## Content

<table>
<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>Introduction</td>
<td>3 - 5</td>
</tr>
<tr>
<td>2.0</td>
<td>Recruitment and Employment</td>
<td>5 - 7</td>
</tr>
<tr>
<td>3.0</td>
<td>Work Experience Placements</td>
<td>7</td>
</tr>
<tr>
<td>4.0</td>
<td>Health and Safety</td>
<td>7 - 8</td>
</tr>
<tr>
<td>5.0</td>
<td>Good practice Guidelines for Employees</td>
<td>8 - 9</td>
</tr>
<tr>
<td>6.0</td>
<td>Control</td>
<td>9 - 10</td>
</tr>
<tr>
<td>7.0</td>
<td>Recognition of Abuse</td>
<td>10 - 14</td>
</tr>
<tr>
<td>8.0</td>
<td>Responding to Suspicions and Allegations of Abuse and Poor Practice</td>
<td>14 - 19</td>
</tr>
<tr>
<td>9.0</td>
<td>Guidelines for Photography and Filming at Council Managed Facilities and Events</td>
<td>19 - 21</td>
</tr>
</tbody>
</table>

**Appendix A** Young Person's Consent Form  
**Appendix B** Summary of Responding to Suspicions  
**Appendix C** Child Protection Incident Report Form  
**Appendix D** Lines of Communication  
**Appendix E** Adult Abuse Policy
1.0 **Introduction**

1.1 Chesterfield Borough Council is committed to ensuring that all children and young people are protected and kept safe from harm whilst engaged in services organised and provided by the Council.

We have a responsibility to safeguard and promote the well being of children and young people who participate in our services, so that they do so in a safe and positive atmosphere free from harassment and bullying. However, we recognise that not all children have positive experiences in their life, and are committed in our role to promote the welfare of children and young people by encouraging good practice.

1.2 **The aims of this policy are to**:

- Implement and maintain systems of working practice to safeguard children at CBC activities
- Ensure children and their parents/guardians/carers have confidence in CBC people, policies and practices in respect of the safe supervision of children
- To ensure that concerns about child abuse are reported promptly to the appropriate authorities.
- To offer guidance and support to all employees and volunteers involved in Council activity to assist them in recognising and responding to the signs of possible abuse.
- To ensure that Chesterfield Borough Council’s role and responsibility in protecting children from abuse is clear.

1.3 **Key Principles**

The guidance given in this policy document is based on the following key principles:

- The welfare of children and young people is the primary concern

- All children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse

- All incidents of suspected poor practice and/or allegations should be taken seriously and responded to quickly and appropriately this includes allegations of poor practice by allegations against employees and volunteers

All employees have a statutory obligation to safeguard confidentiality of personal information. The relevant legislation includes the Data Protection Act 1998, the Human Rights Act 1998 and the Freedom of Information Act 2000. Access to personal information should be on
strict need-to-know basis when you are sharing information within the council and with other agencies.

Children and young people of all ages have the same rights to confidentiality as adults. If a child or young person is making a disclosure you must always explain that some of this information may need to be shared with appropriate people and/or agencies.

1.4 Scope of the Policy

The policy covers all of the functions and Services of Chesterfield Borough Council, as well as the operations of partners, contractors and voluntary organisations that deliver services on its behalf.

The policy covers all children and young people up to the age of 18 years of age who are affected by the services delivered by or on behalf of the Council.

Many of the principles set out in this document also relate to vulnerable adults. These are defined as people aged 18 and over who may be vulnerable due to mental or other disability or illness and may not be able to protect themselves against abuse.

Chesterfield Borough Council recognises that Derbyshire County Council’s (DCC) Children’s Social Care and the Police are the lead agencies in the Borough with regard to child protection. The Council also recognises that everyone has a responsibility for child protection, all employees who come into contact with children. Young people and families also have a role to play.

As a service provider, the Council is committed to equality. The Council will endeavour to work with parents and other relevant parties to organise the environment and to plan activities to ensure that all children and young people are able to take part at levels appropriate to their needs. Account will also be taken of any language and cultural requirements. It considers that all children and young people should be treated equally and fairly.

Please Note the term employee is used throughout this document, this term covers employees of Chesterfield Borough Council, its partners and contractors as well as volunteers involved in the delivery of Council activities or in Council premises or facilities.

