a personal nature for children, young people and/or adult at risk that they can do themselves.
- Place yourself in a situation where you will be left alone with a child, young person and/or adult at risk. Always seek help from another worker.
- If you do have to do things of a personal nature for children, young people and/or adult at risk (support, give lifts) particularly if they are very young or disabled, then you should obtain the full consent of their parents and ensure a second adult is present.

In an emergency, which requires this type of help, parents should be fully informed as soon as is practicable.

4.2.3 Photography and Interviews

- Appropriate rules need to be set in line with the service being provided, for example there is no photography allowed at swimming pools.
- Photographs, and quotes/interviews that identify the person, are classed as personal information and, as such, are governed by Data Protection laws (see the Crew Club's Data Protection policy and procedures).
- Parents are required to give permission for their child to be photographed and for those photographs to be used to promote our work publicly before children or young people take part in any Crew Club sessions via our membership form (see Appendix 2).
- Adults are required to give permission be photographed and for those images to be used to promote our work before taking part in any Crew Club sessions.
- It is the responsibility of staff to check in advance whether the child or adult they want to include in a photograph has agreed, or that we have parental agreement, before any photographs are taken.
- Photographs should never be taken of adults and children we do not have permission for.
- Quotes or case studies shared publicly should be anonymised. In exceptional cases we could identify the source of a quote (for example, for an individual taking part in a fundraising event) but only if permission is sought in advance from parents or individuals.

4.2.4 Off-site and Residential Events

- The Crew Club is not responsible for a child, young person, or adult at risk while they are travelling to and from an event unless agreed with the Crew Club beforehand. It is the responsibility of the parent/guardian to make appropriate travel arrangements for them.
- The Crew Club requires leaders organising residential events for children, young people, and adults at risk to make appropriate sleeping arrangements to ensure the safeguarding of individuals and minimise risk.
- All offsite and residential events must be managed in accordance with departmental operating procedures and relevant Crew Club policies.

4.2.5 Signs and Types of Abuse

Signs of Abuse:

Abuse and neglect are forms of maltreatment of a child, young person, or an adult at risk. Somebody may abuse or neglect a child, young person, or adult at risk by inflicting harm, or by failing to act to prevent harm. Children, young people, and adults at risk may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children.

Different forms of abuse and neglect may have different signs. We will look out for all those listed below.

Physical Abuse Visible signs

- Injuries to any part of the body
- Children or adults who find it painful to walk, sit down, move their jaws or exhibit other signs of pain
- Injuries which are not typical of the bumps and bruises associated with children's activities
- The regular occurrence of unexplained injuries
- The child or adult who is frequently injured where even apparently reasonable reasons are given
- Reluctance to uncover certain parts of the body

Behavioural signs

- Furtive or secretive behaviour
- Uncharacteristic aggression or withdrawn behaviour
- Compulsive eating or sudden loss of appetite
- The child or adult who suddenly becomes uncoordinated
- The child or adult who finds it difficult to stay awake

What to listen for

- Confused or conflicting explanations about how injuries were sustained
- Evaluate carefully what is said and preferably document it verbatim
- Consider if the explanation is in keeping with the nature and site of the injury

Consider

- What you know about the family or person?
- Is there a history of known or suspected abuse?
- Has the family or person been under stress recently?
- Do you have concerns about the family or adult's relationships?

Emotional Abuse

Watch for parent/carer behaviours

- Poor attachment with the child
- Unresponsive or neglectful behaviour towards the child's emotional needs
- Persistent negative comments about the child

- Inappropriate or inconsistent developmental expectations of the child
- Parental problems that supersede the needs of the child
- Dysfunctional family relationships, including domestic violence

Watch for behaviours

- Signs of low self-esteem, unhappiness, fear, distress, anxiety
- Attention seeking, opposing, withdrawn, insecure
- Fear of individuals
- Failure to thrive/faltering growth, delay in achieving developmental, cognitive, or educational milestones (children)

Sexual Abuse

There may be no obvious signs of sexual abuse, but the following may be signs that a child or adult at risk is, or has been, sexually abused:

Physical signs

- Signs of blood or discharge under clothes
- Awkwardness in walking or sitting down
- Tummy pains
- Regression into bed-wetting in children
- Tiredness

Behavioural signs

- Extreme variations in behaviour (e.g., anxiety or withdrawal)
- Sexually provocative behaviour or knowledge that is incompatible with a child's age or understanding
- Drawings and/or writing that is sexually explicit (this can be an indirect disclosure)
- Direct disclosure: it is important to recognise that young children have neither the experience nor the understanding to be able to make up stories about sexual assault.

Neglect

Physical signs

- Abnormal growth including failure to thrive: underweight or obesity
- Recurrent infection
- Unkempt, dirty appearance
- Smelly
- Inadequate/unwashed clothes
- Hunger
- Listlessness

Behavioural signs

- Attachment disorders
- Indiscriminate friendliness
- Poor social relationships
- Poor concentration
- Developmental delays

- Low self-esteem

Environmental signs

- Insufficient food, heating, and ventilation at home
- Risk from animals in the household
- Inappropriate sleeping arrangements and inadequate bedding
- Dangerous or hazardous environment

Domestic Abuse

Physical signs

- Unexplained bruising or other injuries

Behavioural signs

- Fear of particular individuals
- Not being in control of finances
- Not being in control of decision making
- Withdrawal from work or other activities
- Low self-esteem and anxiety

Financial Abuse

Physical signs

- Not having control of money, bank cards, or online banking facilities
- Sudden and unexplained financial hardship

Behavioural signs

- Raising financial concerns repeatedly to workers or volunteers
- Getting stressed or emotional when the issue of money for finance is raised without explanation

Radicalisation

Behavioural signs

- Becoming isolated from family and friends
- Talking as if from a scripted speech
- Being unwilling to discuss opinions
- A hostile attitude towards others
- Increased levels of anger
- Increased secretiveness, especially around internet use

