

SAFEGUARDING (CHILD PROTECTION) POLICY

This policy has been drawn up in accordance with the recommendations of The National Operatic and Dramatic Association (NODA) and of Bradford MDC safeguarding guidance.

Bradford Youth Players recognises its duty of care under the Statutory Guidance *Working Together to Safeguard Children*, July 2018.

Bradford Youth Players does not work with, or employ, vulnerable adults and therefore this policy relates predominantly to child protection. If, however, an adult member of staff (paid or voluntary) becomes vulnerable and is at risk, the policy will also apply to them.

The society recognises that abuse can take many forms, whether it be physical abuse, emotional abuse, sexual abuse or neglect. The society is committed to practice which protects young people from harm. All members of the society accept and recognise their responsibilities to develop awareness of the issues which cause young people harm.

Bradford Youth Players (hereafter referred to as 'the society') believes that:

- The welfare of the young person is paramount.
- All young persons, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members, volunteers and workers of the society should be clear on how to respond appropriately.

The society will ensure that:

- All young persons will be treated equally and with respect and dignity.
- The duty of care to young people will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the young persons to share in the decision-making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members of the society provide a positive role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- It will keep up-to-date with health & safety legislation.
- It will keep informed of changes in legislation and policies for the protection of young people

- It will undertake relevant development and training.
- It will hold a register of every young person involved with the society and will retain a contact name and number close at hand in case of emergencies.

The society has young person protection procedures which accompany this policy. This policy should also be read in conjunction with the society's Equality and Diversity Policy and Health & Safety Policy.

The society has a dedicated Child Protection Officer, who is in charge of ensuring that the child protection policy and procedures are adhered to. That person's name is:
Nicola Brister Tel 07961 502660 email nicola.brister@bradfordyouthplayers.co.uk

This policy will be regularly monitored by the Board of Trustees of the society and will be subject to annual review. This policy was written in October 2022

CHILD PROTECTION PROCEDURES

Responsibilities of the Society

At the outset of any production involving a young person the society will:

- Undertake a risk assessment and monitor risk throughout the production process.
- Identify at the outset the person with designated responsibility for child protection.
- Engage in effective recruitment of chaperones and other individuals with responsibility for young persons, including appropriate vetting (if necessary, in consultation with the local education authority).
- Ensure that young people are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

Parents

- The society believes it to be important that there is a partnership between parents and the society. Parents are encouraged to be involved in the activities of the society and to share responsibility for the care of young people. All parents will be given access to a copy of the society's Child Protection Policy and procedures.
- All parents have the responsibility to collect (or arrange collection of) their young person after rehearsals or performances. If the members are old enough to travel alone, a permission slip must be obtained from parents prior to this happening. It is NOT the responsibility of the society to take a young person home.

Unsupervised Contact

- The society will attempt to ensure that no adult has unsupervised contact with young people.
- If possible there will always be two adults in the room when working with young people.

- If unsupervised contact is unavoidable, steps will be taken to minimise risk. For example, work will be carried out in a public area, or in a designated room with a door open.

Physical Contact

- All adults will maintain a safe and appropriate distance from a young person
- Adults will only touch a young person when it is absolutely necessary in relation to the particular activity.
- Adults will seek the consent of the young person prior to any physical contact and the purpose of the contact shall be made clear.

Child sexual exploitation

Child sexual exploitation (CSE) involves exploitative situations, contexts and relationships where young people receive something (for example food, accommodation, drugs, alcohol, gifts, money or in some cases simply affection) as a result of engaging in sexual activities. Sexual exploitation can take many forms ranging from the seemingly 'consensual' relationship where sex is exchanged for affection or gifts, to serious organised crime by gangs and groups. What marks out exploitation is an imbalance of power in the relationship. The perpetrator always holds some kind of power over the victim which increases as the exploitative relationship develops. Sexual exploitation involves varying degrees of coercion, intimidation or enticement, including unwanted pressure from peers to have sex, sexual bullying including cyberbullying and grooming. However, it is also important to recognise that some young people who are being sexually exploited do not exhibit any external signs of this abuse.

In the event any concern is raised about this issue, further guidance can be obtained from the DfE publication 'What to do if you suspect a member is being sexually exploited' 2012.

Female Genital Mutilation (FGM)

There is a range of potential indicators that a girl may be at risk of FGM.