Different service areas and venues such as the Pomegranate Theatre, the Winding Wheel and the Leisure Centres have specific additional policies which need to be adhered to when working in those particular service areas. Examples of these are number of children per dressing room, minimum age for performers and guidelines for specific events e.g. the music festival. If you work in these areas the appropriate additional guidance will be attached to this document by your line
manager. If in doubt contact your line manager or Head of Service for further information.

Certain professional bodies e.g. as the National Coaching Foundation may also have additional policies. Members of professional bodies need to contact their body to find out about any additional child protection policies they must apply.

2.0 Recruitment and Employment

2.1 Chesterfield Borough Council will take all reasonable steps to prevent unsuitable people from working with children.

2.2 Recruitment Process

Pre-recruitment checks will always be carried out. This includes conducting a risk assessment for all new posts to determine whether or not the post has access to children and young people (this will apply regardless of the employment status of the post i.e. permanent, temporary or casual). Where posts have access to children the following procedures apply:

- Establish role and responsibility and create job description
- Evaluate the need for Criminal Records Bureau (CRB) Disclosure check
- Include CRB Requirements in person specification
- Include Disclosure check requirement in the job advertisements
- Receive applications and short list to select for interview
- Check identity, qualifications, skills, experience etc.
- Apply full CBC recruitment and selection policy and procedure to select and appoint the successful candidate
- Disclosure check must be made before taking up post
- References must be checked
- Offer can be made subject to receipt of satisfactory Disclosure check and references
- Make appointment only when Disclosure check and references received and are satisfactory

2.3 Advertising

All advertising used to recruit staff to a job role, which includes working with or having access to children and young people, will be in accordance with CBC’s Recruitment and Selection policy and Procedure and include or reflect on the following:

- Responsibility of the role
- The following statement – “This job involves contact with children and young people and the successful candidate(s) will undergo vetting procedures including Criminal Records Bureau Disclosure checks”
- The level of experience and qualifications required
2.4 **Pre-Application Information**

Application packs will be sent out to potential applicants on request and will be available on the Council's Website. These packs will contain:

- A job description
- A Person specification (must indicate that a CRB disclosure check will be required for any successful candidate)
- An application form
- Equal opportunities policy statement

2.5 **Application**

The application form will be the standard CBC form which includes:

- Name, address and National Insurance Number
- Space to write about relevant experience, qualifications and training undertaken. All periods of working with children must be identified.
- Listing of past career (to confirm experience and identify any gaps in career which need to be questioned and verified)
- The following question is asked about criminal convictions “Do you have any unspent criminal convictions, if yes please provide details”.
- The names and contact details of at least two people including the current or most recent employer who is not related to them willing to provide written references. These to comment on the applicants previous experience of and their suitability for working with children and young people.

2.6 **Checks and References**

Once the successful candidate has been selected the Council will:

- Confirm the identity of the candidate from two of the following – passport, birth certificate, driving license, utilities bill or other official documentation
- Take up two written references and where possible at least one should be associated with former work with children and young people. In all cases all periods of work with children must be identified for verification. Telephone references must always be followed up and confirmed in writing
- Request enhanced Disclosure check from the CRB
- Appointment should be made subject to receipt of a clear or no relevant convictions Disclosure check and satisfactory references

If concerns are raised at any point during the recruitment process about the appointment, as a result of any of the vetting procedures, Human Resources should be informed and a confidential investigation.
should take place. Appointment will be delayed until the concerns have been investigated and satisfied.

CRB checks should be kept up to date and renewed every three years.

Human Resources keep a rolling database of all posts requiring CRB checks and their currency.

2.7 Learning and Development

All new appointments undergo the Council’s formal induction modules. In addition as part of the service induction Line managers will go through this child protection policy with all new members of staff who may have work with or have access to children and give them a copy. Employees will be required to sign to acknowledge their understanding of the child protection policy and procedures and that they will abide by them. Child protection training will also be provided. Training may include internal courses, workshops, external courses, seminars and workshops organised by Child Protection agencies.

3.0 Work Experience Student Placements

3.1 All individual and group work experience and unpaid work placements must be managed through the Managing Work Experience Policy Guiding Principles and Procedure document prepared by Human Resources. When placing students under the age of 18 the steps highlighted in the above mentioned document must still be completed.

