



# **BITE BACK 2030 SAFEGUARDING and CHILD PROTECTION POLICY**

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## Contents

1.	Purpose and Scope	4
2.	Legislation and statutory guidance	5
3.	Equalities Statement	6
4.	What is Child Protection?	6
5.	What is safeguarding?	6
6.	Key Child Protection Principles	7
7.	Role and Responsibilities	8
8.	Confidentiality	10
9.	Recognizing abuse and taking action	11
10.	Report and Refer	14
11.	Response	16
12.	Record-keeping	16
13.	Peer-on-Peer abuse	17
14.	Online safety and the use of mobile technology	19
15.	Complaints about concerns about staff or associated personnel	21
16.	Training	21
17.	Recruitment	21
18.	Monitoring arrangements	22
	Appendix 1: Glossary of Terms	23
	Appendix 2: Types of abuse	24

## Our Commitment

*Bite Back 2030 aims to protect the welfare of children and young people, who should be protected from abuse, harm and exploitation. We are committed to taking action in a timely manner, providing training for staff and key personnel, who know how to recognize, respond and report child protection and safeguarding concerns.*

*As a youth-led organisation we acknowledge the importance of making all children and young people aware of their rights, when engaging with the organisation's mission, programmes and activities. We will ensure to have briefed each child and young people on how they can recognise when something is wrong - either towards them or their peer(s) - and how they can report it. At Bite Back 2030 safeguarding is everyone's responsibility.*

### 1. Purpose and Scope

This policy outlines how children/young people, staff and volunteers are informed and protected from abuse and harm while coming into contact with Bite Back 2030. **A child is anyone under the age of 18** and everyone who works with and or has any form of contact with children and young people at Bite Back 2030, has a role to play in keeping them safe.

This includes abuse and harm arising from:

- The conduct of staff or personnel associated with Bite Back 2030
- The design and implementation of Bite Back's 2030 programmes and activities

The policy lays out our commitments, overarching principles and practices to inform all stakeholders of their role and responsibilities in relation to child protection and safeguarding. We are committed to working in partnership with children, young people, their parents, carers and other agencies.

Bite Back's interaction with children and their families will entail:

- Communication with via email; processing and holding of emails, phone numbers, and affiliate organisations.
- Training days including overnight stays / launch days / video conferencing sessions/ media appearances / social media representation.

As such, this policy applies to:

- All staff employed by and contracted by Bite Back 2030
- Associated personnel whilst engaged with work or visits related to Bite Back 2030, such as: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians
- Trustees

This policy does not cover:

- Sexual harassment in the workplace
- Safeguarding concerns not perpetrated by Bite Back 2030 or associated personnel

### 2. Legislation and statutory guidance

The welfare of the child is paramount, as enshrined in the Children Act 1989. All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.

This policy is based on the

- [The Children Act 1989](#) (and [2004 amendment](#)), which provides a framework for the care and protection of children
- [Working together to safeguard children 2018](#), which provides statutory guidance on inter-agency working to safeguard and promote the welfare of children.
- Department for Education's statutory guidance [Keeping Children Safe in Education \(2021\)](#)
- [The Rehabilitation of Offenders Act 1974](#), which outlines when people with criminal convictions can work with children
- Schedule 4 of the [Safeguarding Vulnerable Groups Act 2006](#), which defines what 'regulated activity' is in relation to children

### **Supporting Documents**

This Policy should be read alongside our organisational policies, procedures and other supporting documents including:

- Behaviour Code for Adults working with Children
- Diversity and Inclusion Policy
- Being Safe Online
- Anti-Bullying Policy Statement
- Grievance Policy
- Whistleblowing Policy

### 3. Equalities Statement

*Bite Back 2030 believes that everyone we come into contact with, regardless of age, gender identity, disability, sexual orientation or ethnic origin, has the right to be protected from all forms of abuse, harm, neglect and exploitation. Bite Back 2030 will not tolerate any abuse, harm or exploitation by children/young people, staff or associated personnel.*

Bite back 2030 is a youth-led organisation and we recognise that some children have an increased risk of abuse, and additional barriers can exist with respect to recognising or disclosing it. We are committed to anti-discriminatory practice and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of any barriers they may face.