Potential victims may be heard to talk about 'a special procedure' or 'becoming a woman' and these are regarded as warning signs and grounds for early intervention and/or referral.

Actions

If employees have a concern they should activate local safeguarding procedures, using existing national and local protocols for multi-agency liaison with police and member ren's social care. Mandatory reporting commenced in October 2015. Where a leader discovers that an act of FGM appears to have been carried out on a girl who is aged under 18, there is a statutory duty upon that individual to report it to the police.

Mandatory reporting duty

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by section 74 of the Serious Crime Act 2015) places a statutory duty upon youth workers, along with social workers and healthcare professionals, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18.

It will be rare for leaders to see visual evidence, and they should not be examining pupils, but the same definition of what is meant by "to discover that an act of FGM appears to have been carried out" is used for all professionals to whom this mandatory reporting duty applies.

The mandatory reporting duty commenced in October 2015. Leaders must report to the police cases where they discover that an act of FGM appears to have been carried out. Unless the leader has a good reason not to, they should still consider and discuss any such case with the Board of Trustees and involve the young person's social care as appropriate.

Radicalisation

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to a young person's vulnerability such as the influence of family members, friends or online contacts, or a young person may have specific needs for which an extremist or terrorist group appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people.

As with managing other safeguarding risks, employees should be alert to changes in member ren's behaviour which could indicate that they may be in need of help or protection. BYP employees should use their professional judgement in identifying young people who might be at risk of radicalisation and act proportionately, if they have concerns, by making a referral to the Board of Trustees.

Peer to Peer Abuse

Staff will be aware of the harm caused by bullying and will use the BYP anti-bullying procedures where necessary. However, there will be occasions when a member's behaviour warrants a response under member protection rather than anti-bullying procedures. Peer on peer abuse can include: sexual bullying; being coerced to send sexual images; physical and sexual assaults and violence; member sexual exploitation; Voyeurism (Offences) Act 2020 – also known as 'upskirting' and teenage relationship abuse. Gang-affected young women are particularly vulnerable to being sexually exploited for protection, status, drugs or money.

BYP takes peer on peer abuse seriously and all staff are clear that peer on peer abuse should not be passed off as “part of growing up” or “banter”. The club has put in place safeguards to reduce the likelihood of peer on peer allegations

Vigilance of staff

Implementing club behaviour policy (see behaviour policy)

notifying parents of serious behaviours

monitoring at all times

In dealing with peer on peer abuse, the club recognises that any response takes account of how a network of peer relationships is affected; the relationship between sexual exploitation, serious youth violence, and teenage relationship abuse, and the need to ensure it is recognised when young people are experiencing multiple forms of abuse. The club also recognises that an alleged perpetrator is likely to have considerable unmet needs as well as posing a significant risk of harm to other members. Any decision on action in respect of the alleged perpetrator must be based on the risk they pose to other young people and what can be done to minimise this risk.

Peer to Peer Abuse: Sexting – Specific Guidance

There are a number of definitions of sexting but, for the purposes of this policy, sexting is simply defined as images or videos generated by young people under the age of 18, that are of a sexual nature or are indecent. These images are shared between young people and/or adults via a mobile phone, handheld device or website with people they may not even know. Young people involved in sharing sexual videos and pictures may be committing a criminal offence. Specifically, crimes involving indecent photographs (including pseudo images) of a person under 18 years of age fall under Section 1 of the Protection of young people Act 1978 and Section 160 Criminal Justice Act 1988. Under this legislation it is a crime to: take an indecent photograph or allow an indecent photograph to be taken; make an indecent photograph (this includes downloading or opening an image that has been sent via email); distribute or show such an image; possess with the intention of distributing images; advertise; and possess such images.

Incidents of sexting will be dealt in line with the normal club safeguarding procedures. If any illegal images of a member are found, the club will consider whether to inform the police. As a general rule it will almost always be proportionate to refer any incident involving “aggravated” sharing of images to the police, whereas purely “experimental” conduct may proportionately be dealt with without such referral, most particularly if it involves the young person sharing images of themselves.

Any conduct involving, or possibly involving, the knowledge or participation of adults should always be referred to the police. If an “experimental” incident is not referred to the police, the reasons for this should be recorded in writing. In making a decision to refer, the Board of Trustees

will take into a range of factors such as the age of the victim, the level of coercion involved and the degree of nudity in the images.