4.0 Health and Safety

4.1 Staff ratios - We will comply with the recommended staff ratios by the Office of Standards in Education (OFSTED) guidelines which are as follows:

- Children 0 - 2 years: 1 adult: 3 children
- Children 2 – 3 years: 1 adult: 4 children
- Children 3 – 8 years: 1 adult: 8 children
- Children 8 – 11 years: 1 adult: 12 children (no official guidance)
- Children 12 – 16 years: 1 adult: 15 children (no official guidance)

4.2 Parental consent – Consent forms as shown in appendix A must be completed by parents/guardians to enable children to take part in any Council activities.

4.3 Site Risk Assessment – Prior to the start of a session all employees should familiarise themselves with the venue. Employees should be aware of the location of the telephones, fire exits and emergency evacuation procedures, toilets, first aid kits and equipment stores. Employees should also check the venue for safety hazards such as slippery floors or objects placed in hazardous locations.
4.4 Registration – Before the activity, employees should make sure that they have all the appropriate documentation, including registers, medical consent forms and accident report forms. Information on the register should include the child or young persons name, address, home telephone number, emergency contact number, date of birth and any information about any medical problems and special needs. This information can be gathered through the parental consent form in Appendix A.

4.5 Identification – All council employees must wear their ID badges and appropriate uniform if applicable at all times while on duty in order to identify themselves to children, young people and parents or guardians.

4.6 Medical Consent - Medicine will only be administered to unaccompanied children and young people, on completion of a declaration completed by the parents or guardians. All medicines must be clearly labelled with the child’s name, dosage and time requirements. High standards of hygiene and the prevention of the spread of infection are essential to children’s good health. The Council reserves the right not to accept a child who has an infectious illness or who is ill.

4.7 End of session – It is advisable to end the session with all children and young people together, and be aware of who is collecting them from the activity. If a child is not collected from a session, two employees should stay behind and a parent or guardian be contacted as soon as possible. Employees should reassure the child or young person that they have not been forgotten. If the child is still not collected, the Police may need to be contacted and alerted to the situation. Employees should remain with the child or young person until advised by the police.

5.0 Good practice guidelines for employees

5.1 We take any allegation seriously and investigate immediately and thoroughly. However we also recognise that it is not impossible for our employees to become victim to false accusations. Employees are encouraged to protect themselves from false accusations by adopting good practice at all times. The following are examples of how to create a positive environment when working with children and young people:

- Work in an open environment, avoid private or unobserved situations
- Treat all children and young people with equal dignity and respect
- Put the welfare, success and achievement of each child first, before the winning or achieving of goals
- Make activities enjoyable and promote fair play
- Maintain a safe and appropriate distance with children and young people
• If physical contact is necessary for demonstrating skills etc, explain and discuss these actions with the child or young person first
• Recognise that caution is required especially when dealing with sensitive moments e.g. when dealing with bullying, bereavement or abuse
• Keep up to date with technical skills, qualifications and insurance requirements
• Be an excellent role model, this includes not drinking alcohol or smoking in the company of children and young people in any work related environment
• Give constructive feedback rather than negative criticism
• Recognise the development needs of the children and young people and avoid excessive training or competition.

5.2 Things to avoid

You should NEVER allow or take part in any of the following:
• Engage in rough physical or sexually provocative games
• Engage in or allow any form of inappropriate touching
• Allow children and young people to use inappropriate language unchallenged
• Make sexually suggestive comments to a child, even in fun
• Reduce a child or young person to tears, as a form of control
• Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
• Do things of a personal nature for a child or young person that they can do for themselves including things like applying sun cream
• Transport or take children to their home unsupervised
• Administer medication unless specifically trained and approved by the child or young persons parents or guardian to do so
• Take a child to the toilet unsupervised

The above list is not exhaustive. Some specific posts and activities may need more detailed guidance. If employees have any concerns about the appropriateness of any practice or action, they should contact their line manager where possible or senior manager.

6.0 Control

6.1 Two types of simple control methods can be used in order to prevent injury to the child or young person, other children and young people or significant damage to property.

1) Simple physical presence as control. This involves no contact e.g. standing in front of an exit
2) Holding or touching to persuade a child or young person to comply with verbal requests e.g. holding a child or young person's hand or using the shoulders to steer a child away from a situation
Wherever possible steps should be taken in advance to avoid the need for these control methods through dialogue and diversion. If a situation is approaching the point where these methods will not or do not work or if the child or young person is threatening or using violence then the Police should be contacted immediately. If other children or young people are present in the area, they should, if possible be moved away from the situation.

