



SIGNAL
FILM & MEDIA

Policies and Procedures

Safeguarding Policy and Procedure, Children and Young People

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Company No 6606718

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Notes:

Signal Film and Media will be abbreviated to SFM.

Signal Film and Media have four different types of person working, supporting and assisting them these are:

1. trustees
2. employees
3. freelancers
4. volunteers

They will be referred to on an individual basis throughout the policy for clarity.

1. Designated Safeguarding Leads (DSLs):

DBS Checks

We will ask for a DBS check to be completed if there is volunteering or work with young people or vulnerable adults on a regular basis.

Violent and Sexual offences participant statement

- ☐ Due to the nature of our work with young people and vulnerable adults, we are unable to work with persons who have offences which are excluded (unfiltered) from the Rehabilitation of Offenders Act 1974. If an offence is brought to our attention via a DBS check, or another way, and is confirmed by police to be true, service will be withdrawn. All information will be treated with confidentiality.

Important

It may, of course, be felt appropriate to report the matter directly to a relevant statutory authority before it is possible to report within SFM, such as Adult Social Care or the Police, this would be where there is an imminent risk of significant harm or a crime is in progress. **In the case of such an emergency always call 999**

2. Safeguarding Policy & Procedure, Children and Young People, Statement

Signal Film and Media (SFM) believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practise which protects them.

We recognise that:

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

The Purpose of the Policy & Procedure:

- To provide protection for the children and young people who receive SFM services, including

the children of adult members or users.

- To provide trustees, employees, freelancers & volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

SFM seek to safeguard children and young people by:

- Valuing them, listening to and respecting them
- Adopting child and young person protection guidelines through procedures and a code of conduct
- Recruiting trustees, employees, freelancers & volunteers safely, ensuring all necessary checks are made
- Sharing information about child and young person protection and good practice with children, parents and staff
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for trustees, employees, freelancers & volunteers through supervision, support and training.

Aims of the Policy & Procedure:

The aim of SFM's Safeguarding Policy & Procedure, Children and Young People is to adhere to good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of SFM
- Allow all trustees, employees, freelancers & volunteers to make informed and confident responses to specific child and young people protection issues

Responsibilities:

Principal responsibility for this Policy rests with the Directors and day-to-day responsibility for its implementation rests with the Designated Safeguarding Leads (DSLs). SFM Board of Trustees are updated at quarterly trustee meetings.

It is stressed, however, that the primary priority for trustees, employees, freelancers & volunteers to be vigilant at all times and to take appropriate action if there is any reason to believe that a participant may be (or may have been) experiencing mistreatment.

Checks and Training:

The Directors are responsible for ensuring the following:

- SFM's trustees require an enhanced DBS to check that they're a right and proper person for undertaking their responsibilities as we work with children and young people
- All employees require an enhanced DBS check; regular/ongoing employees will be required to sign up for the online update service which will keep their status up to date and will be formally checked by us every three years

- All freelance staff require an enhanced DBS check except under particular circumstances, to be risk assessed on a case by case basis, for example if they don't work with or have access to children or young people and/or rarely attend the building so don't have an opportunity to develop a relationship with a child/young person and do not have permission to access any records on our system that would tell them about young people we're working with, they may not require a DBS check.
- Occasional visiting speakers/tutors involved with us on a very limited basis may not require a DBS check if the level of content and contact that will be covered in that session determines this. This will be risk assessed on a case by case basis depending on context, e.g. if the visitor is delivering a one-off, short session, is not left unsupervised with children and the person who is supervising feels able to challenge if that person starts behaving in ways that are unacceptable. Prior to attendance we would call the person up and say that under normal circumstances we would undertake a DBS for everyone that works for us with children, but we won't do that because it's excessive for (for example) a one-off, 2 hour session, and these are the control measures we'll be taking and these are our expectations from you in regards to language, conduct and content of the session.
- All volunteers will require an enhanced DBS check except under particular circumstances, to be risk assessed on a case by case basis, where the service user group does not include any children or young people or any vulnerable adults therefore there is no risk, e.g. a short term role invigilating at an exhibition open to the general public where parents would always accompany their children.
- When all groups above have completed their appropriate Disclosure and Barring Service (DBS) or relevant Criminal Records Bureau (CRB) SFM will verify an authentic version and the reference number recorded. This will be updated every three years, unless on the government update service.
- SFM's trustees, employees, freelancers & volunteers working with children and young people have completed Awareness of Safeguarding and Child Protection Level 1 2024 (eLearning). Run by Cumbria Safeguarding Children Partnership, Cumbria County Council.
- Designated Safeguarding Leads have completed Designated Safeguarding Lead training 2024 (in person), run by Lancaster CVS.
- SFM's trustees sign off the Safeguarding Policy and Procedure, Children & Young People
- The Safeguarding Policy and Procedure, Children & Young People is reviewed annually or in line with any new legislation.