Bullying / Cyberbullying

Physical signs

- Belongings getting lost or damaged
- Coming home with physical injuries, like unexplained bruises
- Torn clothes

Behavioural signs

- Being afraid to go to school
- Being mysteriously 'ill' each morning
- Skipping school
- Doing less well at school
- Being nervous or losing confidence
- Becoming quiet and withdrawn
- Asking for or stealing money (to give to bullies)
- Problems eating or sleeping
- Bullying other children

FGM (Female Genital Mutilation)

Signs that FGM might happen

- A special occasion or ceremony is going to take place where a girl 'becomes a woman' or is 'prepared for marriage'
- A relative or someone known as a 'cutter' is visiting from abroad
- A girl has an unexpected or long absence from school/regular activities
- A girl runs away – or plans to run away – from home

Behavioural/physical signs that FGM might have taken place

- Difficulty or discomfort walking, standing, or sitting
- Complaints of pain between legs
- Spending longer than normal in the bathroom or toilet (due to difficulties urinating)
- Appearing quiet, anxious, or depressed
- Trying to get out of physical education or sporting activities
- Mentioning that someone did something to them that they are not allowed to talk about
- Reluctant to go to the doctors or have routine medical examinations
- Asking for help, but possibly avoiding being explicit about the problem because they're scared or embarrassed
- Acting differently after an absence (e.g., acting withdrawn or bleeding, discharge, urinary infections, clutching their body)

It is not the responsibility of staff to investigate abuse, but staff must be aware of the signs and do something about it by reporting it appropriately when there is concern or disclosure. [See Appendix 3 for Types of Abuse](#)

4.2.6 Suspicions/Reports of Abuse

It is not the responsibility of staff or volunteers to deal with suspected abuse, [but it is their responsibility to report concerns in line with guidance on reporting child abuse](#). You may find that these suspicions back up other recorded incidents. Remember, do not investigate – do report.

The following information covers different safeguarding scenarios – follow the one that is appropriate in the situation.

1. If a child, young person, or adult at risks' behaviour/appearance gives reason for concern or they have an unusual physical injury or they confide about abuse, the procedure below **MUST** be followed:

a. Immediately inform the member of the management team on site (Darren Snow or Lorraine Snow) or the named designated safeguarding officer for the session (the name of this person will be given at the pre-session briefing)

Darren Snow	darren@crewclub.co.uk	07711 786842
Lorraine Snow	lorraine@crewclub.co.uk	07775 853405
Brian Goldsmith	dsl@crewclub.co.uk	07703 523278

b. If the child, young person, or adult at risk **is in immediate danger** the emergency services will be called by the manager on-site or designated safeguarding officer. Do not confront the person who is alleged to be responsible for the abuse.

c. If a manager is not available in person contact them immediately once the emergency services have been called.

d. Once the immediate safety of the child, young person, or adult is secured, submit a Safeguarding Incident Reporting form (Appendix 4) to the DSL. On the reporting form record your actions, include anything the child, young person or adult at risk said, anything you asked the child, and your observations. This may be used as evidence later. Record only the facts as you know them.

e. The DSL will make any additional reports required to Front Door for Families (children and young people) or the adult safeguarding team immediately (see Appendix 5 Safeguarding Contacts list). This includes calls to the out of hours service.

e. If the child is **not in immediate danger** and it is suspected that the child or young person is at risk of abuse complete a Safeguarding Incident Reporting form and submit it to the DSL immediately on safeguarding@crewclub.co.uk. On the reporting form record your actions, include anything the child, young person or adult at risk said, anything you asked the child, and your observations. This may be used as evidence later. Record only the facts as you know them.

f. The DSL will acknowledge receipt of the reporting form, assess the concern, and make any reports to Front Door for Families, the adult safeguarding team and/or the police within twenty-four hours.

g. Front Door for Families/ adult safeguarding team must acknowledge receipt of the referral and decide on a course of action within one working day. If this is not received the DSL should ensure that the referral is followed up after three working days.

h. Front Door for Families/adult safeguarding team will confirm to the referring agency the course of action that they intend to take or that they have agreed no further action is necessary.

i. If there is further action Front Door for Families/adult safeguarding team will draw up an initial assessment of the child and young person's immediate safety.

j. A strategy discussion meeting will be called and involve Front Door for Families/adult safeguarding team, the police, and other agencies as appropriate.

k. The Crew Club DSL will attend follow-up meetings where required to do so.

The following are some key Do's and Don'ts if a child, young person, or adult at risk reports abuse:

Always:

- **Stay calm** – ensure the child, young person or adult at risk is safe and feels safe.
- **Make notes** and as soon as possible after the event write up a detailed account of what you and the child, young person or adult at risk discussed using the Crew Club Safeguarding Incident Report form (Appendix 4).
- **Allow** the child, young person or adult at risk to **speak without interruption**, accepting what you have been told. (This should not be seen as believing or disbelieving what you have been told)
- **Reassure** the child, young person or adult at risk and stress that they are not to blame, tell them that they are right to tell you and that you will try to offer support – but do not promise to keep it a secret and tell the child it is your responsibility to inform others.
- Tell the child, young person, or adult at risk that you will try to offer support, but you will have to pass the information on.
- Alleviate feelings of guilt and isolation, without passing any judgement.

Never:

- Rush into details that may be inappropriate.
- Make promises you cannot keep.
- Take sole responsibility – speak to the Crew Club management team and/or the DSL so that you can protect the child, young person or adult at risk and gain support for yourself.

2. If you receive an allegation from an adult about another adult or yourself the procedure that

MUST be followed is:

- a. Immediately inform a member of the Crew Club management team or the designated safeguarding officer on-site.
- b. Record the facts as you know them on the Safeguarding Incident Report form and send it to the designated safeguarding lead. It is the responsibility of the DSL to inform the appropriate authorities.