### 4. What is Child Protection?

**Child protection** is part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm. (Working Together to Safeguard Children 2018.)

Child protection is **any harm or abuse aimed directly or indirectly at a child or young people below the age of 18, where their health, development and wellbeing are in any way compromised.** (KCSIE 2021)

UNICEF defines Child Protection as preventing and responding to violence, exploitation and abuse against children – including commercial sexual exploitation, trafficking, child labour and harmful traditional practices, such as female genital mutilation/cutting and child marriage. (UNICEF, 2015)

### 5. What is safeguarding?

In the UK, safeguarding entails taking action to ensure all people, children and young people, have the best outcomes. (NSPCC 'What is Safeguarding.') **Safeguarding** means protecting people's health, wellbeing and human rights, and enabling them to live free from harm, abuse and neglect. (NHS 'What is Safeguarding? Easy Read' 2011.)

At Bite Back 2030, we understand this to mean:

- Ensuring the wellbeing and best interest of each child and young person,
- Protecting them from any abuse or harm that could arise from coming into contact with our staff or programmes. (See [appendix 2](#) for types of abuse)
- Protecting children from maltreatment
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care

- Taking action to enable all children to have the best outcomes

This definition draws from our values and principles and shapes our culture. It pays specific attention to preventing and responding to harm from any potential, actual or attempted abuse of power, trust, or vulnerability.

Safeguarding applies consistently and without exception across our programmes, partners and staff. It requires proactively identifying, preventing and guarding against all risks of harm, exploitation and abuse and having mature, accountable and transparent systems for response, reporting and learning when risks materialise. Those systems must be survivor-centred and also protect those accused until proven guilty.

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## 6. Key Child Protection Principles

- Bite Back 2030 ensures the best interests of each child and young people, as well as provides a transparent and safe environment for each child and young people to participate and have their voice heard.
- This means that the safety and wellbeing of each child and young person is paramount to the policy, reputation and values, we uphold and follow.
- Bite Back 2030 will encourage an environment where children and young people to feel safe to share their concerns.
- Bite Back 2030 acknowledges a non-biased and non-discriminatory reporting process.

Bite Back 2030 will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Appointing a Designated Child Protection Lead
- Adopting child protection and safeguarding practices and a code of conduct for staff and volunteers, ensuring they are familiar with their responsibilities through accredited training
- Making sure that children and young people involved in the associated programme/activity have been informed of their rights, and know who to go to for any advice or concerns they might have
- Recruiting staff and volunteers safely, ensuring all necessary checks are made, including those of our partners
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice
- Use our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involve children, young people, parents, families and carers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise (please consult Bite Back's 2030 Anti-Bullying Policy)
- Ensuring that we have effective grievance and whistleblowing measures in place (please consult Bite Back's 2030 Whistleblowing and Grievance Policy)
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

- Uphold a safe online environment for all children involved, providing them with information on how to protect themselves and report any concerns they have accordingly
- Use our procedures to manage any allegations against staff and volunteers appropriately
- Review our policies and procedures.

## **7. Role and Responsibilities**

Safeguarding and child protection is everyone's responsibility. This policy applies to all staff, associated personnel and trustees.

It can be very hard for children and young people to speak out about any form of abuse and or harm they or others might be facing. Often, they fear there may be negative consequences if they tell anyone. Children and young people may delay telling someone about the abuse and or harm they are facing for a long time, while others never tell anyone, even if they want to.

We seek to equip stakeholders to take any disclosures seriously and act appropriately on what they have been told and or heard.

### **7.1 All staff, personnel and Trustees**

All staff will sign a declaration at the beginning of each year to say they have read the child protection and safeguarding policy and supporting documents.

