

Safeguarding Children Policy

Contents

Introduction	3
The Purpose of this Policy	3
Safeguarding and Child Protection	3
Definition of Abuse	4
Designated Child Protection Person	12
Child Protection Procedures	13
Appendix 1 - Reporting Child Protection Concerns	18
Appendix 2 - Reporting Child Protection concerns in relation to staff and volunteers	20
Appendix 3 - Responding 2: Reporting allegations or suspicions of abuse	21
Useful Contacts	23
Guidance for safer recruitment and selection introduction	25
Developing procedures for safe employment – the beginning to end process	25
Designated Child Protection Person	28

Introduction

Become United believes it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, through safeguarding, a commitment to practice that protects them.

This policy applies to all children under 18 years of age. Become United operates across Greater Manchester, and thus the policy isn't specific to any single borough.

This policy is informed by relevant laws and guidance, including the Children's Act 1989 and *Working Together to Safeguard Children 2018/2023*.

We recognise that:

- The welfare of the child/young person is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers, and relevant agencies is essential in promoting young people's welfare.

Become United

- The Local Safeguarding Board plays a key role in promoting the safety and wellbeing of vulnerable adults in our community. We are committed to working closely with the Local Safeguarding Board to ensure our safeguarding procedures are effective and up to date, and that we respond appropriately to any safeguarding concerns or issues that may arise.

The Purpose of this Policy

This policy aims:

- To provide safeguarding and protection for the children and young people who receive Become United services, including the children of adult members or users.
- To provide staff and volunteers with guidance on the procedures they should adopt if they suspect a child or young person may be experiencing, or at risk of, harm.

Safeguarding children is a responsibility for all including staff, senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students, or anyone working on behalf of Become United.

Safeguarding and Child Protection

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. For example:

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedure

which detail how to respond to concerns about a child.

We will seek to safeguard children and young people by:

- Valuing, listening to, and respecting them.
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made, and ensuring that new staff and volunteers have read and understood this policy.
- Conducting background checks, interviews, and obtaining DBS clearance for all staff and volunteers.
- Providing regular supervision and support to staff and volunteers to ensure child safeguarding practices are followed.
- Ensuring all activities and trips are risk-assessed, with appropriate adult supervision and safety measures in place.
- Supporting children and young people in staying safe online by providing guidance on safe internet use during activities.
- Actively working with children and young people to prevent bullying through education and positive reinforcement.
- Working with children and young people to agree on behaviour standards at the start of each activity.
- Sharing information about child protection and good practice with children, parents, staff, and volunteers.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.
- Providing effective management for staff and volunteers through supervision, support, and training.
- Ensuring staff and volunteers seek emergency medical help for any injured child and contact the police immediately if a child is in immediate danger.
- Preventing radicalisation and terrorism by educating young people about risks and reporting concerns.
- Ensuring concerns are not discussed with parents/carers if doing so may put the child at further risk.
- Treating all safeguarding concerns with strict confidentiality and sharing them only with appropriate professionals.

We are also committed to reviewing our policy and good practice annually.

Definition of Abuse

For the purpose of our policy, an abused child is any boy or girl under 18 years of age who has suffered from, or is believed likely to be, at significant risk of physical injury, neglect, emotional abuse, or sexual abuse.

Children experiencing abuse often endure more than one type of abuse over time. They may feel afraid to tell anyone about the abuse, and may struggle with feelings of guilt, shame, or confusion—particularly if the abuser is a parent, caregiver, or close family member or friend.

Recognising the Signs of Abuse

Become United

Many of the signs of abuse are similar, regardless of the type. Anyone working with children or young people should be able to recognise the following signs:

- Being afraid of particular places or making excuses to avoid certain people.
- Knowledge of or involvement in 'adult issues' such as alcohol, drugs, and/or sexual behaviour that is inappropriate for their age.
- Angry outbursts or aggressive behaviour towards others.
- Withdrawal, anxiety, clinginess, or depression.
- Self-harming or thoughts of suicide.
- Changes in eating habits or development of eating disorders.
- Frequent nightmares or sleep problems.
- Bed-wetting or soiling their clothes regularly.
- Running away or regularly going missing from home or care.
- Lack of medical attention for injuries.

These signs do not necessarily mean a child is being abused. Other factors, such as bereavement or relationship issues at home, may explain these changes in behaviour. If you have any concerns, report them in accordance with Become United's safeguarding procedures.

Sexual Abuse

Definition

Sexual abuse is forcing or enticing a child to take part in sexual activities. It does not necessarily involve violence, and the child may not be aware that what is happening is abuse. Child sexual abuse can involve contact abuse and non-contact abuse.

Contact abuse happens when the abuser makes physical contact with the child. It includes:

- Sexual touching of any part of the body, whether the child is wearing clothes or not
- Rape or penetration by putting an object or body part inside a child's mouth, vagina or anus
- Forcing or encouraging a child to take part in sexual activity
- Making a child take their clothes off or touch someone else's genitals.

Non-contact abuse involves non-touching activities. It can happen online or in person and includes:

- Encouraging or forcing a child to watch or hear sexual acts
- Making a child masturbate while others watch
- Not taking proper measures to prevent a child from being exposed to sexual activities by others
- Showing pornography to a child
- Making, viewing or distributing child abuse images
- Allowing someone else to make, view or distribute child abuse images
- Meeting a child following online sexual grooming with the intent of abusing them.