Training and support

All employees, volunteers and trustees must receive regular member protection training and must sign to prove that this is the case. Where this document is updated, all existing staff must be updated

Professional confidentiality

Confidentiality is essential when dealing with member protection issues. However, professionals can only work together to safeguard young people if there is an exchange of relevant information between them. Normally, personal information should only be disclosed to third parties with the consent of the subject of that information. In some circumstances, obtaining consent may not be possible nor in the best interests of the member and the law permits the disclosure of confidential information necessary to safeguard young people without consent.

Records and monitoring

Well-kept records are essential to good member protection practice. The club will record its concerns and be ready to share them with other agencies as appropriate (See Appendix 1). All of the club's records are kept in a manner which ensures compliance with the General Data Protection Regulation Act 2018.

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

When recruiting employees to work at BYP, the club will ensure that it operates safe recruitment procedures, including Disclosure and Barring Service ("DBS") checks.

For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of employees will be engaging in regulated activity. In summary, a person will be considered to be engaging in regulated activity if as a result of their work they:

will be responsible, on a regular basis in the club, for teaching, training, instructing, caring for or supervising member ren;

will carry out paid, or unsupervised unpaid, work regularly where that work provides an opportunity for contact with member ren; or

engage in intimate or personal care or overnight activity, even if this happens only once.

Close, one-to-one, supervision of pupils

Close, one-to-one, supervision of members, is carefully managed at the club and employees and volunteers are aware of the risks involved. Staff and volunteers will:

avoid arranging to meet a member in a remote or secluded part of the club; ensure that there is a visual access and/or an open door;

ensure that there are other employees around or at least aware of a meeting; not use "Do not Disturb" or equivalent signs;

arrange for a colleague to be present if there is a concern about the likely nature of the meeting particularly when there is a gender difference; and

Employees have a vital role in both the prevention and detection of abuse, and may well be the first to observe that a member has started to behave atypically. Employees may be the ones the abused member turns to for help. It is essential that all employees of the club are aware of the procedures adopted by the club and who should be informed when disclosures are made.

Employees are reminded that it is not their task to identify abuse. The correct identification of abuse is a highly complex task and is the remit of other professional agencies to which employees will refer.

Young people trust and depend on adults to protect and safeguard them from harm. It is the responsibility of adults who come into contact with young people, to report any suspicions or evidence of abuse which may have occurred or is occurring to a young person, whether it is outside or inside BYP.

Many of the young people that employees might come into contact with may exhibit one or more of the indicators outlined above at some stage in their BYP career and it is extremely important that whilst being vigilant colleagues assume nothing and do not jump to conclusions. If any employee of BYP has any concerns or is in any doubt then they must inform the Board of Trustees immediately.

If abuse is **suspected**:

Observations, conversations or concerns will be recorded, signed and dated.

- **The matter must not be investigated or discussed with anyone other than the Safeguarding Officer or Club Leader.**
- **The Chairperson of the Management Committee/Club Leader/Safeguarding Officer will assess the information and, within 48 hours, contact NSPCC National Child Protection Helpline on 0808 800 5000 and/or the appropriate local statutory services, if necessary.**
- If you see or suspect abuse of a young person while in the care of the society, please make this known to the person with responsibility for young person protection. If you suspect that the person with responsibility for young person protection is the source of the problem, you should make your concerns known to the Chairman.
- Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of the society, chaperone, venue staff etc., that individual will be suspended immediately until the investigation is concluded. The individual will be excluded from the theatre, rehearsal rooms etc. and will not have any unsupervised contact with any other young person in the production.

If abuse is **reported/ alleged**:

- The young person will be listened to and encouraged to speak without interruption, comment or judgement.
- It will be explained that in terms of the club's Confidentiality Policy, information may need to be shared in certain circumstances.
- **The matter must not be investigated or discussed with anyone other than the Safeguarding Officer.**
- A written account of the report or allegation will be made, signed and dated and the information passed to the Safeguarding Officer or Club Leader.
- The Chairperson of the Management Committee/Club Leader/Safeguarding Officer will assess the information and, within 48 hours, contact **NSPCC National Child Protection Helpline on 0808 800 5000** and the relevant statutory services, if necessary.

If the matter is regarded as critical it should be referred immediately and directly to the Local Authority Safeguarding Officer and details of the referral passed to the Safeguarding Officer/Club Leader as soon as possible.