Bite Back 2030 staff and associated personnel are expected to:

- Contribute to maintaining an environment that prevents child protection and safeguarding violations and promotes the implementation of this policy.
- Understand the importance of this policy, taking full responsibility in recognising breaches to child protection and safeguarding.
- Be aware of the role and identity of the designated safeguarding lead(s) (DSL.)
- Report any concerns or suspicions regarding safeguarding violations by a Bite Back 2030 staff member or associated personnel to the (DSL) or external agencies.
- Know what to do if they identify a safeguarding issue or a child or young person tells them they are being abused or neglected, including issues and how to maintain an appropriate level of confidentiality while liaising with relevant professionals.
- Know the importance of reassuring victims that they are being taken seriously and that they will be supported and kept safe.
- Be aware of different types of abuse and neglect and the signs, as well as specific safeguarding issues, such as peer-on-peer abuse, child sexual exploitation (CSE), child criminal exploitation (CCE), indicators of being at risk from or involved with serious violent crime, FGM and radicalisation.
- Take part in child protection and Safeguarding Training.
- Read and show an understanding of Behaviour Code for Adults working with Children; Diversity and Inclusion Policy; Being Safe Online; Anti Bullying Policy Statement; Grievance Policy; Whistleblowing Policy.
- Report matters to an external agency e.g. for any reason of conflict, or you wish to get external advice on what to do (which you once again cannot gain

internally), please contact the NSPCC helpline on [0808 800 5000](tel:08088005000) or email them on [help@nspcc.org.uk](mailto:help@nspcc.org.uk).

- Follow-up on all concerns they have reported to ensure action has been taken, giving time to investigate and process the concern (usually 48 hours.)

### **Bite Back 2030 staff and associated personnel must not:**

- Engage in a personal relationship or sexual activity with anyone under the age of 18, in or outside of the organisation
- Subject a child to physical, emotional or psychological abuse, or neglect
- Engage in any commercially exploitative activities with children including child labour or trafficking
- Keep information confidential and to themselves that relates to the protection, safeguarding or harm of a child or young person.

## **7.2 The Designated Safeguarding Lead (DSL)**

The DSL(s) for Bite Back 2030 are:

- Nicki Whiteman - Director of Communications
- Zoe Kelland - Director of Movement
- Sara Zarkovic - Youth and Safeguarding Manager
- Aaron Grant-Booker - Youth Facilitator

The DSL(s) takes responsibility for child protection and wider safeguarding in the organisation. The DSL(s) is available to discuss any child protection and safeguarding concerns. ([Details are listed here](#))

The DSL will:

- Provide advice and support to other staff on child welfare and child protection matters; sourcing or delivering training to ensure staff are kept up-to-date.
- Refer suspected cases, as appropriate, to the relevant body (local authority children's social care and/or police), and support staff who make such referrals directly.
- Take part in strategy discussions and inter-agency meetings and/or support other staff to do so.
- The DSL will also keep the Trustees informed of any issues and liaise with local authority case managers and designated officers for child protection concerns.

## **8. Confidentiality**

Never promise a child that you will keep something a secret. Explain that you need to share what they have told you with someone who will be able to help.