Online sexual abuse includes:

- Persuading or forcing a child to send or post sexually explicit images of themselves (sometimes referred to as sexting)
- Persuading or forcing a child to take part in sexual activities via a webcam or smartphone
- Having sexual conversations with a child by text or online.

Become United

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

Abusers will often try to build an emotional connection with a child to gain their trust for the purposes of sexual abuse. This is known as grooming.

Signs of Sexual Abuse

There may be physical signs that a child has suffered sexual abuse, including:

- Anal or vaginal soreness or itching
- Bruising or bleeding near the genital area
- Discomfort when walking or sitting down
- An unusual discharge
- Sexually transmitted infections (STIs)
- Pregnancy.

Changes in the child's mood or behaviour may also cause concern. They may want to avoid spending time with specific people. The child may also exhibit sexual behaviour that is inappropriate for their age. For example:

- They could use sexual language or know things about sex that you wouldn't expect them to
- They might become sexually active or pregnant at a young age.

Physical Abuse

Definition

Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It is also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).

Signs of Physical Abuse

All children have trips, falls and accidents, which may cause cuts, bumps and bruises. These injuries tend to affect bony areas of the body, such as elbows, knees and shins, and are not usually a cause for concern. Injuries that are more likely to indicate physical abuse include:

Bruising

- Bruises on babies who are not yet crawling or walking
- Bruises on the cheeks, ears, palms, arms and feet
- Bruises on the back, buttocks, tummy, hips and backs of legs
- Multiple bruises in clusters, usually on the upper arms or outer thighs
- Bruising that looks like it has been caused by fingers, a hand or an object, like a belt or shoe
- Large oval-shaped bite marks.

Burns or Scalds

- Any burns that have a clear shape of an object, for example, cigarette burns
- Burns to the backs of hands, feet, legs, genitals or buttocks.

Other signs of physical abuse include multiple injuries (such as bruising or fractures) inflicted at different times. If a child is frequently injured, or if the bruises or injuries are unexplained or the explanation does not match the injury, this should be investigated. It is also concerning if there is a delay in seeking medical help for a child who has been injured.

Emotional Abuse

Definition

Emotional abuse involves:

- Humiliating, putting down or regularly criticising a child
- Shouting at or threatening a child or calling them names
- Mocking a child or making them perform degrading acts
- Constantly blaming or scapegoating a child for things which are not their fault
- Trying to control a child's life and not recognising their individuality
- Not allowing a child to have friends or develop socially
- Pushing a child too hard or not recognising their limitations
- Manipulating a child
- Exposing a child to distressing events or interactions
- Persistently ignoring a child
- Being cold and emotionally unavailable during interactions with a child
- Not being positive or encouraging to a child or praising their achievements and successes.

Signs of Emotional Abuse

There aren't usually any obvious physical signs of emotional abuse, but you may notice changes in a child's actions or emotions.

Some children are naturally quiet and self-contained, while others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours that appear out of character for the individual child or are particularly unusual for their stage of development.

Babies and pre-school children who are being emotionally abused may:

- Be overly affectionate towards strangers or people they haven't known for very long;
- Not appear to have a close relationship with their parent, for example when being taken to or collected from nursery;
- Lack confidence or become wary or anxious;
- Be unable to play;
- Be aggressive or nasty towards other children and animals.

Older children may:

- Use language, act in a way or know about things that you wouldn't expect for their age;
- Struggle to control strong emotions or have extreme outbursts;
- Seem isolated from their parents;
- Lack social skills or have few, if any, friends;
- Fear making mistakes;

Become United

- Fear their parent being approached about their behaviour;
- Self-harm.

Neglect

Definition

Neglect is the failure to meet a child's basic physical and/or psychological needs. This can result in serious damage to their health and development. Neglect may involve a parent or carer not:

- Providing adequate food, clothing, or shelter;
- Supervising a child or keeping them safe from harm or danger (including leaving them with unsuitable carers);
- Ensuring the child receives appropriate health and/or dental care;
- Ensuring the child receives a suitable education;
- Meeting the child's basic emotional needs – this is known as emotional neglect.

Neglect is the most common type of child abuse. It often occurs alongside other types of abuse.

Signs of Neglect

Neglect can be difficult to identify. Isolated signs may not indicate neglect, but multiple and persistent signs over time could indicate a serious problem.

Some of these signs include:

- Children who appear hungry – they may not have lunch money or may try to steal food;
- Children who appear dirty or smell unpleasant;
- Children whose clothing is inadequate for the weather conditions;
- Children who are left alone or unsupervised for long periods or at a young age;
- Children with untreated injuries, health or dental problems;
- Children with poor language, communication or social skills for their stage of development;
- Children who live in unsuitable home environments.

Child Sexual Exploitation (CSE)

Definition

Child sexual exploitation (CSE) is a type of sexual abuse. Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status, or affection in exchange for taking part in sexual activities.

Young people may be tricked into believing they are in a loving, consensual relationship. They often trust their abuser and do not understand they are being abused. They may depend on their abuser or be too scared to tell anyone what is happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs. (Berelowitz et al, 2013).

Child sexual exploitation can involve violent, humiliating, and degrading sexual assaults, often involving multiple perpetrators.