6.2 Procedure to be followed if these control methods are used

- Notify your line manager immediately after the incident has occurred
- Complete an incident report providing details of the incident and submit a copy of this to your line manager
- Complete an accident report form if necessary and send this to the Health and Safety Officer

Line managers should then:
- Ensure the report is comprehensive
- Ensure that the parents or guardians of the child or young person are informed of the incident and provided with a copy of the report
- Arrange a meeting to discuss the incident with the employee within 24 hours of the incident if possible
- Write up the meeting with the employee and obtain the employees signature to the accuracy of the discussion notes
- Keep all records of the incident in a secure locked cabinet
- Ensure further training to reduce the risk of this type of incident recurring is provided to the employee if appropriate. Training could include preventative measures and strategies

7.0 Recognition of Abuse and Bullying

7.1 It is not always easy to recognise when abuse has taken place or a situation which has taken place may develop to become abusive. Chesterfield Borough Council employees, are not expected to be experts at recognising such situations, but employees do have a responsibility to act if they have any concerns about the behaviour of an adult, young person or a child towards a child or young person. All employees have a duty to discuss any concerns they may have about the welfare of a young person or a child with their line manager or another appropriate senior member of staff as soon as possible.

7.2 Definitions of abuse

The following definitions below are adapted from Department of Health (2006) *Working Together to Safeguard Children.*

**Physical Abuse**
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**

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

**Sexual Abuse**

Sexual abuse involves forcing a child or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**Neglect**

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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate caretakers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Indicators of abuse**
Indications that a child may be experiencing abuse could include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated in a part of the body not normally prone to such injuries. Bruises that reflect hand marks or fingertips could indicate pinching or slapping. Cigarette burns and scalds would also be a concern.
- An injury for which the explanation seems inconsistent
- The child or young person describes what appears to be an abusive act involving him or her
- Someone else (a child, young person or adult) expresses concern about the welfare of another child
- Unexplained changes in behaviour e.g. becoming very quiet, withdrawn or having severe temper outbursts
- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour
- Discomfort when walking or sitting down
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Has difficulty making friends
- Is prevented from socialising with other children
- Displays variations in eating patterns including overeating and loss of appetite
- Loses weight for no apparent reason
- Becomes increasingly dirty and unkempt

This list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place or has taken place.

7.3 Abuse and Children and Young People with a Disability

Children and young people with a disability are at increased risk of abuse and those with multiple disabilities are at even more significant risk both of abuse and neglect. Parents of children with a disability may experience multiple stresses. This group of children and young people may be particularly vulnerable to abuse for a number of reasons including:

- Having fewer social contacts than other children
- Receiving intimate personal care from a larger number of carers
- Having an impaired capacity to challenge abuse
- Having communication difficulties resulting in difficulties in telling people what is happening
- Being reluctant to complain for fear of losing services
- Being particularly vulnerable to bullying or intimidation
- Being more vulnerable to abuse by peers than other children.

7.4 Bullying
In some cases of abuse it may not always be an adult abusing a child or young person. In the case of bullying the abuser may be another child or young person. Bullying is deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves.

Anyone can be a target for bullying, sometimes victims are singled out for being overweight, physically small, having a disability, being shy and/or sensitive or belonging to a different race, faith or culture. Bullying can and does occur anywhere there is inadequate supervision.

Bullying may include:

- Physical including hitting, kicking and theft
- Verbal including name calling, teasing, racist or homophobic taunts, threats and graffiti
- Emotional indulging tormenting, ridiculing, humiliating and ignoring
- Sexual including unwanted physical contact or abusive comments
- Cyber bullying e.g. e-mail, text messaging etc.

Bullying can cause a considerable amount of stress to children and young people, it can affect their health and development and in extreme cases it can cause them significant harm including self-harm.

Indicators that a child or young person is being bullied could include:

- Behavioural changes such as reduced concentration, becoming withdrawn, clingy, depressed, tearful, having mood swings, having a reluctance to go to training, events or sports clubs
- A drop in performance at training, events, rehearsals etc
- Physical signs such as stomach aches, headaches, scratching and bruising and damaged clothes
- A shortage of money or frequent loss of possessions

**Action if bullying is suspected**

The following action to help the victim and prevent bullying should be taken:

- All signs of bullying should be take seriously
- All children and young people should be encouraged to share their concerns
- The victim should be helped to speak out and tell the person in charge or someone in authority
- All allegations should be investigated and action taken to ensure the victim is safe. The victim and bully(ies) should be spoken to separately
- Employees should reassure the victim that they can be trusted and will help them, but do not promise not to tell anyone else
- Records should be kept of what is said
The following action should be taken towards the bully(ies):