3. If you receive a request for advice from anyone external of the Charity about suspected/reported abuse of a child, young person, or adult at risk the procedure that **MUST** be followed is:

- a. Advise them to make a note as soon as possible detailing the facts as known and, if they spoke with the child, young person, or adult at risk, what was discussed.
- b. Advise them to contact and/or make a referral to Front Door for Families/adult safeguarding team with details of the concerns/report, including a copy of the written notes. Provide contact details of external organisations when needed.
- c. Immediately inform a member of the management team or designated safeguarding officer on site.
- d. Record the facts as you know them on a Safeguarding Incident Report form and send a copy of the record to the Designated Safeguarding Lead.
- e. If abuse is suspected the DSL will make a referral to the appropriate agencies.

4. The following outlines the steps you should take if you are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the well-being of a child, young person or adult at risk.

a. If you are concerned that a member of staff is harming or abusing a child, young person, or adult at risk, you must report your concerns immediately to member of the management team or the Designated Safeguarding Lead. Where it is appropriate to do so, relevant HR procedures may be initiated, and/or a referral made to an external agency.

b. If you suspect any other person is harming or abusing a child, young person, or adult at risk, you should contact a member of the management team or the Designated Safeguarding Lead. However, you can contact Front Door for Families/adult safeguarding team and/or the Police if you have urgent concerns about the safety of a child, young person or adult at risk and are unable to contact your line manager or the DSL. These external agencies will be in a position to determine an appropriate course of action.

Designated safeguarding lead

The designated safeguarding lead is responsible for taking further action once concerns have been raised with them. Throughout the process, the safeguarding lead will record all the information they are given, the actions they take, and why. The procedures they will follow are:

Initial assessment

As soon as information is shared with the safeguarding lead, they will make an initial assessment of the concern. They will, if possible, talk to the person reporting the concern and gather as much information as possible.

If the concern is being raised based on a direct disclosure from a child, the safeguarding lead will not question the child or ask them to repeat any details. They may, however, tell the child that they have heard the concerns, reassure the child again that they have done the right thing in disclosing, and tell them what the next steps will be.

Key questions for the safeguarding lead to consider:

- What type of concern has been reported? Different actions are required depending on what type of concern it is (see below)
- What action has already been taken?
- Is anyone else in the organisation affected by this situation (e.g. other volunteers or those you work with)? Are there any attitudes or emotions that you may have to be aware of?
- How might this concern affect what the organisation delivers in the short term?
- Who else might need to be informed?
- What other actions now need to be taken?

Immediate actions depending on what type of concern has been raised

(a) Emergency incidents: these are when there's a life-threatening situation where there's imminent danger and harm to a child.

- Immediately contact the emergency services if they haven't been called already.
- Make sure the current situation is safe.
- Establish how others are coping – do they need any immediate support?
- Inform the Crew Club management

(b) Protection and welfare concerns: these are when there are suspicions or disclosures that a child is at current risk of, or is experiencing, abuse or harm.

- If the child is at immediate risk, call the police.
- If they are not in immediate danger, but there has been a disclosure from the child, you should make a referral to the local authority safeguarding team (Front Door for Families, contact details are in Appendix 5) within 24 hours
- If the child is showing signs but there has not been a direct disclosure, you can consult with the NSPCC Helpline (contact details are in Appendix 5) and be guided by them on any further actions

(c) Allegations concerning staff or volunteers: this is when someone has alleged that staff or volunteers from your organisation have harmed or abused a child.

- Contact the local authority safeguarding team (Front Door for Families, contact details are in Appendix 5) as soon as possible within 24 hours.
- Be guided by them on any further actions required of you.

(d) Concerns about other organisations: This is a situation where the safeguarding concern is about another organisation, their staff, volunteers, or the people they work with.

- As soon as possible within 24 hours contact the designated safeguarding lead of the organisation in question and pass on your concerns, if this has not already happened.
- In some circumstances you may decide to follow up with the organisation to confirm they have acted on the issue.
- If at any point you think the organisation has not acted and someone is at risk, you should contact the local authority safeguarding team yourself.

(e) Supporting those who share a concern with you:

Your primary concern should be the best interests of the child who is at risk of harm. However, the person sharing this concern with you may also be distressed by the situation, even if they are reporting on behalf of someone else. Everyone can respond to worries about another differently. If someone has previously experienced trauma, they can find it especially upsetting.

- Thank them for bringing this concern to your attention and that they have fulfilled their key responsibility
- Explain that you will now take responsibility in leading management of this concern and any contact with statutory agencies
- Highlight that there may be limited updates that you have or can give them on the situation; that does not mean that it was not important for them to share their concern
- Remind them of the importance of confidentiality and not sharing this information further
- Ensure they have your contact details in case they think of anything else they have not yet shared that they think may be relevant
- Discuss with them what additional support they may require. This may include informing their supervisor that they have dealt with a difficult situation, contacting any employee assistance programme or, if necessary, supporting them to access additional support
- Consider contacting them later to check in on how they are doing

Keeping Records

The Crew Club recognises that it is vital to record and store details about any child protection concerns that arise. We will record information, even if the concerns have not been shared with the police or the local authority safeguarding team. These records are extremely sensitive and will be kept in a locked cabinet or drawer (if hard copy) and/or password protected and stored on a computer with protection against hackers and viruses (if electronic).

It is the responsibility of the DSL to ensure that the following information is recorded about every safeguarding concern:

- The date and time of the incident/disclosure/concern
- The date and time of the report
- The name and role of the person to whom the concern was originally reported and their contact details
- The name and role of the person making the report (if this is different to the above) and their contact details
- The names of all parties who were involved in the incident, including any witnesses
- The name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or carers and any siblings)
- That was said or done and by whom
- Any action taken to look into the matter
- Any further action taken (such as a referral being made)
- The reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant)

Each record will be signed and dated by the person making the report.