3. Code of Conduct

SFM's trustees, employees, freelancers & volunteers are committed to:

- Treating children and young people with respect and dignity
- Always listening to what a child or young person is saying
- Valuing each child and young person
- Recognising the unique contribution each individual can make
- Encouraging and praising each child or young person

The following is not acceptable:

General:

- Take an aggressive or bullying tone
- Offer or accept personal gifts

- Privately message individual children, via text message or any form of social media outside the confines of the project. Any contact must be done through a designated SFM device and from a SFM account. Group messages, giving specific information only are permissible.
- Suggest or imply a personal relationship could develop
- Meet with a child or young person in their own time

Physical Contact:

- Engage in sexually provocative or rough physical games, including horseplay with a participant
- Do things of a personal nature for a child or a young person that they can do for themselves
- Never allow, or engage in, inappropriate touching of any kind

Avoid if Possible:

- Avoid spending time alone with children, away from others, unless they have undertaken a Local Safeguarding Children Boards (LSCBs) approved Level 2 Safeguarding course
- In the unlikely event of having to meet one-to-one with an individual child or young person, make every effort to keep this meeting as open as possible. Meet in public spaces, keep doors open, let others know where you are and staff to follow SFM Lone Worker Policy and Procedure
- If privacy is needed, ensure that other staff are informed of the meeting and its whereabouts in the SFM building, keep doors open where possible,

Trustees, employees, freelancers & volunteers should:

- Be aware that someone might misinterpret their actions no matter how well intentioned
- Never draw any conclusions about others without checking the facts
- Never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures to a child or young person, even in fun

4. The nature of child and young person abuse and how to recognise the sign

Definition of Abuse

A child or young person is abused when another individual (adult, young person or child), who is in a position of greater power than the victim (by virtue of age, experience and/or emotional maturity and/or intellectual and/or gender and/or physical strength), abuses that power/trust and exposes the child or young person to neglect, physical injury, sexual and/or emotional abuse. This definition encompasses all variations as detailed below:

Physical Abuse

Physical abuse may include but is not limited to hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. 'Munchausen Syndrome by Proxy' may also constitute physical abuse, whereby a parent or carer feigns the symptoms of, or deliberately causes ill health in a child often through obtaining unnecessary or even dangerous medical treatment.

Signs of Physical Abuse:

- Unexplained recurrent injuries or burns
- Improbable excuses or refusal to explain injuries

- Wearing clothes to cover injuries, even in hot weather
- Chronic running away
- Self-destructive tendencies
- Aggression towards others
- Fear of physical contact - shrinking back if touched

Emotional Abuse

Emotional abuse is the persistent emotional ill treatment 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 involve 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 ill treatment of a child, though it is not always accompanied by other types of abuse.

Signs of Emotional Abuse:

- Physical, mental and emotional development lags
- Sudden speech disorders
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc')
- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain ('I deserve this')
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression

Sexual Abuse

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

Signs of Sexual Abuse:

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the child's age
- Medical problems such as chronic itching, pain in the genitals, venereal diseases
- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clinging
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate

- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or childminder
- Starting to wet again, day or night, nightmares
- Become worried about clothing being removed
- Drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; overreacting to criticism

Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, 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.