- The situation should be explained to the bully(ies)
- An effort should be made to get the bully(ies) to understand the consequences of their behaviour
- An apology to the victim should be sought
- Any items belonging to the victim should be returned
- Encouragement to the bully(ies) to change their behaviour should be offered
- Meetings should be held with parents or carers to report on progress
- All appropriate employees should be informed of action taken
- A written record of action taken should be kept

7.5 Anti-bullying Policy

Chesterfield Borough Council is committed to a standard of individual and corporate behaviour that is respectful, courteous and just. Chesterfield Borough Council will not accept or condone any form of bullying within Council led activities.

8.0 Responding to Suspicions and Allegations of Abuse and Poor Practice

8.1 False allegations of abuse do sometimes occur. However if a child or young person indicates that they are being abused, or information obtained which gives concern that a child is being abused, should never be ignored and always be acted upon.

8.2 Responding to a Child or Young Person Making a Disclosure or Allegation

There are a number of barriers which exist that prevent a child or young person from telling others about abuse, some of the main barriers are:

- They are scared because they may have been threatened
- They may think they will be taken away from home
- They may believe they are to blame, or they may feel guilty
- They may think it happens to all children and young people
- They may feel embarrassed
- They may not want their abuser to get in trouble
- They may have communication or learning difficulties
- They may not yet have the vocabulary to describe what has happened
- They may be afraid that they won’t be believed
- They may think they have already told e.g. by dropping hints
- They may have told someone before and weren’t believed, so what’s the point in trying again
Action to be taken if a disclosure or allegation is made:

- React calmly so that you do not frighten the child or young person
- Reassure the child or young person that they were right to tell you
- Do not make promises of confidentiality, let the child or young person know that you will have to tell another adult
- Try to reduce the questions to an absolute minimum and concentrate on listening to the child or young person. Questions should never be leading, they should only consist of who….? Where….? When….? What….?
- Make a full written record of what has been said, heard and/or seen as soon as possible using an Incident Report form
- This report form should then be discussed with your line manager or other senior member of staff

Actions to be avoided

- Panic
- Allow shock and/or distaste to show
- Probe to find out more information than offered
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises to agree to keep it a secret
- Discuss the issue with anyone other than the appropriate line manager or senior member of staff

8.3 Responding to suspicions

It is not the responsibility of any employee of Chesterfield Borough Council to decide whether or not child abuse is taking place. There is however a responsibility to act on any concerns and to protect children and young people in order that appropriate agencies (in our case DCC Children’s Social Care and the Police) can make enquiries and take necessary action to protect the child or young person. The phone number for Children’s Social Care is 08456 058 058. Please see Appendix B a flowchart summary of responding to suspicions.

8.4 Sharing concerns with parents

The Council is committed to work in partnership with parents or carers where there are some concerns about a child or young person. In most situations it is important to talk to parents and carers to help clarify any initial concerns. The appropriate senior manager should liaise with the parents. There are some circumstances in which a child or young person may be placed at even greater risk if concerns are shared (e.g. where a parent or carer is responsible for the abuse or not able to respond to the situation appropriately). If in doubt speak to Children’s Social Care.
8.5 Reporting Procedure

Employees responding to a suspicion of abuse or poor practice should complete an incident reporting form (see appendix C), in liaison with their line manager. The incident should then be reported to the most appropriate senior manager (usually the Head of Service). The senior manager will then decide what appropriate action needs to be taken usually contacting either or both DCC Children’s Social Care section and the Police. The Council will co-operate fully with any investigation carried out by these agencies in line with their procedures.

8.6 Guidelines for senior managers making a referral to DCC Children’s Social Care Section

If you are unsure about whether to refer, the best policy is to ring and discuss your concerns. Before you make the telephone call it is important to have all the notes and information available to hand. When you telephone Children’s Social Care you will initially be answered by the Customer Services Adviser. It is important to make it clear at this point that you wish to discuss a suspected child abuse case. You will then either be put through to the duty social worker or the social worker will ring you back. This person will take all the details and will be able to discuss with you any concerns you have about your immediate course of action with respect to the child or young person. For example if the child or young persons parent is about to collect them shortly you will need to be clear about how to act. Wherever possible, referrals telephoned to the Children’s Social Care section should be confirmed in writing within 24 hours.