The following expectations relate to all staff, volunteers and personnel

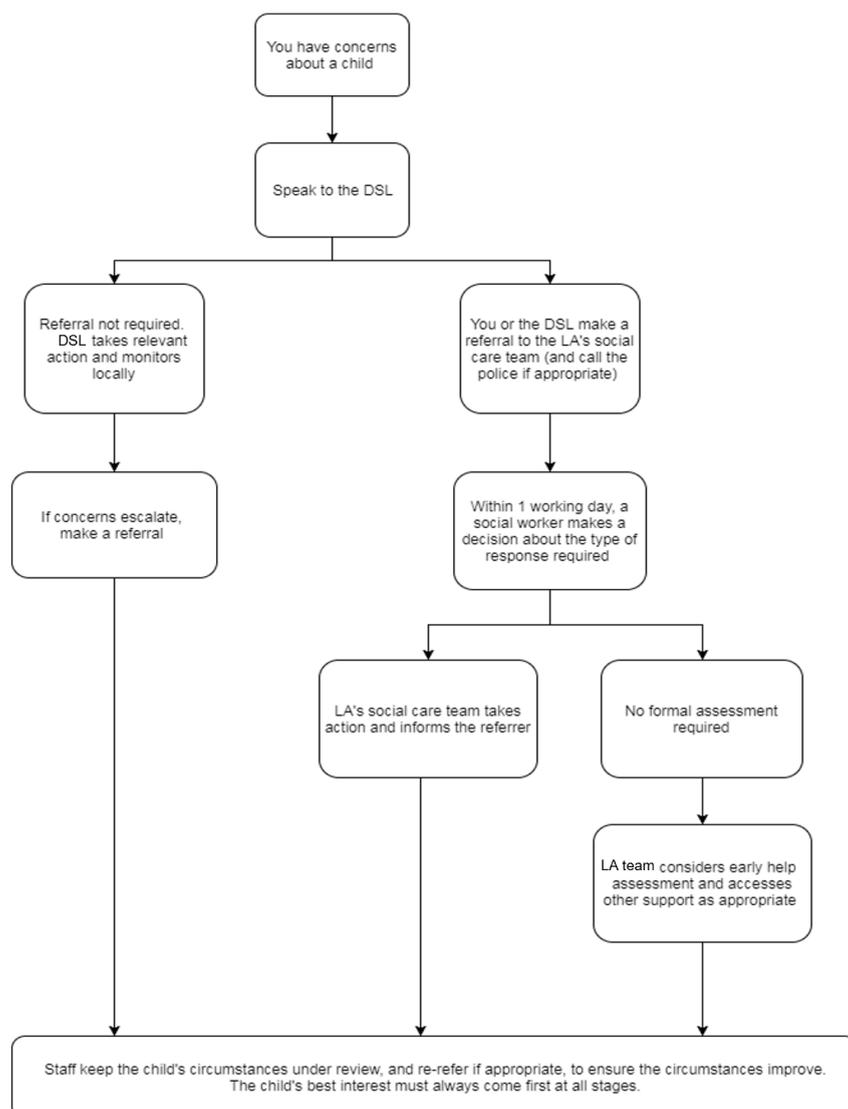
- Timely information sharing is essential to effective safeguarding
- Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety, of children

- The Data Protection Act (DPA) 2018 and UK GDPR do not prevent, or limit, the sharing of information for the purposes of keeping children safe
- The DPA 2018 contains ‘safeguarding of children and individuals at risk’ as a processing condition that allows practitioners to share information without consent if it is not possible to gain consent, cannot be reasonably expected that a practitioner gains consent, or if to gain consent would place a child at risk.
- The government’s [information sharing advice for safeguarding practitioners](#) includes 7 ‘golden rules’. Supports staff who have to make decisions about sharing information.
- If staff are in any doubt about sharing information, they should speak to the DSL.

## 9. Recognising abuse and taking action

Everyone must follow the procedures set out below in the event of a child protection or safeguarding issue. Figure 1 illustrates the procedure to follow if you have any concerns about a child’s welfare. Complete a referral form and where possible, speak to the DSL first to agree a course of action.

Figure 1.



A child or young person may approach you personally to disclose a child protection concern they might have or have witnessed. It means **they trust you** and you will need to listen, understand and respond appropriately so the child gets the help, support and the protection they need.

If this happens, please make sure to follow Bite Back's principle of mandatory reporting protocols outline below.

Ways that abuse might be brought to your attention:

- a child might make a direct disclosure about themselves
- a child might make a direct disclosure about another child
- a child might offer information that is worrying but not a direct disclosure
- a member of staff might be concerned about a child's appearance or behaviour