Signs of Child Sexual Exploitation

Sexual exploitation can be very difficult to identify. Young people who are being sexually exploited may:

- Go missing from home, care, or education;
- Be involved in abusive relationships;
- Associate with older individuals or groups;
- Be involved in gangs or anti-social groups;
- Have older boyfriends or girlfriends;
- Spend time at places of concern, such as hotels or known brothels;
- Be involved in petty crime such as shoplifting;
- Have access to drugs and alcohol;
- Possess new items such as clothes and mobile phones, which they cannot easily explain;
- Have unexplained physical injuries.

Harmful Sexual Behaviour (HSB)

Definition

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour displayed by children and young people, which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour.

HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children, or adults. It is harmful to both the children and young people who display it, as well as those it is directed towards.

HSB can include:

- Using sexually explicit words and phrases;
- Inappropriate touching;
- Using sexual violence or threats;
- Sexual activity with other children or adults.

Sexual behavior between children is considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't (Davies, 2012). However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled (Rich, 2011).

Domestic Abuse

Definition

Domestic abuse is any type of controlling, coercive, threatening behaviour, violence, or abuse between people who are, or who have been, in a relationship, regardless of gender or sexuality. It can include physical, sexual, psychological, emotional, or financial abuse.

Exposure to domestic abuse is child abuse. Children can be directly involved in incidents of domestic abuse, or they may be harmed by seeing or hearing abuse occurring. Children in homes where there is domestic abuse are also at risk of other types of abuse or neglect.

Signs of Domestic Abuse

Become United

Children who witness domestic abuse may:

- Become aggressive;
- Display anti-social behaviour;
- Suffer from depression or anxiety;
- Perform poorly at school due to difficulties at home or frequent moves between refuges.

Bullying and Cyberbullying

Definition

Bullying involves individuals or groups seeking to harm, intimidate, or coerce someone perceived as vulnerable.

Bullying can include:

- Verbal abuse, such as name-calling;
- Non-verbal abuse, such as hand signs or glaring;
- Emotional abuse, such as threatening, intimidating, or humiliating someone;
- Exclusion, such as ignoring or isolating someone;
- Undermining, through constant criticism or spreading rumours;
- Controlling or manipulating someone;
- Racial, sexual, or homophobic bullying;
- Physical assaults, such as hitting and pushing;
- Making silent, hoax, or abusive calls.

Cyberbullying occurs online and can include:

- Sending threatening or abusive 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 targeting a particular child;
- Encouraging young people to self-harm;
- Creating fake accounts, hijacking, or stealing online identities.

Signs of Bullying or Cyberbullying

Signs a child is being bullied may include:

- Belongings getting lost or damaged;
- Unexplained bruises or injuries;
- Reluctance to go to school or frequent absenteeism;
- A decline in academic performance;
- Asking for or stealing money to give to a bully;
- Appearing nervous, withdrawn, or distressed;
- Problems with eating or sleeping;
- Bullying others.

Child Trafficking

Definition

Become United

Child trafficking is child abuse. It involves recruiting and moving children, who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked within the UK.

Children may be trafficked for:

- Child sexual exploitation;
- Benefit fraud;
- Forced marriage;
- Domestic servitude, such as cleaning, childcare, or cooking;
- Forced labour in factories or agriculture;
- Criminal exploitation, such as cannabis cultivation, pickpocketing, begging, drug trafficking, selling pirated goods, or theft.

Children who are trafficked may experience multiple forms of abuse and neglect, including physical, sexual, and emotional abuse.

Child trafficking can require organised criminal networks or be orchestrated by individuals, including a child's own family. Traffickers often use grooming techniques to gain trust. Coercion, violence, or threats do not need to be proven in cases of child trafficking, as a child cannot legally consent to their exploitation.

Modern slavery is another term used to describe child trafficking, encompassing slavery, servitude, forced labour, and human trafficking. The Modern Slavery Act 2015 categorises offences related to slavery, servitude, forced or compulsory labour, and human trafficking.

Signs of Child Trafficking

Children who have been trafficked may:

- Be required to perform excessive housework;
- Rarely leave the house, with limited freedom of movement;
- Not have documents, or possess falsified documents;
- Provide rehearsed stories, similar to those of other trafficked children;
- Be reluctant to provide personal details or information about accommodation;
- Not be registered with a school or GP;
- Have a history of unexplained moves or missing periods;
- Be cared for by adults who are not their parents or legal guardians;
- Be found with other unrelated children in the same accommodation;
- Receive unexplained or unidentified phone calls in care placements.

Signs an adult is involved in child trafficking include:

- Making multiple visa applications for different children;
- Acting as a guarantor for multiple children's visa applications;
- Having previously acted as a guarantor for children who overstayed their visas.

Female Genital Mutilation

Definition

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It is also known as female circumcision or cutting. The age at which FGM is carried out varies. It

Become United

may be performed when a child is a newborn, during childhood or adolescence, just before marriage, or during pregnancy (Home Office et al, 2016).

FGM is a form of child abuse. There are no medical reasons to carry out FGM. It is dangerous and a criminal offence.

Signs

A child at risk of FGM may not be aware of what is going to happen. However, they may mention or you may notice:

- A long holiday abroad or going 'home' to visit family
- A relative or a cutter visiting from abroad
- A special occasion or ceremony to 'become a woman' or prepare for marriage
- A female relative being cut – a sister, cousin or an older female relative such as a mother or aunt
- Repeatedly missing school or running away from home.