Disclosure of abuse

If a young person confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the young person to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.

- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for young person protection. Make it clear to the young person that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the young person that 'they did the right thing' in telling someone.
- Tell the young person what you are going to do next.
- Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
- As soon as possible after the disclosing conversation, make a note of what was said, using the young person's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Managing sensitive information

- The society has a policy and procedures for the taking, using and storage of photographs or images of young people
- Permission will be sought from the parents for use of photographic material featuring a young person for promotional or other purposes.
- The society's web-based materials and activities will be carefully monitored for inappropriate use.
- The society will ensure confidentiality in order to protect the rights of its members, including the safe handling, storage and disposal of any sensitive information such as criminal record disclosures.

Rights & Confidentiality

- If a complaint is made against a member of the society, he or she will be made aware of his rights under the society's disciplinary procedures.
- No matter how you may feel about the accusation, both the alleged abuser and the young person who is thought to have been abused have the right to confidentiality under the Data Protection Act 1998 and the General Data Protection Regulations (GDPR) as espoused in our Privacy Policy 2022. Remember also that any possible criminal investigation could be compromised through inappropriate information being released.
- In criminal law the Crown, or other prosecuting authority, has to prove guilt and the defendant is presumed innocent until proven guilty.

Protecting Leaders

The Trustees recognise the importance of protecting its leaders from possible allegations of abuse and recommends the following guidelines:

Leaders should not:

- Be alone with young people
- Lock and unlock premises without another adult present
- Transport young people in a car or mini bus without another adult being present
- Take young people to their homes
- Make inappropriate contact with young people i.e. develop relationships outside the club setting
- Leave young people unattended
- Leave young people in the presence of adults who are not suitably trained
- Leave young people in the presence of adults not known to leaders
- Leave young people in the presence of adults who have not had relevant DBS checks
- Show favouritism to young people within the club

Accidents

- To avoid accidents, chaperones and young people will be advised of “house rules” regarding health and safety as outlined in the Kala Sangam Health and Safety Policy and will be notified of areas that are out of bounds. Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.
- If a young person is injured while in the care of the society, a designated first-aider will administer first aid and the injury will be recorded in the society’s accident book. This record will be countersigned by the person with responsibility for child protection.
- If a young person joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be countersigned by the person with responsibility for child protection. This record can be useful if a formal allegation is made later and will also be a record that the young person did not sustain the injury while participating in the production.

Criminal Record Disclosures

- If the society believes it is in its best interests to obtain criminal record disclosures for chaperones or other personnel, it will inform the individual of the necessary procedures and the level of disclosure required. The society will have a written code of practice for the handling of disclosure information (See the BYP GDPR Privacy Policy) .
- The society will ensure that information contained in the disclosure is not misused.

Recruitment

All volunteers should complete an application form supplying the following information: personal details, names of two independent referees, previous experience, any criminal convictions, competencies and areas of interest and signature and date.

All leaders and helpers should complete a Disclosure Form (DBS) at enhanced level, these clearances will be renewed every three years. All new volunteers will be closely supervised until references have been received and DBS checks completed.

In accordance with guidance from the Disclosure and Barring Service a record will be kept of the disclosure number, completion date and whether or not the check is satisfactory.

Code of Conduct

Bradford Youth Players adheres to the following guidelines as to how young people and adults interact with each other.

- Abusive behaviour and language, violence, aggression, bullying or discrimination will not be tolerated. Leaders will respond quickly and effectively to any such reports which if necessary will result in the offender(s) being suspended from the club
- No alcohol will be consumed on the premises. Leaders will refrain from consuming alcohol prior to assuming responsibility for young people.
- Young people are free to leave the club activity when they wish.
- Requirement for parents or carers involved in sessions to be DBS checked.
- Consider consequences if anyone behaves inappropriately in accordance with the Code of Conduct

Chaperones

- Chaperones will be appointed by the society for the care of young person during the production process. By law the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a young person. The maximum number of young person in the chaperone's care shall not exceed 12.
- Potential chaperones will be required to supply photographic proof of identity (eg. passport, driving licence) and two references from individuals with knowledge of their previous work with young person, unless already well known to the society. They will also be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with young person.
- Chaperones will be made aware of the society's Safeguarding (Child Protection) Policy and Procedures.
- Chaperones will not usually have unsupervised access to young person in their care. If unsupervised access is unavoidable, or if this is a requirement of the local authority, a criminal record disclosure will be sought.
- Where chaperones are not satisfied with the conditions for the young person, they should bring this to the attention of the producer. If changes cannot be made satisfactorily, the chaperone should consider not allowing the young person to continue.
- If a chaperone considers that a young person is unwell or too tired to continue, the chaperone must inform the producer and not allow the young person to continue.
- Under the Dangerous Performances Act, no young person of compulsory school age is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to cease using young personen in this way and should contact the local authority.
- During performances, chaperones will be responsible for meeting young person at the stage door and signing them into the building.