Be sure to take the name and job title of the person you speak to. The social workers first job is to make a number of enquiries such as obtaining information from other professionals who are involved in the child or young person’s welfare. In terms of action the response time will vary depending on the situation. You can expect to kept informed. If this does not happen do not be afraid to phone back.

The relevant number to call is:

Chesterfield Area Children’s Social Care: 08456 058 058

8.7 What happens next?

Once you have given your information to DCC Children’s Social Care Section it is likely that you will not be required to take any further action. However, you may wish to read this next section in order to have some understanding of how things can develop.
The referral to DCC Children’s Social Care section may lead to an investigation under section 47 of the Children Act, which can result in a number of outcomes.

In the vast majority of cases the investigation will continue while the child or young person remains at home and the co-operation of the parents is enlisted to ensure that when the child or young persons future safety and welfare are improved. In rare situations where the child or young person is in immediate risk of harm, the Children’s Social Care section may seek an Emergency Protection Order and remove the child to a safe place such as a foster home. Some investigations lead to a case conference, which is a meeting of relevant professional people who share information about the child or young person.

8.8 Allegations against staff

Any concerns about the welfare of a child or young person arising from abuse or harassment by an employee of the council must be reported immediately. It can often be difficult to report a fellow employee, but the Council assures all employees that it will fully support and protect anyone who, without malicious intent reports their concerns about a colleagues practice or the possibility that a child or young person may be being abused or harassed. Please see Appendix D for a quick guide to procedures for concerns relating to an employee.

8.9 Types of investigation

If there is an allegation about an employee, there may be three types of investigation
• Criminal
• Child Protection
• Disciplinary

Civil proceedings could also be taken by the person or family who alleged the abuse or harassment.

8.10 Action to be taken if there are concerns

If the concern or allegation is clearly regarding poor practice then the line manager and appropriate senior manager (usually Head of Service) should deal with it as a misconduct issue and follow the Council’s usual disciplinary procedure.

Where it is suspected that abuse has taken place the following should happen:
• Any suspicions that an employee has abused a child or young person should be reported to their line manager or senior manager immediately (if you do not know who their line manager is talk to your line manager).
• The line manager will then liaise with either the Head of Service (if unavailable another appropriate senior manager or Director)
• The senior manager will then seek advice from DCC Children's Social Care section who may then involve the Police. If the incident is out of hours the report should be made directly to the Police.
• The senior manager should then inform Human Resources to oversee the internal investigation

8.11 Confidentiality

Every effort should be made to maintain confidentiality, information should be handled on a need to know basis. This includes the following:
• Members of the team leading the internal investigation
• The parents/guardian/carer of the person who is alleged to have been abused
• The person making the allegation
• DCC Children’s Social Care and the police
• The alleged perpetrator

Sharing confidential information without consent in the public interest is normally justified:
• Where there is evidence that a child or young person is suffering or is at risk of suffering significant harm
• Where there is reasonable cause to believe that a child may be suffering or at risk of suffering significant harm
• To prevent significant harm arising to children and young people or serious harm to adults, including through the prevention, detection and prosecution of serious crime

Sharing information as part of preventative services
• Obtaining consent should be the first consideration
• Where this is not possible the key factor on deciding whether to share confidential information without consent is proportionality i.e. whether the proposed sharing is a proportionate response to the need to protect the public interest in question
• In making the decision you must weigh up what might happen if the information is shared against what might happen if it is not, make a decision based on reasonable judgement and record it

Any information should be stored in a secure place with limited access and in-line with data protection laws.

8.12 Internal Enquiries and suspension

The Council will take a neutral stance and suspend any employee accused of abuse pending further investigations by the police, DCC Children’s Social Care section and internally. The Council will assess all individual cases under its disciplinary procedures, to decide whether
a member of staff can be re-instated and how this can be handled. The Council will reach a decision on the available information.

8.13 Allegations against coaches/Teacher

If the allegations are made against a qualified coach/Leader/Teacher the senior manager will also need to inform the relevant National Governing Body or Leading Authority.

8.14 Expert advice

If you are not sure what to do, contact Children’s Social Care on 08456 058 058. Children’s Social Care will give you guidance and support through the process.

9.0 Guidelines for photography and filming at council managed facilities and events

9.1 Anyone wishing to use photographic/film/video equipment at the council’s facilities and/or events may do so only with the permission of the Council. For individual users and commercial photographers this permission is accredited through the use of the Photography and Filming Request Form.