A child who has undergone FGM may:

- Have difficulty walking, standing, or sitting
- Spend longer in the bathroom or toilet
- Appear withdrawn, anxious, or depressed
- Display unusual behaviour after an absence from school or college
- Be particularly reluctant to undergo routine medical examinations
- Ask for help but may not be explicit about the problem due to embarrassment or fear.

Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under-18s to the police (Home Office, 2016).

Further information about definitions and signs of abuse can be found on the NSPCC website [here](#).

Designated Child Protection Person

The designated person is responsible for providing advice on child protection matters, coordinating action within the organisation, and liaising with health, children's services, and other agencies about suspected or actual cases of child abuse. They may also be responsible for implementing child protection training within the organisation.

The designated person(s) within the organisation should be aware of the Local Safeguarding Children Partnership (LSCP), the multi-agency child protection procedures, and the Safeguarding Manager and Development Officer, LSCP. These officers can be consulted for advice on local child protection issues, training opportunities, or for general guidance on developing child protection materials. Other organisations and forums that can offer help are listed in the appendix.

The designated person at Become United is knowledgeable about child protection and has received the necessary training to remain up-to-date with new developments.

The role of the designated person includes:

Become United

- Establishing contact with the senior member of social work staff responsible for child protection in the organisation's catchment area. This should be the first step before any incident occurs.
- Providing information and advice to ensure child protection policies and procedures are implemented and followed, and reporting concerns about individual children to the appropriate authorities.
- Being aware of local Safeguarding Children Partnership procedures.
- Ensuring appropriate information is available at the time of referral and confirming the referral in writing under confidential cover as quickly as possible (e.g. within 24 hours).
- Liaising with children's services authorities and other relevant agencies.
- Keeping key individuals within the organisation, particularly the Chief Executive, informed about any actions taken and any further steps needed (e.g. disciplinary action against a staff member).
- Ensuring an individual case record is maintained, detailing the actions taken by the organisation, liaising with other agencies, and documenting outcomes.
- Advising the organisation on child protection training needs and participating in child protection training.
- Managing the aftermath of an incident within the organisation.

Child Protection Procedures

What to do if you suspect a child is being abused

If a member of Become United suspects that a child is being abused, they will seek advice from the designated child protection person, who will assist in deciding on further actions.

All members of Become United are aware of, and have contact details for, the designated child protection person.

Given the harm that abuse causes to children, it is the responsibility of the adults working with Become United to take action to prevent it.

(Refer to diagrams at the back of this policy.)

What we would do if a child engaging with Become United tells us about abuse

- We will aim to stay calm and be reassuring.
- Find a quiet place to talk.
- Believe what the child is telling you.
- Listen without pressing for information.
- Inform the child that you are glad they have confided in you, but explain that you will need to share this information with other professionals to keep the child safe.
- Report the concern to the Designated Safeguarding Lead who will refer to relevant Safeguarding Partnership and/or the police where relevant.
- Seek medical advice, if required.
- Complete the relevant form for reporting allegations or suspicions of abuse (see Appendix A & B).

What to do if you have witnessed a child being abused

Become United

- Inform your designated child protection worker.
- Contact the Safeguarding Partnership.
- Seek medical advice, if required.
- Complete the relevant form for reporting allegations or suspicions of abuse (see Appendix C & D).

Remember: It is important that everyone in the organisation understands that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That decision is the responsibility of professional child protection agencies following a referral.

Good Practice

Before any activity starts, the designated person shall ensure that adequate child protection procedures are in place, as follows:

- Each parent must complete a consent form for each child/young person attending activities run by Become United.
- A register must be kept of all children/young people attending Become United activities, including information about arrival and departure times.
- A daily diary or signing-in book must be maintained for all adults on the premises (staff members, volunteers, parents, and visitors).
- Team members will record any unusual events on the accident/incident form or in the daily diary, unless this includes anything confidential.
- Where possible, staff/volunteers should not be alone with a child/young person, although there may be times when this is necessary or helpful.
- Become United recognises that physical touch between adults and children/young people can be healthy and acceptable in public places. However, staff/volunteers will be discouraged from this when alone with a child/young person.
- All team members should treat all children/young people with dignity and respect in their attitude, language, and actions.

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (for example, avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children/young people equally, with respect and dignity.
- Always putting the welfare of each child/young person first.
- Maintaining a safe and appropriate distance from children/young people (for example, it is not appropriate for staff/volunteers to have an intimate relationship with a child/young person or to share a room with them).
- Building balanced relationships based on mutual trust, empowering children/young people to share in decision-making processes.

Become United

- Making activities, whether at school or off-site, enjoyable, fun, and safe.
- Keeping up to date with technical skills, qualifications, and insurance.
- Involving parents/carers wherever possible, such as encouraging them to take responsibility for children/young people in changing rooms.
- Ensuring that parents/carers, staff/volunteers, coaches, or officials work in pairs, if groups need supervision in changing rooms.
- Ensuring that, when mixed groups are taken away, they are always accompanied by a male and a female member of staff/volunteer (but remembering that same-gender abuse can also occur).
- Ensuring that, at tournaments or residential events, adults do not enter children's/young people's rooms or invite them into their rooms.
- Being an excellent role model, including refraining from smoking or drinking alcohol in the presence of children/young people.
- Providing enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacities of children/young people and not pushing them against their will.
- Securing written consent from parents/carers for staff to act in loco parentis if it becomes necessary to administer emergency first aid and/or other medical treatment.
- Keeping a written record of any injury that occurs, along with details of any treatment given.
- Requesting written consent from parents/carers if staff/volunteers need to transport children/young people in their cars.