Confidentiality, Consent, and Information Sharing

Timely information sharing is key to keeping children safe and responding appropriately to concerns about their welfare. In general, the Crew Club expects all trustees, volunteers and staff to maintain confidentiality and act in accordance with the UK General Data Protection Regulations (GDPR).

Parents/carers are normally the first point of contact for any concerns about a child. If there is a disclosure or suspicion of abuse, however, we will take guidance from the NSPCC Helpline and/or local authority safeguarding team as to whether we should make parents/carers aware of it or whether it should be left to other authorities to speak with the parent/carers.

Whenever The Crew Club shares information about a child with any other organisation, we will follow the principles below. We will:

- Have a clear and legitimate purpose
- Keep clear records of why we chose to share the information
- Ensure we are not putting the child at risk by sharing information
- Be as factual as possible
- Seek consent. If the child is deemed old and capable enough, consent should come from them. If not, we will ask their parent/carer, unless doing so would put the child at risk of harm. In any situation where consent is refused, but we believe the information needs to be shared in order to protect the child from significant harm or to promote their welfare, we will seek advice from

the NSPCC Helpline. If advised, we will share information with the police and/or local authority safeguarding team without consent.

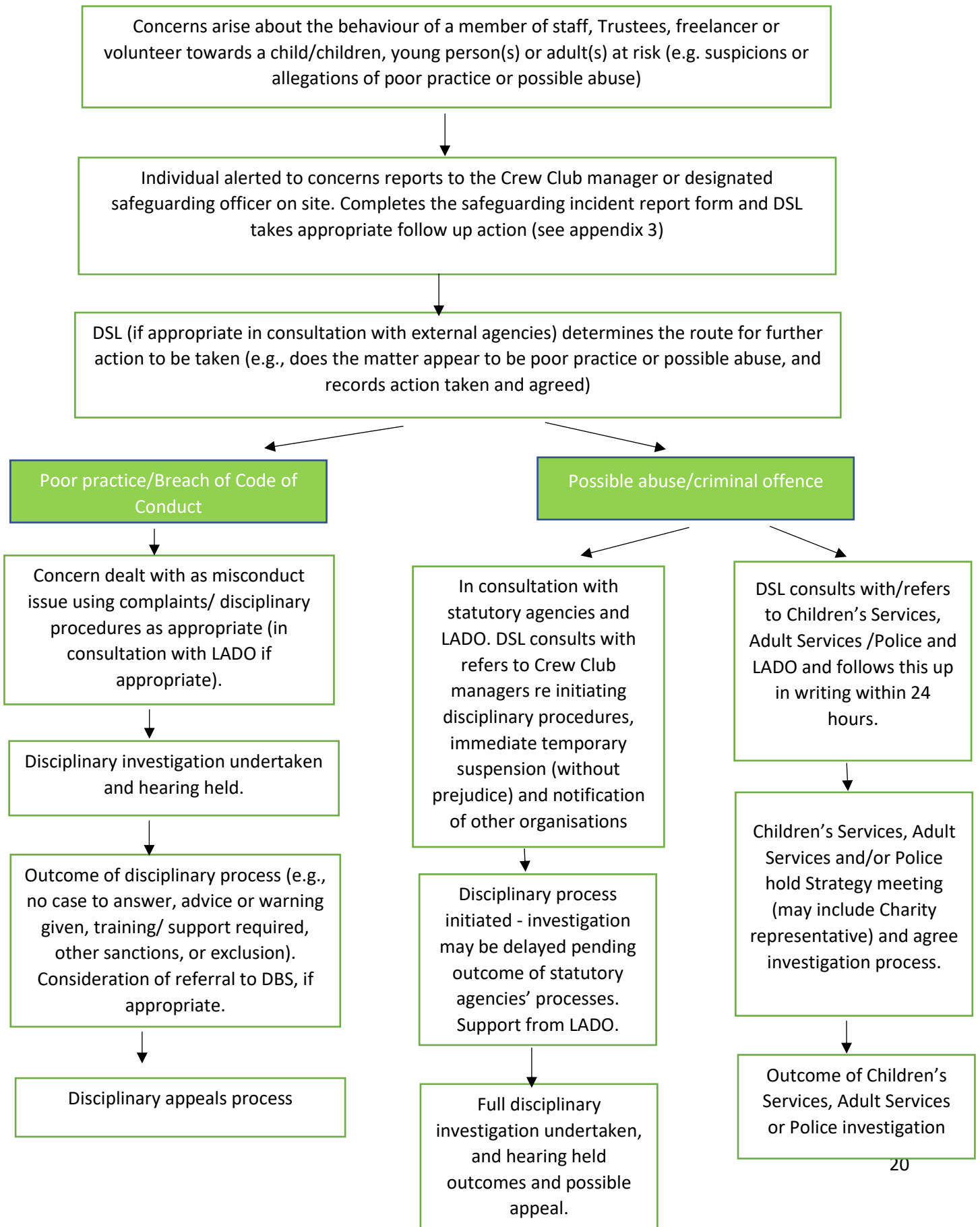
4.2.7 Staff Guidance Flow Diagram

What to do if you have concerns for the safety of a child, young person, or adult at risk or in the case of allegations about a member of staff.