Signs of Neglect:

- Constant hunger
- Emaciation
- No social relationships
- Untreated medical problems
- Compulsive scavenging
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Destructive tendencies

Domestic Violence

Domestic violence is any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. The violence may involve physical abuse, sexual assault and threats. Sometimes it is more subtle, like making someone feel worthless, not letting them have any money, or not allowing them to leave the home. Social isolation and emotional abuse can have long-lasting effects as well as physical violence. Domestic violence can impact on children too, whether it is through them being physically abused or the emotional damage of witnessing the violence.

Signs of Domestic Violence:

Children who have witnessed domestic violence are often:

- Afraid
- Withdrawn
- Angry
- Lacking in confidence
- Suffering from health or sleeping problems

- Struggling at school
- Ashamed to bring friends home
- Violent or showing other behavioural problems
- Physically hurt or abused

Child Sexual Exploitation

A form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Signs of Child Sexual Exploitation:

- Appearing with unexplained gifts or new possessions
- Associating with other young people involved in exploitation
- Having older boyfriends or girlfriends
- Suffering from sexually transmitted infections or becoming pregnant
- Suffering from changes in emotional well-being
- Misuse of drugs and alcohol
- Going missing for periods of time or regularly coming home late
- Regularly missing school or education

Extremism and Radicalisation

Extremism is the holding of extreme political or religious views. Violent extremism is any situation in which views are translated into violent action. Radicalisation is the process by which an individual or group comes to adopt increasingly extreme political, social or religious ideals and aspirations that reject or undermine the status quo and/or reject or undermine contemporary ideas and expressions of freedom of choice.

Children and young people can be exposed to harmful, extremist ideology in the immediate or extended family, or relatives/family friends who live outside the family home but have influence over the child's life. Older children or young people might self-radicalise over the internet or through the influence of their peer network.

Signs of Extremism and Radicalisation:

- Spending increasing time in the company of other suspected extremists
- Changing their style of dress or personal appearance to accord with the group
- Their day-to-day behaviour becoming increasingly centred around extremist ideology, group or cause
- Loss of interests in other friends and activities
- Possession of material or symbols associated with an extremist cause

- Attempts to recruit others to the group or cause
- Indicators a child has an intention to use violence or other extreme/illegal measures/actions:
- Clearly identifying another group as threatening what the child believes s/he stands for, and blaming that group for all social or
- political ills
- Using insulting or derogatory names or labels for another group
- Speaking about the imminence of harm from the other group and the importance of action now
- Expressing attitudes that justify offending on behalf of the group, cause or ideology
- Condoning or supporting violence or harm towards others, or
- Plotting or conspiring with others

Coercion

Coercion is the use of emotional, psychological or physical force to compel someone to act in a way that they would not otherwise choose, or in a way that is contrary to their best interests. Coercion is related to controlling behaviour, where a perpetrator seeks to regulate another person so they become subordinate to the perpetrator. Controlling behaviour can take a number of forms, but it includes isolating an individual from friends and family and limiting their opportunities for independence.

Signs of Coercion:

- Blackmail
- Direct Threats
- Physical Assault
- Humiliation
- Other activities designed to punish or frighten an individual.

Note: A child may be subjected to a combination of different kinds of abuse. It is also possible that a child may show no outward signs and hide what is happening from everyone

County Lines

As set out in the Serious Violence Strategy, published by the Home Office, this is a term used to describe gangs and organised criminal networks 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 adults at risk of harm to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons

Child Criminal Exploitation

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity:

- a) in exchange for something the victim needs or wants, and/or
- b) for the financial or other advantage of the perpetrator or facilitator and/or
- c) through violence or the threat of violence.

The victim may have been criminally exploited even if the activity appears consensual.

Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology

Female Genital Mutilation

The document Multi-agency statutory guidance on female genital mutilation describes this as a procedure where the female genital organs are injured or changed and there is no medical reason for this. It is frequently a very traumatic and violent act for the victim and can cause harm in many ways. The practice can cause severe pain and there may be immediate and/or long-term health consequences, including mental health problems, difficulties in childbirth, causing danger to the child and mother; and/or death.