Practices to be Avoided

The following should be avoided except in emergencies. If these situations arise, they should be with the full knowledge and consent of the person in charge of the organisation or the child/young person's parents – for example, if a child/young person sustains an injury and needs to go to hospital, or if a parent/carer fails to arrive to collect their child/young person at the end of a session.

Outings and Trips

- All vehicles hired for outings must be insured, roadworthy, and fitted with seatbelts.
- All drivers should travel with at least one escort. Drivers and escorts should have up-to-date DBS checks and should have undergone appropriate recruitment procedures. All drivers and escorts should agree to abide by these guidelines.
- A roll call will be taken at the start of a journey and again before the return journey begins. If the group is travelling in more than one vehicle, children/young people will be encouraged to travel in the same vehicle both ways.
- Staff/volunteers accompanying trips will carry contact numbers for the home organisation and emergency services in case of an alert.
- If a child/young person goes missing during a trip, staff/volunteers should initiate an immediate search. If the child/young person cannot be found within half an hour, the appropriate security staff/volunteers and the police should be notified.
- If, having notified security staff/volunteers and the police, the child/young person still cannot be found, the child's/young person's parents/carers must be notified immediately. The care of the remaining children/young people is paramount, and they should return to the home site as quickly as possible, while a senior staff/volunteer remains at the visit site to coordinate communication between security staff/volunteers and the parents/carers.

Use of Premises by Other Organisations

In the event that a room or rooms on the premises are used by other organisations, the letting agreement should ensure that the hiring organisation operates under approved child protection procedures and/or that those hiring the room(s) agree to abide by these guidelines.

Achieving Positive Behavior

Punishment: Discipline or Abuse?

One of the risk factors identified for abuse is the belief in, and use of, physical punishment as a form of discipline.

Forms of 'punishment' occur in family, community, and educational settings. Learning from punishments and sanctions is an important part of development, as it teaches us not to engage in behaviours that threaten our wellbeing or disrupt societal norms, such as receiving detention for not completing homework. Systems of rewards and punishments are often used effectively to teach and strengthen acceptable behaviour. However, in some cases, punishment can escalate and become abusive.

The danger often arises when punishment is physical. Physical punishment includes:

- Spanking, slapping, or smacking with the hand
- Striking with an object (e.g., belt, shoe, ruler, stick)
- Forcing a child to kneel on hard objects (e.g., the floor, pencils)
- Forcing a child to maintain an uncomfortable position (e.g., standing motionless)

Research has shown that physical punishment can lead to child aggression, delinquency, and poor mental health. It does not effectively deter repetition of undesirable behaviour; rather, it teaches children that violence yields results and may lead to aggressive, anti-social behaviour later in life. Consequently, it is suggested that positive, non-violent discipline is key to better-behaved children, and ultimately, a better-behaved society.

Frequently, physical abuse is a consequence of adults using physical punishment to discipline a child. Once adults resort to physical punishment, the likelihood of physical abuse occurring increases significantly.

Alongside physical punishment, emotional punishment such as belittling, ridiculing, insulting, or humiliating a child, or using threatening language, can be equally damaging. Such forms of emotional cruelty hinder a child's mental, spiritual, moral, and social development, just as physical punishment causes psychological and behavioural issues.

The impact of abusive punishment often has long-lasting effects. Research shows that parents who experienced physical/emotional punishment as children are more likely to discipline their own children in the same way. Excessive punishment causes similar psychological and physical harm as abuse itself.