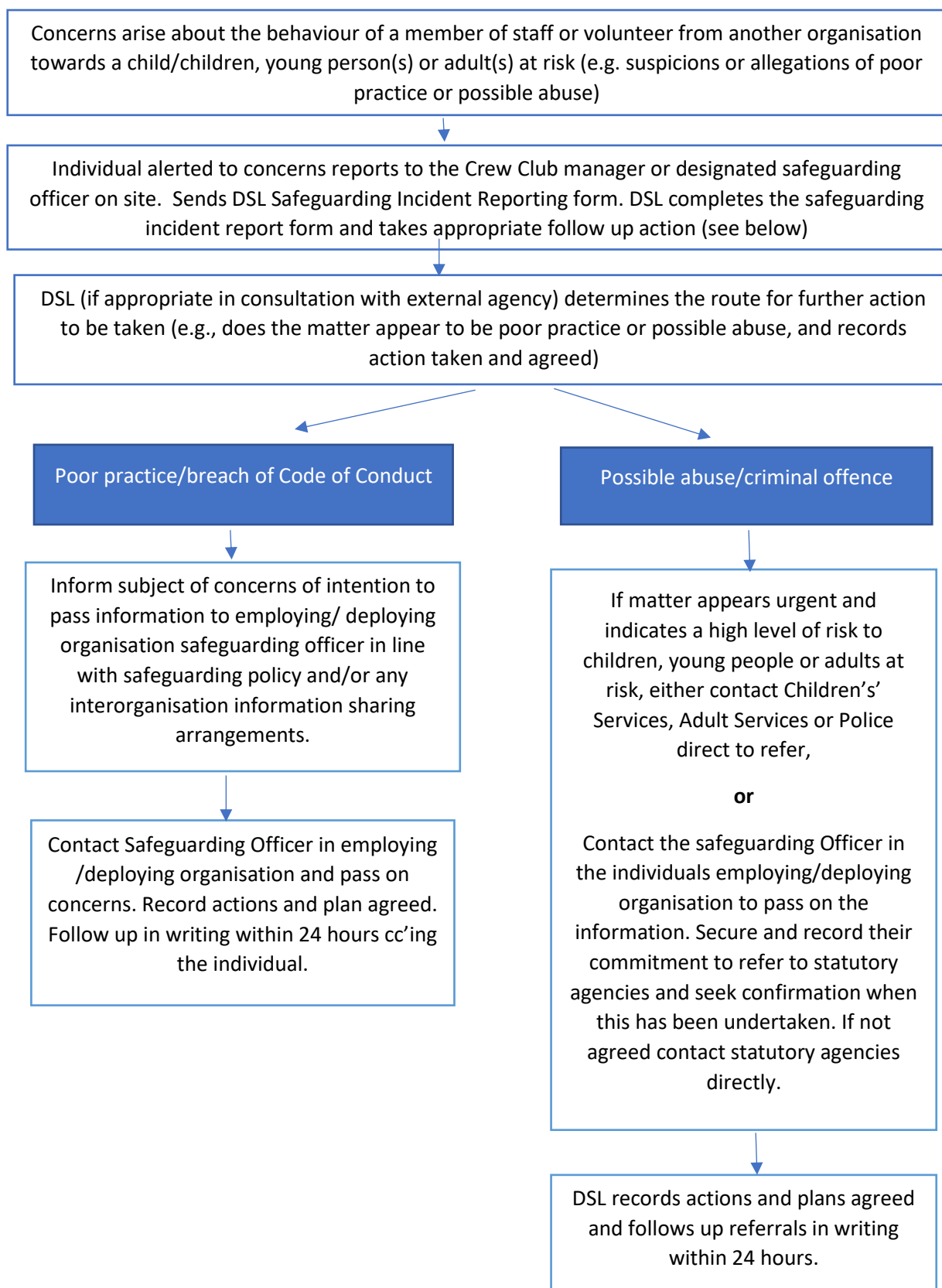


4.3 Designated Safeguarding Lead – reporting procedure for concerns flow diagram

1. Behaviour of a staff member, Trustee, volunteer, freelancer or consultant (e.g. allegation about behaviour towards a child, young person or adult at risk)



2. Behaviour of another organisation's staff member, Trustee, freelancer, volunteer or consultant (e.g., allegation about behaviour towards a child, young person or adult at risk)



5. Further information

For details of legislation and up to date information on Child Protection, see:

[Safeguarding children and young people](#)

[Safeguarding vulnerable adults at risk](#)

The following local authority organisations are responsible for key inter-agency forums for child protection, safeguarding assessments and decisions at level and are identified on local government websites:

- A. Social Services Departments
 - B. Local Safeguarding Children Board (LSCB)
 - C. Multi Agency Safeguarding Hub (MASH).
-
- Radicalisation and Extremism - [Prevent Duty Guidance](#).
 - [NSPCC](#). A registered charity established to prevent cruelty to children. Help line for concerns about a child's welfare 0808 800 5000
 - [Child exploitation and Online Protection](#) (CEOP)
 - See Appendix 5 for Crew Club's Safeguarding Contacts list.

5.1 Review

This procedure will be reviewed and updated to reflect changes in legislation that would require The Crew Club to amend its policy and procedures. As a minimum, it will be reviewed every two years.

6. Appendices

Appendix 1	Crew Club Child Protection – A code of good practice
Appendix 2	Crew Club membership form
Appendix 3	Types of Abuse
Appendix 4	Safeguarding incident report form
Appendix 5	Crew Club Safeguarding Contacts list

Crew Club Child Protection and Adult Safeguarding – A code of good practice

It is Crew Club policy to safeguard the welfare of all children, young people and adults at risk using our services by protecting them from neglect and from physical, sexual, and emotional harm.

For all staff, trustees and volunteers involved in the work of the Crew Club (aged 18 and over), this is essential information – keep it with you. More details on our policies can be obtained from our designated safeguarding lead.

What happens if...?

If you suspect abuse, a child, young person or adult confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern:

If a child, young person or adult tells you about abuse by someone else:

1. Allow them to speak without interruption, accepting what is said.
2. Offer immediate understanding and reassurance, while passing no judgement.
3. If they are at **immediate risk** contact the manager or designated safeguarding officer on site. If for any reason, no-one is available call the emergency services on 999.
4. Once the emergency services have been called, contact a Crew Club manager.
5. Complete and submit a Safeguarding Incident Report form to the DSL at safeguarding@crewclub.co.uk.
6. If they are **not at immediate risk**, advise that you will try to offer support but that you must pass the information on.
7. Inform the Crew Club manager or designated safeguarding officer on site.
8. Use the Safeguarding Incident Reporting form to write careful notes of what was said, use actual words wherever possible.
9. Sign, date and pass the completed form to the DSL within 24 hours.
10. If you receive any further information from the young person, update the DSL and inform Crew Club managers.