Permission will only be granted once a photographer has signed to say he or she will abide by the conditions for use of photographic and filming equipment. These conditions are:

- Any images taken will be used only for the purposes stated on the Photography and Filming Request Form
- Any images are taken with the permission of the subjects
- Proof of identity may be required in order to grant permission to use the photographic filming equipment
- The Council reserves the right to withdraw permission to use photographic filming equipment immediately without prior warning. Failure to stop photography when asked may result in the photographer being asked to leave or reporting the incident to the police
- The photographer should be sensitive to other users/participants and as far as reasonably possible restrict the images taken to those of the subject(s).
- If at any time another user in the area where the photographs are being taken complains about the activity then the photography or filming must stop immediately
- If in the case of dance shows, productions and private hirelings of council facilities it is the responsibility of the organisers/hirers to inform parents/carers of the children attending the event that photographs will be taken
- It is the responsibility of any commercial photographer taking images at council facilities to obtain written permission of any
subjects included in their photographs to use the images before publication

- Images may only be taken in the areas shown on the date indicated on the Photography and Filming Permission Request form
- If for any reason the details shown on the permission request change, the form should be returned to the council for alteration. If, when challenged, a discrepancy is found between the Photographer and Council copies of the permission request, permission to use photographic and filming equipment will be withdrawn

9.2 Photography and filming during external hire of facilities

The control of the use of photographic/film/video equipment by external hirers of Council facilities is the responsibility of the hirer. This responsibility extends from who is allowed to use photographic/film/video equipment, to where and where not equipment is used and what images are and are not allowed to be taken.

It is the hirers responsibility to ensure that all participants and their parents/guardians if under 16 are aware that photographic/filming/video equipment is going to be used. Where appropriate they may be required to get written permission from participants or their parents/guardians to use the photographs in publicity, promotional or media material.

9.3 Guidelines for commercial photography

- If a photograph is used, avoid naming the subject
- Before the images are taken the written permission of the subjects parents/guardians should be sought
- Only use images of subjects in suitable dress to reduce the risk of inappropriate use
- There are some activities e.g. Swimming, gymnastics and athletics where the risk of potential misuse is much greater. With these sports the photographs should focus on the activity not a particular subject and should avoid full face and body shots. For example photographs of children and young people in a pool would be appropriate or if on poolside from the waist or shoulder up.

9.4 Vigilance by the general public

No matter what arrangements are put in place to prevent the misuse of cameras, videos or mobile phones with digital image recording, the nature of “peeping tom” type activity make it very difficult to police. In recognition of this the Council asks users of their facilities to be alert to any suspicious activity, particularly where children and young people may be involved and encourages them to report any such incidents or concerns at the earliest opportunity to a Council employee.
# YOUNG PERSON'S CONSENT FORM

<table>
<thead>
<tr>
<th>Name of Young Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Date of birth</td>
</tr>
<tr>
<td>Who do we contact in an emergency?</td>
</tr>
<tr>
<td>Emergency Telephone number</td>
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</table>

## Booking information

<table>
<thead>
<tr>
<th>Activity/Course</th>
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<tbody>
<tr>
<td>Venue</td>
</tr>
<tr>
<td>Date of activity/ start date</td>
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</table>

## Medical conditions/Special Needs/Allergies

Please write in the box details of any relevant medical

Will the young person need any medicine administering during the course of the activity?  
Yes  
No

If Yes, do we have your permission to administer this medicine?  
Yes  
No

*Please Note: medicine will only be administered providing permission is granted by the young persons' parent or guardian and the medicine clearly labeled with the young persons' name and instructions are given as to the dosage and times the medicine is required.*

## Photography

I give permission for photographs of the named young person undertaking the named activity to be used for publicity and promotion of Childrens' and young peoples activities by Chesterfield Borough Council  
Yes  
No

I consent to the named young person taking part in the named activity (please note in order to give consent you must be the named young persons parent, guardian, carer or a relative over the age of 18.