- Children will be kept together at all times except when using separate dressing rooms.
- Chaperones will be aware of where the young person are at all times.
- Children are not to leave the theatre unsupervised by chaperones unless in the company of their parents.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue, and will ensure that young person in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the society.
- Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that young person until a medically qualified opinion has been obtained (not just the word of the parent or young person).
- Chaperones should have written arrangements for young person after performances. If someone different is to collect the young person, a telephone call should be made to the parent to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the young person, it is the duty of the chaperone to stay with that young person or make arrangements to take them home.

Records and monitoring

Well-kept records are essential to good member protection practice. The club will record its concerns and be ready to share them with other agencies as appropriate (See Appendix 1). All of the club's records are kept in a manner which ensures compliance with the General Data Protection Regulation Act 2018.

Accurate records will be made as soon as practicable and will clearly distinguish between observation, fact, opinion and hypothesis. All records will be signed and dated, any information given will be recorded verbatim where possible and a note made of the location and description of any injuries seen.

When recruiting employees to work at BYP, the club will ensure that it operates safe recruitment procedures (including Disclosure and Barring Service ("DBS") checks.

For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of employees will be engaging in regulated activity. In summary, a person will be considered to be engaging in regulated activity if as a result of their work they:

will be responsible, on a regular basis in the club, for teaching, training, instructing, caring for or supervising member;

will carry out paid, or unsupervised unpaid, work regularly where that work provides an opportunity for contact with member; or

engage in intimate or personal care or overnight activity, even if this happens only once.

Close, one-to-one, supervision of pupils

Close, one-to-one supervision of members, is carefully managed at the club and employees and volunteers are aware of the risks involved. Staff and volunteers will:

avoid arranging to meet a young person in a remote or secluded part of the club; ensure that there is a visual access and/or an open door;

ensure that there are other employees around or at least aware of a meeting; not use "Do not Disturb" or equivalent signs;

arrange for a colleague to be present if there is a concern about the likely nature of the meeting particularly when there is a gender difference; and

recognise that employees have a vital role in both the prevention and detection of abuse, and may well be the first to observe that a member has started to behave atypically. Employees may be the ones the abused member turns to for help. It is essential that all employees of the club are aware of the procedures adopted by the club and who should be informed when disclosures are made.

Employees are reminded that it is not their task to identify abuse. The correct identification of abuse is a highly complex task and is the remit of other professional agencies to which employees will refer.

Young people trust and depend on adults to protect and safeguard them from harm. It is the responsibility of adults who come into contact with young people on a daily basis, to report any suspicions or evidence of abuse which may have occurred or is occurring to a young person, whether it is outside or inside BYP.

Many of the young people that employees might come into contact with may exhibit one or more of the indicators outlined above at some stage in their BYP career and it is extremely important that whilst being vigilant colleagues assume nothing and do not jump to conclusions. If any employee of BYP has any concerns or is in any doubt then they must inform the Board of Trustees immediately.

Managing Disclosures

It can take a great deal of courage for a member to talk to an adult about their abuse because the member is 'telling on' someone more powerful than they are. The member may have to betray a person who is not only close to them but also loved by them and they are risking a great deal in the hope that the adult will believe what they say.

Helpful responses:

remain calm, approachable and receptive and do not pre-judge; listen carefully, without interrupting;

take the situation seriously;

acknowledge the courage and good sense being shown;

reassure the member that they are right to tell the adult and that they should not feel guilty; make it clear that the adult is sorry that this has happened;

let them know that the adult is going to do everything they can to help; and explain what may happen as a result of the disclosure.