If you have a concern about a child, young person's or adult at risks safety and well-being:

1. Immediately tell the Crew club manager on site or the designated safeguarding officer.
2. Use the Safeguarding Incident Reporting form to write careful notes of your concerns, stating the facts as you know them.
3. Sign, date and pass the completed form to the DSL within 24 hours.
4. If anything else happens to add to the concern, update the DSL and inform Crew Club managers.

If you receive a complaint or allegation about any adult or about yourself:

1. Immediately tell the Crew Club manager or designated safeguarding officer on site.
2. Use the Safeguarding Incident Reporting form to write careful notes of the complaint of allegation, stating the facts as you know them.
3. Sign, date and pass the completed form to the DSL.
4. Try to ensure no-one is placed in a position which could cause further compromise

Note: Any adult associated with the Crew Club has the right to report any concerns, or suspicions about another adult or young person in confidence and free from harassment. You must refer; you must not investigate.

If in any doubt about policy or procedure please contact the DSL, Brian Goldsmith at safeguarding@crewclub.co.uk or call 07703 523278.

Code of behaviour

- DO put this code into practice at all times
- DO treat everyone with dignity and respect
- DO set an example you would wish others to follow
- DO treat all young people equally – show no favouritism
- DO plan activities that involve more than one other person being present, or at least are within sight and hearing of others
- DO follow the recommended adult/young people ratios for meetings and activities
- DO respect a young person's right to personal privacy
- DO avoid unacceptable situations within a relationship of trust e.g. a sexual relationship with a young person over the age of consent
- DO allow young people to talk about any concerns they may have
- DO encourage others to challenge any attitudes or behaviours they do not like
- DO make everyone aware of the Crew Club's protection procedures – young people, parents/carers, and visitors.
- DO remember this code even at sensitive moments e.g., when responding to bullying, bereavement or abuse
- DO remember someone else might misinterpret your actions, no matter how well-intentioned
- DO take any allegations or concerns of abuse seriously and refer immediately

- DO NOT trivialise abuse
- DO NOT form a relationship with a young person that is an abuse of trust
- DO NOT permit abusive peer activities e.g., bullying
- DO NOT engage in inappropriate behaviour or contact – physical, verbal, sexual
- DO NOT play physical contact games with young people
- DO NOT make suggestive remarks or threats to a young person, even in fun
- DO NOT use inappropriate language – writing, phoning, email or internet

DO NOT let allegations, suspicions, or concerns about abuse go unreported

DO NOT just rely on your good name to protect you

Appendix 2 – Membership Form



If you are a parent/carer, please include your child’s details in this section of the form.

NAME..... D.O.B.....

ADDRESS.....

POSTCODE..... SCHOOL.....

ARE YOU/IS YOUR CHILD MALE FEMALE OTHER

ARE YOU/IS YOUR CHILD?

White – British <input type="checkbox"/>	Black- British <input type="checkbox"/>	Asian – Chinese <input type="checkbox"/>
White – Irish <input type="checkbox"/>	Black – African <input type="checkbox"/>	Asian- Pakistani <input type="checkbox"/>
White – Traveller <input type="checkbox"/>	Black – Caribbean <input type="checkbox"/>	Asian – Indian <input type="checkbox"/>
	Mixed – Black Caribbean or Black African and White <input type="checkbox"/>	Arab <input type="checkbox"/>
Other: <input type="checkbox"/>		

IN AN EMERGENCY WHO CAN WE CONTACT? IF PARENT/CARER WORK DURING SESSION TIMES PLEASE PROVIDE 2 CONTACTS.

NAME..... RELATIONSHIP TO CHILD/YOU.....

TELEPHONE.....MOBILE.....EMAIL.....

NAME.....RELATIONSHIP TO YOU/ CHILD.....

TELEPHONE..... MOBILE.....EMAIL.....

DO YOU/THE CHILD HAVE ANY MEDICAL CONDITIONS OR ADDITIONAL NEEDS WE SHOULD KNOW ABOUT?

IF YES, PLEASE EXPLAIN

.....

.....

.....

.....

FOOD ALLERGIES / INTOLERANCES

DO YOU/YOUR CHILD HAVE ANY FOOD ALLERGIES OR INTOLERANCES? IF YES, PLEASE DESCRIBE BELOW

Food Allergies / Intolerances:.....
.....
.....

PHOTOGRAPHY/VIDEO PERMISSION FORM

DURING ACTIVITIES ORGANISED BY OUR STAFF WE OCCASSIONALLY LIKE TO RECORD AN EVENT OR ACTIVITY BY TAKING PHOTOGRAPHS OR RECORDING PARTS OF SESSIONS. THE IMAGES/FILM MAY BE USED FOR REPORTS, SOCIAL MEDIA, DISPLAYED ON OUR WEBSITE OR IN PRESENTATIONS.

FOR CHILD PROTECTION AND SAFEGUARDING REASONS, NAMES WILL NOT BE GIVEN ALONGSIDE PHOTOGRAPHS OR FILM UNLESS EXPLICIT PERMISSION IS GIVEN BEFOREHAND.

I DO CONSENT I DO NOT CONSENT

FOR ME/MY CHILD TO BE PHOTOGRAPHED/FILMED DURING THE NORMAL COURSE OF THE CREW CLUB'S ACTIVITIES OR TRIPS AND FOR THESE TO BE USED AS DESCRIBED ABOVE.

SAFEGUARDING

The Crew Club is committed to keeping all of its members safe from abuse. Our full safeguarding policy is available to read on the Crew Club website (www.crewclub.co.uk).

Please read the short summary below and by signing this membership form you indicate that you understand our commitment to safeguarding and agree to our approach.