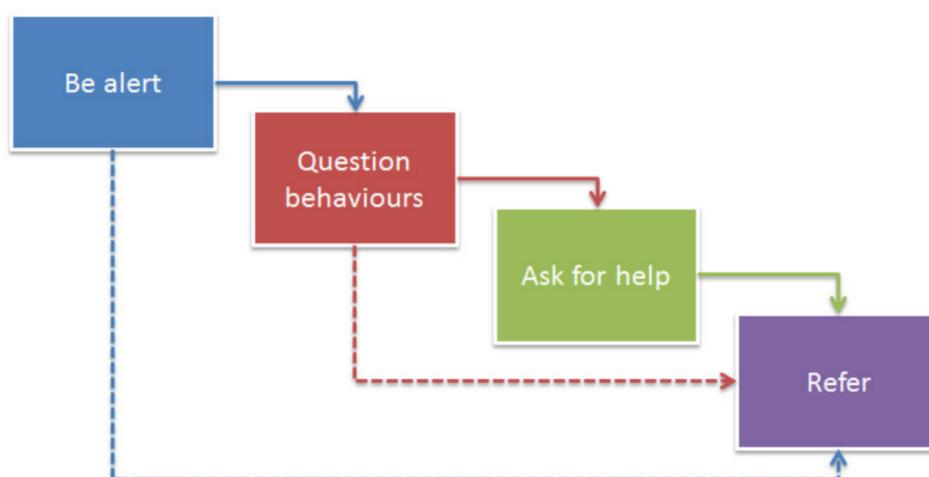
However, even if a child does not tell you verbally about what is happening to them, there may be other indicators that something is wrong:

- Changes in behaviour, attitude, commitment, attendance to activities
- Physical changes or indications of concern

Staff members who have a complaint or concern relating to safeguarding should report it immediately to the DSL. If the staff member does not feel comfortable reporting to their DSL (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern), they may report to any other appropriate senior staff member or external agency such as the NSPCC.

There are four key steps to follow to help you to identify and respond appropriately to possible abuse and/or neglect. (Figure 2. What to do if you're worried a child is being abused Advice for practitioners DfE 2015.)

Figure 2.



### 9.1 If a child is suffering or likely to suffer harm, or in immediate danger

- If the child is in immediate danger and is with you, remain with them and call the police

- If the child is elsewhere, contact the police and explain the situation to them
- If they needs emergency medical attention, call an ambulance and, while you are waiting for it to arrive, get help from your first aider
- If the first aider is not available, use any first aid knowledge that you may have yourself to help the child
- You also need to contact your line manager and DSL to let them know what is happening
- A decision will need to be made about who should inform the child's family and the local authority children's social care department
- Consider the welfare of the child in your decision making as the highest priority
- Guidance on how to report a concern to your local council's social care department <https://www.gov.uk/report-child-abuse-to-local-council>

## 9.2 If a child makes a disclosure to you

If a child discloses a child protection or safeguarding issue to you, you should:

- Listen to and believe them
- Allow them time to talk freely and do not ask leading questions
- Stay calm and do not show that you are shocked or upset
- Tell the child they have done the right thing in telling you. Do not tell them they should have told you sooner
- Explain what will happen next and that you will have to pass this information on. Do not promise to keep it a secret
- Let the child tell their whole story. Don't try to investigate or quiz the child, but make sure that you are clear as to what they are saying
- Write up your conversation as soon as possible in the child's own words. Stick to the facts, and do not put your own judgement on it
- Don't talk to the alleged abuser. Confronting the alleged abuser about what the child's told you could make the situation a lot worse for the child
- Explain what you will do next. If age appropriate, explain to the child you will need to report the abuse to someone who will be able to help
- Don't delay reporting the abuse. The sooner the abuse is reported after the child discloses the better. Report as soon as possible so details are fresh in your mind and action can be taken quickly.
- Sign and date the write-up and pass it on to the DSL. Alternatively, if appropriate, make a referral to children's social care and/or the police directly, and tell the DSL as soon as possible that you have done so. Aside from these people, do not disclose the information to anyone else unless told to do so by a relevant authority involved in the safeguarding process.
- Do not attempt to help the child on your own.

## 9.3 Unbiased approach

It is important to maintain an **unbiased approach** when responding to disclosures and following Bite Back's 2030 procedures to ensure each case is treated in a fair and transparent manner, and that the child gets the protection and support that they need.

As you report the disclosure to the appropriate lead you have done your part. The appropriate person will be able to investigate the situation further and make sure that the concern is not an unfair bias against the alleged abuser as formal investigations progress. The appropriate person will know how to handle the situation.

For more detailed information on what to do if you are worried a child is being abused, please follow [this link](#).