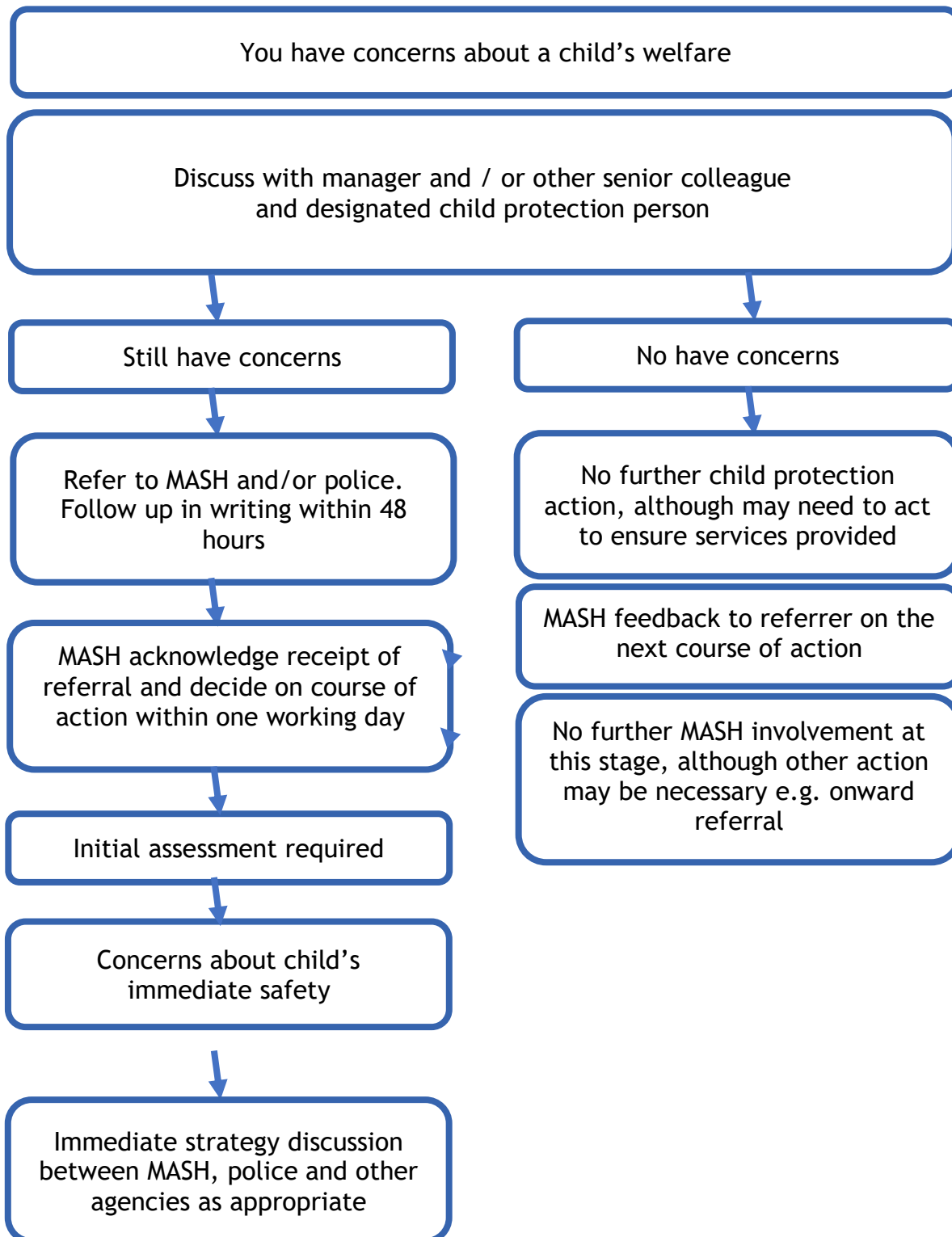
The only way to prevent physical and emotional punishment from becoming abusive is to adopt more constructive, alternative approaches to discipline. Studies suggest that positive reinforcement methods are more effective than punishment in discouraging undesirable behaviour. In other words, rewarding good behaviour works better than punishing bad behaviour.

How to Achieve Positive Behaviour

Become United

- Creating an environment that encourages and reinforces good behaviour.
- Showing respect and consideration to each child and promoting responsibility and honesty.
- Promoting self-esteem, positive relationships, and self-discipline.
- Responding consistently to both positive and inappropriate behaviour.
- Rewarding good behaviour and offering praise as often as possible.
- Being consistent.
- Using positive language at all times.

Appendix 1 - Reporting Child Protection Concerns



Any concerns should be reported promptly to the Multi Agency Safeguarding Hub (MASH).

Bolton

Email: boltonsafeguardingchildren@bolton.gov.uk

Tel: 01204 337777

Bury

Email: multiagencyreferrals@bury.gov.uk

Tel: 0161 253 5678

Manchester

Tel: 0161 234 5001

Oldham

Email: child.mash@oldham.gov.uk

Tel: 0161 770 7777

Rochdale

Tel: 0300 303 0440/ 0300 303 8875 (out of hours)