1. If a child or adult is in immediate danger our staff will contact the police or other relevant authorities to secure their safety.
2. If our team of staff or volunteers are concerned that a child or adult is at risk of abuse they will inform our safeguarding lead.
3. Depending on the situation, our safeguarding lead could contact Children's Services or the adult safeguarding team to report our concerns.
4. All issues raised at the Crew Club will be kept confidential unless we judge that a child or adult is in immediate danger or at risk of abuse. In that situation, we will share some details with relevant people.

Signed..... (parent/carer) *

Date.....

*to be signed by parent/carer if applicant is under 18.

The information provided on this form is for Crew Club use only and will be used for monitoring and evaluating purposes only. No information on this form will be shared with any other parties. Forms containing personal or confidential information will be located in the main office and can only be accessed by staff.

Appendix 3 – Types of Abuse

Abuse: A form of maltreatment of a child. Somebody may cause 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.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child, young person or adult at risk. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child, young person, or adult at risk.

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child, young person or adult at risk such as to cause severe and persistent adverse effects on their emotional development. It may involve conveying to them that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children, young people, or adult at risk. These may include interactions that are beyond their developmental capability, as well as overprotection and limitation of exploration and learning, or preventing them participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children, young people, or adult at risk frequently to feel frightened or in danger, or the exploitation or corruption of them. Some level of emotional abuse is involved in all types of maltreatment of a child, young person, or adult at risk, though it may occur alone.

Sexual Abuse & Sexual Exploitation: Sexual abuse involves forcing or enticing a child, young person or adult at risk to take part in sexual activities, including sexual exploitation, whether or not they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g., rape and buggery) or non-penetrative acts. They may include non-contact activities, such as involving children, young people, or adults at risk in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

Neglect: Neglect is the persistent failure to meet a child, young person, or adult at risk's basic physical and/or psychological needs, likely to result in the serious impairment of their health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

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

It may also include neglect of, or unresponsiveness to, a child, young person, or adult at risk's basic emotional needs.

Discriminatory Abuse: Including racial or sexual harassment and abusive treatment based on a child, young person, or adult at risk's disability.

Abuse of Disabled Children: Disabled children are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of disabled children

may experience multiple stresses. This group of children may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children, young people or adult at risk;
- Receiving intimate personal care from a larger number of carers;
- Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser;
- Having communication difficulties resulting in difficulties in telling people what is happening;
- Being reluctant to complain for fear of losing services;
- Being particularly vulnerable to bullying or intimidation;
- Being more vulnerable to abuse by peers than other children, young people or adults at risk.

Disability is defined as: A major physical impairment, severe illness and/or a moderate to severe learning difficulty; an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

Domestic abuse: 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
- Sexual
- Financial
- Emotional

The offence of coercive and controlling behaviour in intimate and familial relationships was introduced into the Serious Crime Act 2015. The offence will impose a maximum 5 years imprisonment, a fine or both.

Financial Abuse: Financial abuse is the mistreatment of someone in terms of their money or assets, such as their property. Financial abuse often occurs alongside other forms of abuse. It can include money being stolen or misused, fraud or putting someone under pressure in regard to their money or property.

Bullying: Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g., hitting, kicking, theft), verbal (e.g., racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.

Self-Harming Behaviour: Children, young people and adults at risk who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour in itself may cause impairment of their health or development and in some circumstances present significant harm or the risk of significant harm. Self-harming behaviour may also arise alongside eating disorders and/or drug misuse.

Radicalisation: The Government through its PREVENT programme has highlighted how some adults may be vulnerable to radicalisation and involvement in terrorism. This can include the exploitation of vulnerable people and involve them in extremist activity. Radicalisation can be described as a process, by which a person to an increasing extent accepts the use of undemocratic or violent means, including terrorism, in an attempt to reach a specific p

political/ideological objective. Vulnerable individuals being targeted for radicalisation/recruitment into violent extremism is viewed as a safeguarding issue.

Female Genital Mutilation (FGM): Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other nontherapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 -13 years but may be performed on new born babies or on young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003 and subsequent amendments by the Serious Crime Act 2015). Under the act it is an offence to arrange, procure, aid or abet female genital mutilation. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

Forced Marriage: A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children, young people, or adults at risk, susceptible to physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care.

In the case of a child, young person, or adult at risk, in danger of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the person.

Online abuse: Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation, or emotional abuse. It can take place anywhere and anytime.

Online child sexual abuse: When sexual exploitation happens online, young people may be persuaded, or forced, to:

- send or post sexually explicit images of themselves
- take part in sexual activities via a webcam or smartphone
- have sexual conversations by text or online.

Abusers may threaten to send images, video, or copies of conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the sexual abuse has stopped.

Online bullying or cyberbullying: Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games, and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images, or videos.

Cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' – sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities, or friendship groups

- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- sending explicit messages, also known as sexting
- pressuring children into sending sexual images or engaging in sexual conversations.

Online grooming: Grooming is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking. Groomers can use social media sites, instant messaging apps including teen dating apps, or online gaming platforms to connect with a young person or child.

They can spend time learning about a young person's interests from their online profiles and then use this knowledge to help them build up a relationship.

It's easy for groomers to hide their identity online – they may pretend to be a child and then chat and become 'friends' with children they are targeting. Groomers no longer need to meet children in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity.

Sexting; Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually-explicit messages. They can be sent using mobiles, tablets, smartphones, laptops etc – any device that allows you to share media and messages.

Sexting may also be called 'trading nudes', 'dirties' or 'pic for pic'. The creating or sharing of explicit images of a child is illegal, even if the person doing it is a child.

Cuckooing; Cuckooing is the process whereby criminal gangs target the homes of vulnerable people in order to use their premises for criminal activity. Many of the victims are particularly vulnerable and criminal gangs may use threats and intimidation to gain access to the property to engage in criminal activity such as drug dealing, sexual exploitation etc.