The age at which FGM is carried out varies enormously. It may be carried out shortly after birth, during childhood or adolescence, just before marriage or during a woman's first pregnancy.

Domestic Violence or Abuse

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Sexual
- Financial
- Emotional

5. Protocols: How to respond to a child or young person telling you about abuse

Knowing how damaging abuse is to children and young people, it is up to the adults around them to take responsibility for stopping it.

If a child or young person tells you about abuse:

- Stay calm and be reassuring
- Find a quiet place to talk (let someone know where you are, and leave doors open or be by a glass pane to where others can see you)
- Believe in what you are being told
- Listen, but do not press for information (Good words to use:
- Tell/Explain/Describe... think TED)
- Say that you will do your best to protect and support the child – you can maintain confidentiality, but not secrecy.
- Follow the Protocols and Reporting Procedures described in section 6,7 & 8 and Appendix 1

Record-Keeping

All records, information and confidential notes should be kept in either a digitally or physically secure location. Only the DSLs will have access to these files.

Confidentiality and Information Sharing Policy

The legal principle that the “welfare of the child is paramount” means that privacy and confidentiality should be respected where possible but if doing this leaves a child at risk of harm then the child’s safety has to come first.

Remember:

- Legally, it is fine to share information if someone is worried about the safety of a child or young person.
- Not everyone needs to know when a concern or worry is raised. This respects the child’s, family’s and/or staff’s rights to privacy. So only people who need to know should be told about it. Otherwise there might be gossip and rumours or other people may be genuinely concerned.
- SFM:
- SFM staff member will inform DSL of disclosure
- DSL share safeguarding info with the Cumbria Safeguarding Children Partnership, Cumbria County Council
- <https://www.cumbriasafeguardingchildren.co.uk/about/cumbriasafeguardingchildrenpartnership.asp> or Cumbria Safeguarding Children Partnership, Cumbria County Council, Early Help team
- <https://www.cumbriasafeguardingchildren.co.uk/earlyhelp.asp>
- DSL and SFM staff will make notes about actions/who took on what role/and when SFM involvement ceased
- The DSL will use the Cumbria Local Safeguarding Children Board (LSCB) escalation protocols if dissatisfied with the performance of another organisation.

6. Protocol: How to respond to disclosures of suspicions of abuse

Reporting procedures

In any case where a disclosure is made, or someone in SFM has concerns, the trustee, employee, freelancer & volunteer should:

- Respond to secure the safety of the child or young person
- Consult with the DSL, who will contact the Cumbria Safeguarding Children Partnership and follow their advice. It is the DSL responsibility to inform the relevant outside organisations of the incident. Please see contact numbers in the table below
- For reasons of confidentiality the only person(s) who need to know this information are DSLs (specified on page XXX in this policy)
- Implement the procedures 6 & 7 and Appendix 1 in this policy
- Record immediately what they saw and take down any conversation using both methods below:
 1. Record using this internal (digital) *Safeguarding Reporting* form:
 2. Complete, print and sign a hard copy of the Child Safeguarding Reporting Form – see Appendix 1 at the end of this Document.
- DSL will act as the point of contact on the situation once you have given them all the information you have (in writing)
- Use The Cumbria Safeguarding Children Partnership /Cumbria Local Safeguarding Children Board (LSCB) “thresholds” to ensure correct action is taken. (See below.)
- Inform the relevant outside organisations of the incident (see above) and be the lead if necessary (e.g. – it may be that the child’s situation is already known at school, and the school are acting as the Lead in that situation. It may be that the behaviour/disclosure has only occurred at SFM, though other organisations had concerns, in which case it would be appropriate for SFM to be the Lead organisation.)
- Provide you, the reporting member, with support in dealing with your own emotional welfare
- Monitor any ongoing situation
- Follow up the case with the relevant outside organisations, including closing the case when appropriate
- Keep you informed of relevant and appropriate information, including when the case is closed.
- If no DSL is available, staff may contact:
 - The Cumbria Safeguarding Children Partnership Cumbria/ Local Safeguarding Children Board (LSCB)
 - LADO (Local Authority Designated Officer) Contact details – 0333 240 1727
 - The NSPCC call 0800 800 5000 to speak to trained helpline counsellors
 - The police – if you are concerned for the immediate safety of the child call 999 immediately
 - Cumbria Safeguarding Children Partnership /Cumbria Local Safeguarding Children Board (LSCB)(contacts correct April 2021)