Signed  
Date
### About the young person

<table>
<thead>
<tr>
<th>Gender</th>
<th>Male</th>
<th>Female</th>
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</table>

**Disability** - Do you consider the young person to have a physical, mental or sensory impairment that disables you in society?  
[ ] Yes  
[ ] No  

*(NOTE: The definition of disability in the Disability Discrimination Act 1995 is "A physical or mental impairment which has substantial and long term adverse effect on a person’s ability to carry out normal day to day activities)*

<table>
<thead>
<tr>
<th>Religion</th>
<th>None</th>
<th>Christian</th>
<th>Sikh</th>
<th>Hindu</th>
<th>Prefer not to say</th>
<th>Any other please write in</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Racial/Cultural origin</th>
<th>White -</th>
<th>British</th>
<th>Irish</th>
<th>Polish</th>
<th>Italian</th>
<th>Any other White background please write in</th>
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<table>
<thead>
<tr>
<th>Racial/Cultural origin</th>
<th>Mixed -</th>
<th>White and Black Caribbean</th>
<th>White and Black African</th>
<th>White and Asian</th>
<th>Any other Mixed background please write in</th>
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<tr>
<th>Racial/Cultural origin</th>
<th>Asian or Asian British -</th>
<th>Indian</th>
<th>Pakistani</th>
<th>Bangladeshi</th>
<th>Any other Asian background please write in</th>
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<tr>
<th>Racial/Cultural origin</th>
<th>Black or Black British -</th>
<th>Caribbean</th>
<th>African</th>
<th>Any other Black background please write in</th>
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<tr>
<th>Racial/Cultural origin</th>
<th>Other Ethnic Group -</th>
<th>Chinese</th>
<th>Gypsy</th>
<th>Traveller</th>
<th>Any other please write in</th>
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We will treat all information that you give in the strictest confidence. Data is stored within the guidelines of the Data Protection Act 1998.
Summary of responding to suspicions

**RECOGNITION**

- **Physical or behavioural indication**
  - Contact your line manager and tell them of your suspicions - fill in an incident report form if appropriate.

- **You suspect an adult is a threat to a child**
  - Maintain surveillance of the suspect and immediately contact your line manager to discuss your suspicions – fill in an incident report form if appropriate.

- **A child tells you they are being abused**
  - React calmly, believe and reassure the child. Question only to clarify not to investigate. Fill in an incident report form with your line manager.

---

Senior manager (Head of service) or line manager makes the decision of contacting DCC Children’s Social Care or the Police (numbers below). If there is no officer to consult, please do not delay making a decision.

---

**If you are making the call**

- At all times, remain calm and ensure safety of the child/children.
- Record the date and time of the conversation and the name of the person you spoke to at Children’s Social Care or the Police.
- Inform line manager as soon as possible of the incident, concern. Confirm referral details with Children’s Social Care within 24 hours and keep all paperwork.

**If line manager/senior manager is making the call**

- Confirm referral details with Children’s Social Care within 24 hours and keep all paperwork.

---

**Contact Numbers**

- Chesterfield Children’s Social Care: 08456 058 058
- Police: Emergency 999
- Non emergency **0345 123 33 33**
**CHESTERFIELD BOROUGH COUNCIL**

**CHILD PROTECTION INCIDENT REPORT FORM**

This form is to be completed by the employee reporting the incident, concern or allegation, in conjunction with their line manager.

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Post title</th>
<th>Service Area</th>
</tr>
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<tbody>
<tr>
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</table>

**Incident, concern or disclosure?**

Which of the following are you reporting?

- [ ] Incident  
- [ ] Concern  
- [ ] Disclosure

**Date, Time and Place**

Date of incident, concern or disclosure: [ ] / [ ] / [ ]

Time of incident, concern or disclosure (24 hour clock): [ ] : [ ]

Place where the incident, concern or disclosure occurred:

**The child or Young Persons Details (if known)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Date of birth</th>
<th>Address</th>
<th>Telephone number</th>
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**Telephone number:** [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
Details of the incident, concern or disclosure

Please write as much detail as possible on the space provided about the incident, concern or disclosure. This could include if you made any observations such as bruising, changes in behaviour etc. If a child or young person has made a disclosure, please make a careful note of what he or she said.

<table>
<thead>
<tr>
<th>Action taken e.g. forwarded to Head of Service, reported to Children's Social Care</th>
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<table>
<thead>
<tr>
<th>Employee Signature</th>
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<tbody>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line Manager Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
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</tbody>
</table>

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1412271705 Page 2 of 2
Appendix D

Lines of Communication

- If a child or young person makes a disclosure
- If an Allegation is made
- You have a suspicion

Talk to your line manager and record the disclosure/allegation/suspicion on an incident report form

Your line manager will then take the form to the appropriate senior manager (usually Head of Service) and will decide if it is:

- Poor Practice/misconduct
  - Internal investigation needed inform Human Resources

- Suspected abuse
  - Inform Children’s Social Care Duty Officer tel: 08456 058 058