Criminal exploitation: county lines; Criminal exploitation of children or vulnerable adults is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Peer on peer abuse: Children can abuse other children. It can take many forms including: bullying; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

Sexual violence and sexual harassment can occur online and offline: Evidence shows that girls, children with special education and needs disabilities (SEND) and lesbian, gay, bisexual and transgender (LGBT) children are at greater risk. Peer on peer abuse tends to be experienced by children aged 10 and upwards, with those abusing them being slightly older. Signs of possible peer on peer abuse include but are not limited to: physical injuries - drug and alcohol abuse - going missing - committing criminal offences - disengagement from school - poor mental health - sexual health concerns.

Trafficking: Children, young people and adults at risk can be trafficked into, within and out of the UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child, young person or adult at risk who is recruited,

transported, transferred, harboured or received for exploitative reasons is considered to be a victim of trafficking, whether or not they have been forced or deceived. This is because it is not considered possible for children, young people, or adults at risk in this situation to give informed consent. Even when they understand what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children, young people and adults at risk are protected too.

Children, young people, and adults at risk are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them. Trafficking is carried out by individual adults and organised crime groups.

Consensual sexual activity involving a young person under 18 years is not abusive, but it may be, and a child or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example because of an age/power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g. a teacher); where one person is vulnerable because of disability or capacity; where the child/young person is in the care of another away from home. No child under the age of 13 or under is able to consent to any sexual activity according to the Sexual Offences Act (2003).

Crew Club Safeguarding Incident Report Form

Logging a concern about a child or adults' safety and welfare

Part 1 (for use by any Crew Club staff or volunteers)

Name of child/adult:	Date of Birth:
Date and Time of Incident:	Date and Time (of writing):
Your Name:	
Print	
Signature	
Job Title/Role:	
Record the following factually: What are you worried about? Who? What (if recording a verbal disclosure use their words)? Where? When (date and time of incident)? Any witnesses?	
Any other relevant information (distinguish between fact and opinion). Previous concerns etc.	
What, if any, action did you take?	

Check to make sure your report is clear to someone else reading it.

Please email this form to your Designated Safeguarding Lead at safeguarding@crewclub.co.uk

Appendix 5 – Safeguarding Contacts List

INTERNAL CONTACTS

The Crew Club, 26 Coolham Drive, Whitehawk, BN2 5LU

Telephone: 01273 608607

Darren Snow	Strategic Manager	darren@crewclub.co.uk	07711 786842
Lorraine Snow	Operational Manager	lorraine@crewclub.co.uk	07775 853404
Brian Goldsmith	Designated Safeguarding Lead	safeguarding@crewclub.co.uk	07703 523278

EXTERNAL CONTACTS

Sussex Police 999 (emergency) 101 (non-emergency)

CHILDREN, YOUNG PEOPLE & FAMILIES

Brighton & Hove Front Door for Families

This is the local authority safeguarding team to contact to make a referral about a child.

Between 9am and 5pm Mondays to Fridays:

Phone: 01273 290 400

Email: FrontDoorforFamilies@brighton-hove.gov.uk

Outside of working hours, you can contact the Emergency Duty Service on:

01273 335 905 or 01273 335 906

Complete the online form to report concerns or request advice: <https://www.brighton-hove.gov.uk/families-children-and-learning/tell-us-if-you-are-worried-about-child>

NSPCC Helpline

For adults to call for support or advice about child safeguarding concerns

0808 800 5000

help@nspcc.org.uk

Childline

For children to call for support

0800 1111

24 hours a day, 7 days a week

Brighton & Hove Safeguarding Children Partnership

<https://www.bhscp.org.uk/>

Designated professionals in Brighton & Hove

Designated Doctor Safeguarding Children: 01273 238 703

Designated Nurse Safeguarding Children: 01273 238 703 / 07770 381 421

Brighton & Hove Police Child Protection Team: 101 (and ask for Brighton Safeguarding Investigation Unit, SIU)

Local Authority Designated Officer (LADO): 01273 295 643, darrel.clews@brighton-hove.gov.uk

ADULTS AT RISK

Brighton & Hove City Council Safeguarding Hub

This is the safeguarding team to contact to make a referral about an adult at risk.

9am-5pm Monday-Friday: phone 01273 29 55 55 or email hascsafeguardinghub@brighton-hove.gov.uk

Complete the online form to report abuse: <https://www.brighton-hove.gov.uk/adult-social-care/adult-abuseform-members-public>

Elder Abuse UK Helpline

Phone for advice: 080 8808 8141

<https://wearehourglass.org/>

National Domestic Violence Helpline

Freephone, 24 hours a day, for advice: 0808 2000 247

<http://www.nationaldahelpline.org.uk>

Brighton & Hove Domestic Abuse support services

Victim Support

Monday-Friday 9am-5pm: phone 0300 323 9985 or email b&hdass@victimsupport.org.uk

Out of hours: 08 08 16 89 111

Live chat (24 hours): <https://www.victimsupport.org.uk/help-and-support/get-help/support-near-you/livechat/>


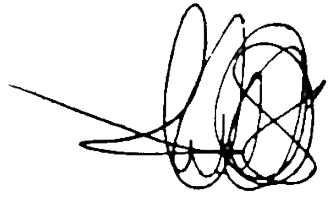
RISE Helpline

Tuesday and Wednesday 9.30am-12noon, or Wednesday 5pm-7pm: phone 01273 622 822 or email helpline@riseuk.org.uk

LGBT+ specialist caseworker, Monday 5pm-7pm: phone 01273 622822 or email lgbt@riseuk.org.uk

Brighton & Hove Safeguarding Adults Board

www.bhsab.org.uk email: accesspoint@brighton-hove.gov.uk

Policy Name	Crew Club Safeguarding Policy and Procedures: Child Protection and the Protection of Adults at Risk
Approved by the Board of Trustees	Date 26/01/2023
Strategic Manager: 	Chair of Trustees: 
Policy review date	December 2025