Please see key contacts listed in the table below:

Cumbria Safeguarding Children Partnership	Main website: https://www.cumbriasafeguardingchildren.co.uk What to do if you have concerns: https://www.cumbriasafeguardingchildren.co.uk/professionals/hub/whattodoifyouhaveconcernsaboutachild.asp Contact Form to fill out: https://www.cumbria.gov.uk/secure/LSCBContact/ Telephone: Mon - Thurs 8.00am - 5.00pm, Fri 8.00am - 4.30pm - 0333 240 1727. Out of hours - 0333 240 1727
Cumbria Safeguarding Children Partnership: Early Help Team (the Early Help team is a multi-agency team in place to support a child whose needs have been raised and taken on)	Nicola Jackson Nicola.Jackson@cumbria.gov.uk 07825 011005 (Microsoft Teams Calling telephone number 01229 327277) Rosamund Rowcroft rosamund.rowcroft@cumbria.gov.uk 07920 296122 (Microsoft Teams Calling telephone number 01228 934845) Steven Kemp (Multi-Agency Safeguarding Hub) Steven.Kemp@cumbria.gov.uk 07557 210979 (Microsoft Teams Calling telephone number 01768 206015) Christina Chambers Christina.Chambers@cumbria.gov.uk 07386 657029 Dawn Lockwood Dawn.Lockwood@cumbria.gov.uk 07500 981314 Kerry Major Kerry.Major@cumbria.gov.uk 07900 656206 Early Help Business Support early.help@westmorlandandfurness.gov.uk 0300 373 2723 Main website page: https://www.cumbriasafeguardingchildren.co.uk/professionals/earlyhelp/earlyhelptteamleaflet.asp
Local Authority Designated Officer (LADO)	Tel: 0300 303 3897 Email: lado@westmorlandandfurness.gov.uk https://www.cumbriasafeguardingchildren.co.uk/professionals/lado.asp https://cumbriascp.trixonline.co.uk/

7. Protocol: How to respond to allegations of abuse against a trustee, employee, freelancer or volunteer

Allegations of abuse by a trustee, employee, freelancer or & volunteer have the potential to cause great distress for all the parties involved. Employees, freelancers & volunteers and employees, freelancers & volunteers should feel able to raise concerns without worry of repercussions.

A standard approach to any allegation must be taken so that it:

- Recognises SFM's responsibility to protect children and young people
- Acknowledges that trustees, employees, freelancers & volunteers have the right to be heard
- Protects, as far as possible, trustees, employees, freelancers & volunteers from lingering doubts and suspicions following investigations which do not find evidence of abuse
- Acknowledges that SFM may have contributed to an abusive situation by failing to recognise where trustees, employees, freelancers & volunteers abilities and resources were overstretched without extended additional help or support, and gives us the opportunity to look at procedures and practices
- Where abuse is found to have occurred, trustees, employees, freelancers & volunteers are given the same advice and guidance

Information for the Designated Safeguarding Lead:

Any allegation or allegations being made against a member of trustee, employee, freelancer and volunteer must be dealt with in accordance with this Safeguarding policy.

As outlined in 'Working Together to Safeguard Children' (2013) the Local Authority Designated Office, (LADO) must be informed of all allegations against adults who work with children. (details above)

The LADO is located within Cumbria Safeguarding Children Partnership and should be alerted to all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child
- Possibly committed a criminal offence against children, or related to a child
- Behaved towards a child or young person in a way that indicates they may pose a risk of harm to children or young people

SFM Actions:

- Arrangements should be made for a Director to see the trustee, employee, freelancer and volunteer concerned and advise them of the nature of the complaint and suspend them on full pay pending the outcome of the investigation and/or disciplinary hearing.
- If an allegation or allegations are made against someone working on behalf of SFM who is a volunteer and not paid they are required to cease work immediately pending an investigation.
- All allegations of abuse must be reported to the relevant Designated Safeguarding Lead (DSL)