What to avoid if a disclosure is made:

do not allow shock or distaste to show;

do not probe for more information than is offered;

do not question the member or attempt to counsel the member; do not speculate or make assumptions;

do not make negative comments about the alleged abuser;

do not make promises that cannot be kept (e.g., by saying "everything will be all right"); and

do not agree to keep the information a secret. Make sure that the member knows that the information will be passed on to the Board of Trustees.

What to do next:

immediately make a careful record (See Appendix 1) of what has been said, using the member's actual words wherever possible (not an interpretation of them). If opinions are recorded, then ensure that these cannot be confused with facts;

immediately contact the Board of Trustees. They will make a decision based on the report, judging whether or not the issue should be referred to outside agencies;

for protection, colleagues who are reporting abuse or suspected abuse must record the fact that they have reported the situation to The Board of Trustees in writing (an email would suffice); and remain caring and supportive to the member .

Action by the Board of Trustees:

Following any information raising concern, the Board of Trustees will consider whether to make a member protection referral to Social Care because a member is suffering or is likely to suffer significant harm and if this needs to be undertaken immediately.

Note:

In exceptional circumstances, where employees fear for the immediate safety of a member, they must contact the police and/ or social services.

When an allegation is made against anyone working in BYP, all unnecessary delays should be eradicated and the leader or volunteer must be suspended pending investigation. The investigation must be fully recorded (See Appendix 1) This must be kept completely confidential until all investigations are completed. The club has a duty of care to its employees. The club should ensure that effective support is provided for anyone facing an allegation and provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against a leader or other employee or volunteer in the club is dealt with very quickly, in a fair and consistent way that provides effective protection for the member and at the same time supports the person who is the subject of the allegation.

When making the initial assessment, the context in which the alleged incident occurred may provide important information. This includes: the conduct of employees (e.g. previous concerns, past disciplinary action, exemplary professional behaviour), the conduct of the member (e.g. record of behaviour and any previous allegations made), any special circumstances (e.g. family problems or special needs), and the perspective of the person making the allegation. A trivial allegation does not have to result in a member protection referral, but the danger is that what may appear to be trivial to employees may be significant to the pupil and may still constitute an assault.

There are three possible outcomes of the initial assessment:

1, where it is clear that the pupil has suffered, is suffering or is likely to suffer significant harm or has alleged that a criminal offence has been committed, a referral will be made and the police may carry out a criminal investigation;

2. the allegation, whilst not in the first category, represents inappropriate or poor practice by an employee that needs to be dealt with by the BYP disciplinary procedures; and

3. the immediate circumstances show that it is not possible for the allegation to be true and the claims will be recorded as unsubstantiated.

In all cases, full records will be kept and the Board of Trustees will sign these to ensure full compliance.

Disciplinary action

The internal process is separate from the member protection investigation. If a police or member protection investigation takes place, it has priority over the internal investigation. The internal process can often be more fully informed once any external investigations have been completed.

In this context ceasing to use a person's services includes dismissal or non-renewal of a fixed-term contract.

Appendix 1

Safeguarding Checklist - Investigation

Date and time of incident

Name, address and DoB of member (ren)

Factual account of the incident

(Who? What? Where? When?) NB. Avoid asking 'closed' or leading questions. Make a clear note of the disclosure and the circumstances in which that came about, as well as a note of the member 's presentation when disclosing.

(continue on separate sheet if necessary)

Opinion (substantiated), if appropriate

(continue on separate sheet if necessary)

Names and job titles of any other employees involved

With whom has the information been shared?

What action has been taken, and by whom?

Where is the information to be filed?

Any cross-references?

Name and job title:

Signature:.....
.....

Date and time of log:

If you feel any of the information in this policy needs amending please contact:

Bradford Youth Players' Safeguarding Lead: Nicola Brister

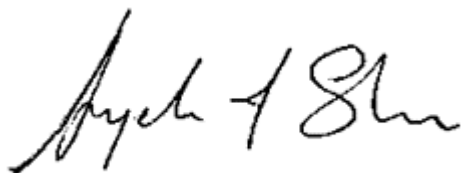
nicola.brister@bradfordyouthplayers.co.uk

Contact Numbers:

NSPCC National Child Protection Helpline on 0808 800 5000

Social Services: Bradford 01274 434361

On behalf of the Board of Trustees:



**Dr Angela Shaw
Chair, Friends of Bradford Youth Players**

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..... (signed)



Date17th October 2022.....

This policy will be reviewed annually by the Management Committee.

Delete