## 10. Report and Refer

It's important to keep accurate and detailed notes on any concerns you have about a child or young person. You will need to complete a referral form and share these with the DSL and include:

- The child's details (name, age)
- What the child said or did that gave you cause for concern (if the child made a verbal disclosure, write down their exact words)
- Any information the child has given you about the alleged abuser or issue
- Exact date of breach that you witnessed or were told
- If a child has disclosed any information to you, make sure to include the exact wording used
- For safeguarding issues, document your concerns and provide evidence, if possible

You need to decide what specific information is appropriate to share and who to share it with:

- Prioritise the safety and wellbeing of the child and anyone else who may be affected by the situation.
- Make sure you share the information quickly and securely. The sooner you report your concerns the better.
- Use language that is clear and precise.
- Make sure the information you are sharing is accurate. Make it clear what information is factual and what is based on opinion.

If you have made a verbal referral, you should follow this up with a written referral as soon as possible, ideally within 24 hours.

If you think a child or young person is in immediate danger, contact the police on **999**. If it is appropriate to refer the case to local authority children's social care or the police, the DSL will make the referral or support you to do so. The local authority will make a decision within 1 working day of a referral and will let the person who made the referral know the outcome. The DSL or person who made the referral must follow up with the local authority if this information is not made available. If the child's situation does not seem to be improving after the referral, the DSL or person who made the referral must follow local escalation procedures to ensure their concerns have been addressed.

### 10.1 If you have concerns about extremism

If a child is not suffering or likely to suffer from harm, or in immediate danger, where possible speak to the DSL first to agree a course of action. If in exceptional circumstances the DSL is not available, this should not delay appropriate action being taken. Speak to a member of the senior team and/or seek advice from local authority children's social care. Where there is a concern, the DSL will consider the level of risk and decide which agency to make a referral to.

In an emergency, call 999 or the confidential anti-terrorist hotline on 0800 789 321 if you:

- Think someone is in immediate danger
- Think someone may be planning to travel to join an extremist group
- See or hear something that may be terrorist-related

## 10.2 If you have a mental health concern

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Staff will be alert to behavioural signs that suggest a child may be experiencing a mental health problem or be at risk of developing one. For example, if a child reports feeling suicidal or shares they have self-harmed.

If you have a mental health concern about a child that is also a safeguarding concern, take immediate action by following the steps in section 10 – report and refer. Even if you have a mental health concern that is **not** also a safeguarding concern, it is important to still speak to the DSL to agree a course of action.

## 10.3 If you discover that FGM has taken place or a child is at risk of FGM

Keeping Children Safe in Education (DFE 2021) explains that FGM comprises “all procedures involving partial or total removal of the external female genitalia, or other injury to the female genital organs”. FGM is illegal in the UK and a form of child abuse with long-lasting, harmful consequences. It is also known as ‘female genital cutting’, ‘circumcision’ or ‘initiation’.

**Any staff member** who either:

- Is informed by a girl under 18 that an act of FGM has been carried out on her; or
- Observes physical signs which appear to show that an act of FGM has been carried out on a girl under 18 and they have no reason to believe that the act was necessary for the girl's physical or mental health

Must immediately report this to the DSL and follow local safeguarding procedures.

## 11. Response

Bite Back 2030 will:

- follow up child protection and safeguarding reports and concerns, to fulfil legal and statutory obligations.
- making appropriate referrals based on the information received.
- apply appropriate disciplinary measures to staff found in breach of policy.
- directly inform the police where a child has been harmed
- offer support to survivors of harm caused by staff or associated personnel,

regardless of whether a formal internal response is carried out (such as an internal investigation). Decision processes regarding support will be led by the survivor.

## **12. Record-keeping**

All safeguarding concerns, discussions, decisions made and the reasons for those decisions, must be recorded in writing. If you are in any doubt about whether to record something, discuss it with the DSL. Complete a referral to include:

- A clear and comprehensive summary of the concern
- Details of how the concern was followed up and resolved
- A note of any action taken, decisions reached and the outcome

Confidential information and records will be held securely and only available to those who have a right or professional need to see them.