In addition, the following guidelines should also be followed:

- Allegations of abuse should be dealt with speedily and openly
- The DSL should have access to all the relevant information

- The DSL will work with LADO to implement effective safeguarding practice and take appropriate action
- Any trustee, employee, freelancer and volunteer accused of abuse should be treated with respect at all times during the investigation
- Consideration should be given to both the young person and the staff member's ethnicity; interpreters or signers should be used where necessary
- Any social worker involved with the young person should be informed of the allegation as soon as possible
- If the disciplinary finds the staff member/volunteer/other has behaved inappropriately, SFM have a legal duty to refer the information to the DBS. This is the case, even if the staff member/volunteer leaves the company before the disciplinary is completed.
- A decision about appropriate support for the staff member or volunteer concerned needs to be made and the responsibilities of the support person clearly identified. The young person involved in the allegations should be told of the outcome of investigations
- Consideration should be given to the lasting effects of the allegation and what assistance can be made available

8. E-Safety Policy & Procedure

Introduction

SFM takes every practical measure to ensure that children and young people do not encounter upsetting, offensive or otherwise inappropriate material on the Internet. Owing to the international scale and linked nature of information available via the Internet, however, it is impossible to guarantee that particular types of material will not appear on a computer screen. SFM cannot accept liability for material accessed, or for any consequences of Internet access.

This policy does not form part of any contract of employment and may be changed from time to time in line with current best practice and statutory requirements, and to ensure that business needs are met. Trustees, employees, freelancer or & volunteer will be consulted and advised of any changes as far in advance as possible of the change being made, unless the change is required by statute.

Objectives

SFM recognises that no system, based on technology, can be 100% secure. SFM's objective is to promote good practice by:

- Minimising the potential for children and young people to be exposed to unsuitable material on the internet
- Ensuring safe communication methods between staff and young people
- Using technology within work or for communicating with children and young people
- This includes: digital cameras, bluetooth technology, film, mobile phones, webcams, blogs, computers, internet, instant messaging and social network sites.
- Any communication between staff and children and young people should remain within professional boundaries.
- Trustees, employees, freelancers & volunteers should never use or give out their personal contact details.
- Personal subject matter should be avoided.

- Trustees, employees, freelancers & volunteers should not take photographs or film without consent from young people and their parents/guardians or carers and never on personal mobile phones.
- Young people should be aware they are being photographed or filmed and the reasons why.
- Text messaging is not an appropriate way to respond to a young person in crisis or risk of harm.
- Trustees, employees, freelancers & volunteers should be aware of developments in technology and the impact that may have on their sessions or the people they work with for both cultural and safety reasons.
- Inappropriate texts, photos or emails should not be deleted and must be kept as evidence. It should be reported to a colleague or manager immediately, if this is not possible a professional note or record should be made and shown to a colleague at the earliest opportunity. Designated Safeguarding Leads will log all such incidents and take action as necessary.

Measures

SFM adopts the following measures for safe internet usage:

- Children and young people using the Internet are supervised by at least one member of the staff/team at all times.
- Access to Internet chat-rooms is strictly prohibited
- Trustees, employees, freelancers & volunteers will check that pre-selected sites for children and young people's use are appropriate to the age and maturity of the children and young people concerned
- Methods to minimise the risk of children and young people being exposed to inappropriate material will be periodically reviewed
- Consent obtained to share images of children and young people on our internet platforms (website, social media etc.)
- Private messaging will not be permitted with individual children and young people, via text message or any form of social media outside the confines of the project or to pass on / practical / functional information. Any contact must be done through a designated SFM device and from a SFM account. Group messages, giving specific information only are permissible.
- All communication from staff to participants via text or social media to remain entirely functional.
- Private messaging is only acceptable in a group message, and again, remaining functional.