Salford

Tel: 0161 603 4500

Stockport

Tel: 0161 217 6028

Tameside

Tel: 0161 342 4101 or 0161 342 2222

Trafford

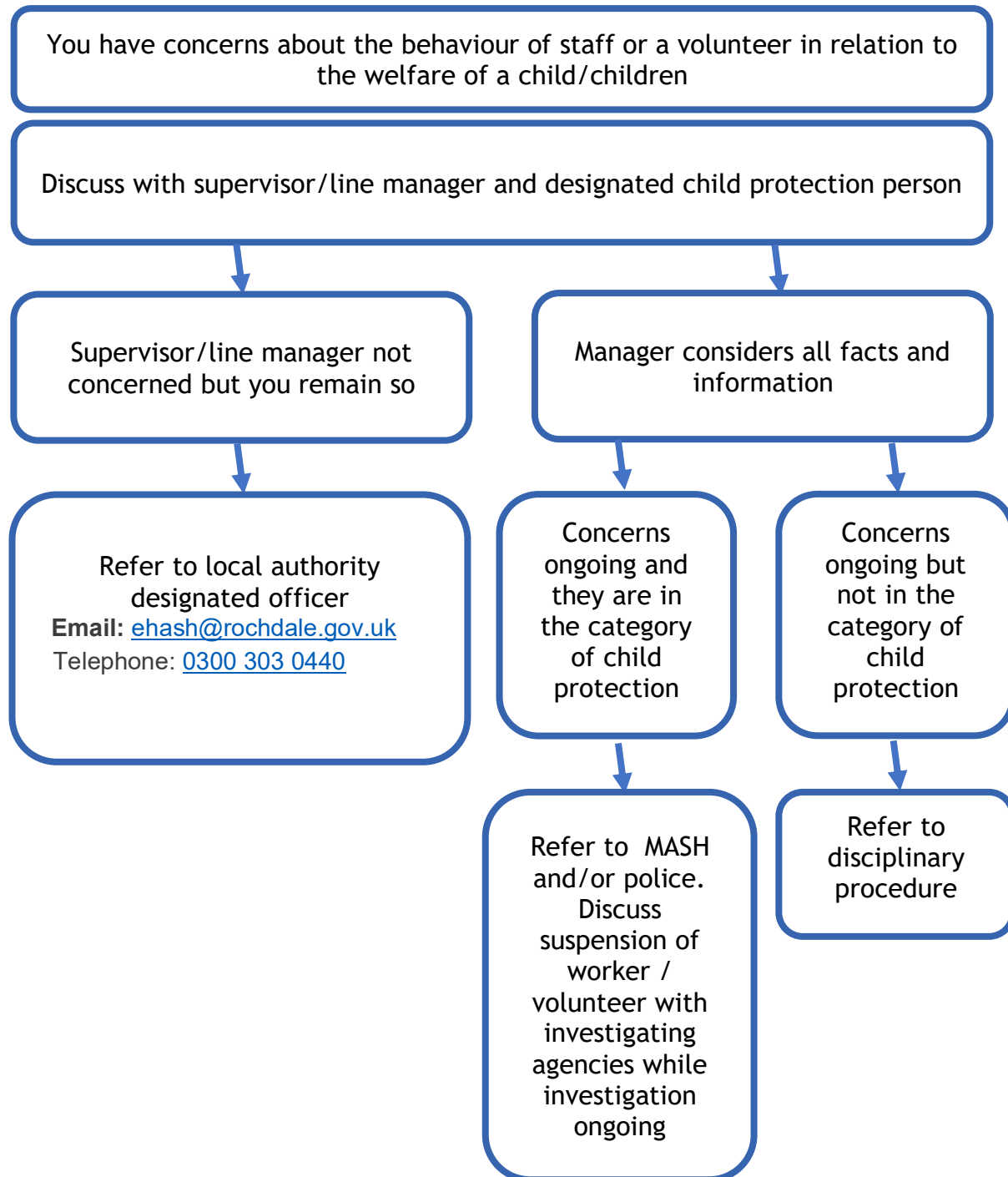
Tel: 0161 912 5125

Wigan

Tel: 01942 828300

Appendix 2 - Reporting Child Protection concerns in relation to staff and volunteers

Reporting Child Protection concerns in relation to staff and volunteers



Any concerns in relation to staff and volunteers should be reported promptly to the local authority designated officer.

Email: ehash@rochdale.gov.uk Telephone: [0300 303 0440](tel:03003030440)

Appendix 3 - Responding 2: Reporting allegations or suspicions of abuse

Everyone in your organisation should be aware of the designated person within the organisation who should immediately and always be informed of any concerns about a child being abused:

Child Protection Designated Lead Person Details

Name: Dewan Choudhury

Job/Role/Title: Youth Director

Child Protection Designated Deputy Lead Person Details

Name: Mohammed Towhasir

Job/Role/Title: Community Director

And of appropriate contacts outside the organisation:

Multi Agency Safeguarding Hub

Telephone no.: 0300 303 0440

Emergency no.

Police stations in Greater Manchester

Become United

Telephone no: 101 or 999

NSPCC Child Protection Helpline 0808 800 5000

Appendix D

Checklist for reporting suspected abuse

Name of child:

Age and date of birth:

Ethnicity:

Religion:

First language:

Disability:

Any special factors:

Parent's/carer's name(s):

Home address (and phone no. if available):

Are you reporting your own concerns or passing on those of somebody else?
Give details.

Brief description of what has prompted the concerns: include dates, times etc.
of any specific incidents.

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child? If so, what was said?

Have you spoken to the parent(s)? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Become United

Have you consulted anybody else? Give details.

Your name and position.

To whom reported and date of reporting.

Signature

Useful Contacts

Oldham Local Safeguarding Children Partnership
Procedures

<https://www.olscb.org/>

Bolton

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

Bury

<https://buryscp.org.uk/>

Manchester

<https://www.manchestersafeguardingpartnership.co.uk/>

Oldham

<https://www.oldham.gov.uk/lscb/>

Rochdale

<https://rochdalesafeguarding.com/>

Salford

<https://safeguardingchildren.salford.gov.uk/>

Stockport

<https://www.stockport.gov.uk/stockport-safeguarding-children-partnership>

Tameside

www.tamesidesafeguardingchildren.org.uk

Trafford

<https://www.traffordsafeguardingpartnership.co.uk/>

Become United

Wigan

<https://www.wigan.gov.uk/WSCB/index.aspx>

Disclosure and Barring Service

DBS Communications - PO Box 110, Liverpool, L69 3EF, United Kingdom

www.gov.uk/db

NSPCC Child Protection Helpline

0808 800 5000

0800 056 0566 – deaf or hard of hearing

0800 096 7719 – Asian Child Protection Helpline

help@nspcc.org.uk

The Churches' Child Protection Advisory Service, Part of PCCA

Christian Child Care PO Box 133, Swanley, Kent BR8 7UQ

www.ccpas.co.uk

Guidance for safer recruitment and selection introduction

Safe employment processes go beyond recruitment to include an organisation's ethos about safeguarding children.