## **13. Peer-on-Peer abuse**

We recognise that children are capable of abusing their peers. Abuse will not be tolerated or passed off as “banter”, “just having a laugh” or “part of growing up”, as this can lead to a culture of unacceptable behaviours and an unsafe environment.

This policy will apply to any allegations that raise safeguarding concerns. This might include where the alleged behaviour:

- Is serious, violent and potentially a criminal offence
- Could put children and young people at risk
- Involves children/young people being forced to use drugs or alcohol
- Involves sexual exploitation, sexual abuse or sexual harassment, such as indecent exposure, sexual assault, upskirting or sexually inappropriate pictures or videos (including the sharing of nudes and semi-nudes)

### **13.1 Procedures for dealing with allegations of peer-on-peer abuse**

If a child/young person makes an allegation of abuse by another child or young person:

- You must record the allegation and tell the DSL, but do not investigate it
- The DSL will seek advice from the local authority children’s social care team and follow its advice, as well as the police if the allegation involves a potential criminal offence
- Where appropriate parents/carer of the victim and perpetrator will be informed
- The DSL may need to put a risk assessment and support plan into place for all children involved (including the victim(s), the child(ren) against whom the allegation has been made and any others affected) with a named person they can talk to if needed.

### **13.2 Creating a supportive environment and minimising the risk of peer-on-peer abuse**

We recognise the importance of taking proactive action to minimise the risk of peer-on-peer abuse, and of creating a supportive environment where victims feel confident in reporting incidents.

To achieve this, we will:

- Challenge any form of derogatory or sexualised language or inappropriate behaviour between peers, including requesting or sending sexual images
- Be vigilant to issues that particularly affect different genders – for example, sexualised or aggressive touching or grabbing, and initiation or hazing type violence
- Ensure our programme helps to educate children/young peoples about appropriate behaviour and consent
- Ensure children/young people are able to easily and confidently report abuse using our reporting systems (outlined above)
- Ensure staff reassure victims that they are being taken seriously

This involved us ensuring staff are trained to understand:

1. How to recognise the indicators and signs of peer-on-peer abuse, and know how to identify it and respond to reports
2. That even if there are no reports of peer-on-peer abuse, it does not mean it is not happening – staff should maintain an attitude of “it could happen here”
3. That if they have any concerns about a child’s welfare, they should act on them immediately rather than wait to be told, and that victims may not always make a direct report. For example:
  - Children can show signs or act in ways they hope adults will notice and react to
  - A friend may make a report
  - A member of staff may overhear a conversation
  - A child’s behaviour might indicate that something is wrong
4. That certain children may face additional barriers to telling someone because of their vulnerability, disability, gender, ethnicity and/or sexual orientation
5. That a child/young person harming a peer could be a sign that they are or have been abused themselves, and that this would fall under the scope of this policy
6. The important role they have to play in preventing peer-on-peer abuse and responding where they believe a child may be at risk from it
7. That they should speak to the DSL if they have any concerns

### **13.3 Reporting systems for children and young people**

Where there is a child protection or safeguarding concern, we will take the child’s wishes and feelings into account when determining what action to take and what services to provide.

We recognise the importance of ensuring children and young people feel safe and

comfortable to come forward and report any concerns and/or allegations.

To achieve this, we will:

- Put systems in place for children/young people to confidently report abuse
- Ensure our reporting systems are well promoted, easily understood and easily accessible
- Make it clear to children/young people that their concerns will be taken seriously, and that they can safely express their views and give feedback
- Inform children and young people that they can talk with the DSL if they have a child protection or safeguarding concern.

## 14. Online safety and the use of mobile technology

We recognise the importance of safeguarding children from potentially harmful and inappropriate online material, and we understand that technology is a significant component in many safeguarding and wellbeing issues.