Codes of Conduct: Behaviour

- Most importantly, Internet safety depends upon children and young people themselves taking responsibility for their use of this facility, and for the material they access. Children and young people will be asked to read and sign the **Rules for Responsible Network Use Guidelines** (Appendix 4 below) before gaining use of a computer and access to the internet.
- Trustees, employees, freelancers & volunteers must not accept friend requests from participants on the various social media platforms.

- Trustees, employees, freelancers & volunteers should consider their own images and digital footprint.

Appendix 1

Child Safeguarding: Reporting Form

(To be completed for any incident / complaint / observed behaviour / activity that would suggest a child / young person) may be at risk from abuse or neglect)

Name of child/ young person at risk	
Age and date of birth if known	
Home Address if known	
Gender of child/ young person	
Name/s, address and contact number of parent/s or persons with parental responsibility	
Time & date of incident / concern arising	
Referral to Cumbria Safeguarding Children Partnership Safeguarding (Y or N)	
Police contacted (Y or N)	

Details of incident and brief statement of concern:
Has consent to share been discussed?
Action taken as a result of concern: (To include immediate and follow up actions)

Designated Safeguarding Lead notified? Yes / No
If yes, date notified:..... Time notified: DSL told..... If no, please give reason:

Signature of person making this statement:

PrintedName:

Date and time:

Signature of DSL:

Further Action (DSL only): Date: Action:

Incident Reporting Form – Extension Page

Case name/number:
Additional action Date: Action:
Additional Page number:

Appendix 2

Transport Policy

Safeguarding guidelines for trustees, employees, freelancers & volunteers on transporting children:

- Only give children/young people a lift in emergency/exceptional circumstances.
- Avoid a 1-1 adult to child ratio.
- Never drop off children one at a time leaving just yourself and one child in the car.
- Children must always sit in the back seats not alongside a lone adult.
- Maintain transparency – Ring the parent/member of staff and leave a message if no answer. Give details, who, what, where, when, how.

Information for Parents:

All staff must make parents aware of the below arrangements, via our website:

- All parents/guardians are advised that it is their responsibility to ensure that their children arrive at SFM activities/ events - whether by car, public transport, bicycle or on foot - and only after arrival at a venue will SFM assume responsibility.
- SFM staff cannot be expected to have the responsibility of other people's children in their cars.
- If parents/ guardians are unable to transport their child to Signal's activities they have to arrange an alternative method for their child's transportation.
- Signal's staff have been issued with guidance that only in exceptional circumstances will they drop children back to homes, it is unfair to put them in this position, and it leaves them open to accusations being made against them.
- Parents/ guardians are expected to collect their child on time from the specified meeting point at the time given by Signal Film and Media's staff. If you are going to be late, ring us to tell us.

Appendix 3

Guidelines for Participants:

Responsible use of digital devices and online services via Signal Film & Media networks including personal devices connected to Wifi:

Please read this guidance carefully and, once agreement to adhere to this guidance has been confirmed, access to digital devices and the internet will be permitted. If you are deemed to have broken this guidance your access to digital devices and the Internet will be removed and you may be subject to disciplinary action.

Digital devices provided and maintained by Signal Film & Media are for the benefit of participants, who are encouraged to use and enjoy these resources, while ensuring they remain available to all. Participants are responsible for their own good behaviour while using digital devices and accessing network and internet services. Remember that access is a privilege, not a right and inappropriate use will result in that privilege being withdrawn.

Equipment

- Do not install or store programs or apps of any type on digital devices.
- Do not damage, disable, or otherwise harm the operation of digital devices.
- Do not waste resources, particularly printer ink and paper.
- Do not eat or drink near computer equipment.

Security and Privacy

- Do not give personal passwords to others.
- Do not use other people's passwords.
- Do not use digital devices to: annoy, cause harm, offend or insult others.
- Do not attempt to bypass any security systems/services or alter their settings.
- Never connect unknown devices (including USB drives).
- Never transfer unknown files wirelessly (including bluetooth and airdrop).
- Log Out of online accounts and services.

Online and Internet

- Do not access the internet or online services for unauthorised or illegal purposes.
- Do not access the internet or online services to; view, download, send, print or in any other way access materials which are unlawful, obscene or abusive.
- Ensure that ownership and intellectual property rights of people are respected. This includes abiding by copyright laws.