A safe employment process will help promote a safe culture generally and complement other 'safety' elements such as health and safety and security issues, such as access to buildings.

Recruiting the best volunteers to your organisation not only helps to reduce the risk to children and young people, it also helps to raise standards overall. It ensures that even more care is taken amongst those working in an environment which brings staff into contact with children and young people

Our organisation recognises the importance of Safeguarding when we recruit and select staff and volunteers, we do this by:

Developing procedures for safe employment – the beginning to end process

Role description / person specification

Before the job is even advertised consider the role of the volunteer / staff member, the skills and qualities which will be necessary to become a volunteer / staff member in your organisation and what kind of person is most suited to the post to support the safeguarding agenda.

Ascertain what level of contact the volunteer / staff will have with either children/vulnerable adults.

Think about some specific behaviours, attitudes and values regarding safeguarding children and young people which you can incorporate into:

- The job description / person specification
- An advert or advertising material
- Your criteria for short listing
- Your planned interview questions or selection methods

Advertisement / Recruitment Publicity

The words and messages used in recruitment campaigns, your organisation's literature, and the expectations of your volunteers and/or staff, will do a lot to make safeguarding a reality. People who want to do harm are more likely to operate in places where it is made easy for them.

Become United

- Include information about the safe and secure environment you provide for the children and young people.
- Make it explicit that the wellbeing of children and young people is high on your agenda.
- Explain to volunteers that safeguarding controls are in place.
- Volunteer / staff adverts and promotional publicity should state that a DBS check is required for the role of the volunteer.
- When talking to parents reinforce the safeguarding message.
- Have a clear statement within adverts / publicity about the organisations commitment to safeguarding.
- Plan and monitor the campaign.

Application form / response

Ensure your application form asks prospective volunteers / staff to:

- Supply names of two references that are not family members, ideally the current or most recent employers (preferable covering the past 5 years of employment).
- Supply their National Insurance number and / or proof of eligibility to work in the UK.
- Declare past convictions or cases pending.
- Indicate their interests and any other voluntary activities in which they are involved.

DBS enhanced check (develop a procedure for undertaking DBS checks)

A copy of the child protection procedure is being sent out when people request to be a volunteer / staff.

Selection

Undertake a brief interview with the perspective volunteers / staff, see guidance questions for an informal interview to ascertain the volunteers' / staff opinions of children / young people, also check all documentation regarding the volunteers' / staff identity and relevant qualifications.

DBS enhanced are undertaken following a successful interview (see guidance for clarification).

References are checked following a successful interview.

Induction

Become United

The induction needs to include:

- Roles and responsibilities of the volunteers / staff.
- Awareness about child protection procedures.
- A discussion around the 'guidance for safe working practice for adults who work with children and young people' once the volunteers / staff understands the guidance then they should sign a copy which then goes on file.
- Inform the volunteers / staff who is the designated / named child protection officer and what their role consists of.
- Inform the volunteers / staff who the senior manager for allegations against people working with children and young people is and the Local Authority Designated Officer (LADO) and what their roles are.
- Make the volunteers / staff aware of your organizations complaints procedure, the whistleblowing policy and anti-bullying policy.
- This safeguarding policy links to our Complaints Procedure, ensuring any concerns are addressed appropriately

Supervision

Agreed regular supervision depending upon the nature of work /volunteering should take place. Including observations of the volunteers / staffs work.

Informal interview questions

Interview questions for volunteers

- Tell us about any experiences that have been difficult for you when working with children or young people and how you handled them.
- Tell us how you respond to aggression or young people who are especially challenging.
- Suppose you are working with a young person who confided their worries that they might be gay. How would you respond?
- Tell us how you would go about advising a young person about sexual matters, especially if, in law they are under 16 years old.
- How would you respond to a young person who confides in you that they have been sexually abused?
- What would you do if a young person informs you that they are being bullied?
- Could you explain about any unaccounted-for periods in your job history? (If this is appropriate).
- Any other questions that are appropriate to the role of the volunteer.

Designated Child Protection Person

The designated person is: Dewan Choudhury

Contact details are:dewan@becomeunited.org.uk and
07521552864.....

In the absence of the designated person, the matter should be brought to the attention of the second designated person.

The second designated person is:Mohammed Towhasir... ..

Contact details are:mohammed@becomeunited.org.uk and
07950687252.....

The social care number for the area is: 0300 303 0440.....

The emergency number is: 0300 303 0440.....

Policy Name and Number	Safeguarding Children Policy
Effective From	01/06/2026
Version Number and Date	Version 5 & 2 June 2026
Review date	1 June 2027
Designated Person	Dewan Choudhury (with DBS)
Second Designated Person	Mohammed Towhasir (with DBS)

Revisions

Version Number	Date	Changes	Author (Name and Job Title)
Version 1	01/06/2022	First Written	Dewan Choudhury Project Manager
Version 2	01/06/2023	Review	Dewan Choudhury Project Manager
Version 3	01/06/2024	Review	Dewan Choudhury Project Manager
Version 4	01/06/2025	Review	Dewan Choudhury Project Manager
Version 5	01/06/2026	Review	Dewan Choudhury Project Manager