To address this, Bite Back 2030 aims to:

- Have robust processes in place to ensure the online safety of children, young people, staff, volunteers and governors
- Protect and educate the whole community in its safe and responsible use of technology, including mobile and smart technology (which we refer to as 'mobile phones')
- Set clear guidelines for the use of mobile phones for the whole community, including staff
- Establish clear mechanisms to identify, intervene in and escalate any incidents or concerns, where appropriate

### 14.1 The 4 key categories of risk

Our approach to online safety is based on addressing the following categories of risk:

- **Content** – being exposed to illegal, inappropriate or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, anti-Semitism, radicalisation and extremism
- **Contact** – being subjected to harmful online interaction with other users, such as peer-to-peer pressure, commercial advertising and adults posing as children or young people with the intention to groom or exploit them for sexual, criminal, financial or other purposes
- **Conduct** – personal online behaviour that increases the likelihood of, or causes, harm, such as making, sending and receiving explicit images (e.g. consensual and non-consensual sharing of nudes and semi-nudes and/or pornography), sharing other explicit images and online bullying; and
- **Commerce** – risks such as online gambling, inappropriate advertising, phishing and/or financial scams

We train staff, as part of their induction, on safe internet use and online safeguarding issues including cyber-bullying and the risks of online radicalisation.

Making sure staff are aware of any restrictions placed on them with regards to the use of their mobile phone and cameras, for example that:

- Staff are allowed to use their personal phones for their own use, but will limit such use to non-contact time when children/young people are not present
- Staff will not take pictures or recordings of children/young people on their personal phones or cameras
- Staff should not share personal contact details or social media details with children/young people.

## 15. Complaints about concerns about staff or associated personnel

Complaints against staff that are likely to require a child protection investigation will be handled in accordance with our staffing and disciplinary procedures. Staff have been trained in using the whistle-blowing policy and procedures, if they are concerned about a colleague.

All allegations made against staff will be referred to the local authority's Designated Officer, who is involved in the oversight of allegations against people who work with children.

## 16. Training

All staff members will undertake safeguarding and child protection training at induction, including on whistle-blowing procedures and online safety, to ensure they understand the systems and their responsibilities, and can identify signs of possible abuse or neglect. This training will be regularly updated and will be integrated, aligned and considered as part of Bite Back 2030 safeguarding approach and wider staff training.

Staff will also receive regular safeguarding and child protection updates, including on online safety, (for example, through emails, e-bulletins and staff meetings). Volunteers will receive appropriate training, if applicable.

## 17. Recruitment

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training. We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

- **Advertising** outlines that our organisation is committed to safeguarding and promoting the welfare of children and informs applicants that safeguarding checks will be undertaken
- **Application forms** include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- **Applicants** complete a **self-declaration of their criminal record** or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage.

- **Shortlisting** will involve at least 2 people and will question inconsistencies and gaps in employment and reasons given for them
- **References** to be obtained and any concerns raised will be explored further with referees and taken up with the candidate at interview.
- Ensure any references are from the candidate's current employer and completed by a senior person.
- Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- **During interviews**, explore any potential areas of concern to determine the candidate's suitability to work with children
- At least one person conducting any interview for any post or role at Bite Back 2030 will have undertaken safer recruitment training
- Interviewers will record all information considered and decisions made.

### **18. Monitoring arrangements**

This policy will be reviewed bi-**annually** by the designated safeguarding lead. At every review, it will be approved by the Trustees.

## **Appendix 1: Glossary of Terms**

### **Child**

A person below the age of 18. Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

### **Abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others.

### **Harm**

Psychological, physical and any other infringement of an individual's rights.

### **Protection from Sexual Exploitation and Abuse (PSEA)**

The term used by the humanitarian and development community to refer to the prevention of sexual exploitation and abuse of affected populations by staff or associated personnel. The term derives from the United Nations Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Abuse (ST/SGB/2003/13).

### **Child sexual exploitation**

The term 'sexual exploitation' means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.

### **Survivor**

The person who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience and the capacity to survive, however it is the individual's choice how they wish to identify themselves.

### **Extremism**

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

### **County Lines**

Organised criminal networks and gangs involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

## Appendix 2: Types of abuse

**Abuse**, including neglect, and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases, multiple issues will overlap.

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

**Emotional abuse** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone. Emotional abuse may involve:

- Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person
- Not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate
- Age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction
- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve:

- Physical contact, including assault by penetration (for example rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- Non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet)

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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

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

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.