Files and Media

- Ensure any working files & documents are saved as directed.
- Delete unneeded files.

Agreement

I have read and understand this guidance and agree to abide by it while using Signal Film & Media's digital devices and accessing online and internet service via Signal Film & Media networks.

Participant (Print Name):

Signed:

Date:

For those under 18 a parent or guardian must sign in confirmation of your agreement to comply with this advice.

Legal parent/guardian (Print Name):

The young person has read this guidance and has agreed to abide by it using Signal Film & Media's digital devices and accessing online and internet service via Signal Film & Media networks. I have the authority to make this agreement on behalf of the participant named above.

Signed:

Date:

Appendix 4

Guidelines for working with sexually active young people

Introduction

Most young people under the age of 18 will have an interest in sex and sexual relationships. All young people, regardless of gender, or sexual orientation who are believed to be engaged in, or planning to be engaged in, sexual activity should have their needs for health education, support and/or protection assessed by SFM in some way (this may be part of an annual needs assessment of the groups or on an individual basis for different young people).

Areas to consider when assessing need:

- Power imbalances are very important and can occur through differences in size, age and development and where gender, sexuality, race and levels of sexual knowledge are used to exert such power (of these, age may be a key indicator, e.g. a 15 year old girl and a 25 year old man).
- There may also be an imbalance of power if the young person's sexual partner is in a position of trust in relation to them, for example a teacher, youth worker or carer.
- Sex being used for favours, i.e. exchanging sex for clothes, cd's, trainers, alcohol, drugs, cigarettes and so on. Young people may also have large amounts of money or other valuables which cannot be accounted for.

- If the young person has a learning disability, disorder or other communication difficulty they may not be able to communicate easily to someone that they are, or have been abused, or subjected to abusive behaviour. The Sexual Offences Act recognises the rights of people with a mental disability to a full life, including a sexual life. However, there is a duty to protect them from abuse and exploitation.
- Whether the person is competent to understand and consent to the sexual activity they are involved in.
- Whether overt aggression, coercion or bribery was involved including misuse of substances/alcohol as a dis-inhibitor.
- Whether the young person's own behaviour, for example through misuse of substances, including alcohol, places them in a position where they are unable to make an informed choice about the activity.
- Any attempts to secure secrecy by the sexual partner beyond what would be considered usual in a teenage relationship.
- Whether methods used to secure compliance and/or secrecy by the sexual partner are consistent with behaviours considered to be 'grooming'.

The Fraser Guidelines

- The Fraser Guidelines are a useful tool when discussing personal or sexual matters with a young person under 16. These guidelines give guidance on providing advice and treatment to young people under 16 years of age
<https://learning.nspcc.org.uk/child-protection-system/gillick-competence-fraser-guidelines>

Sexually active young people under 13:

- Under the Sexual Offences Act 2003, children under the age of 13 are considered of insufficient age to give consent to sexual activity.
- SFM staff must notify the police (via the DSL) as soon as possible when a criminal offence has been committed or is suspected of having been committed against a child unless there are exceptional reasons not to do so.

Sexually active young people aged between 13 and 16:

The 2003 Sexual Offences Act reinforces that, whilst mutually agreed, non-exploitative sexual activity between teenagers does take place and that often no harm comes from it, the age of consent should still remain at 16. This acknowledges that this group of young people is still vulnerable, even when they do not view themselves as such.

Although the age of consent remains at 16, the law is not intended to prosecute mutually agreed teenage sexual activity between two young people of a similar age, unless it involves abuse or exploitation. Under the 2003 Act, young people, including those under 16, will continue to have the right to confidential advice on contraception, condoms, pregnancy and abortion.

The Act states that, a person is not guilty of aiding, abetting or counselling a sexual offence against a child where they are acting for the purpose of:

- Protecting a child from pregnancy or sexually transmitted infection
- Protecting the physical safety of a child
- Promoting the child's emotional well-being by the giving of advice

Sexually active young people between 16 and 18:

- Although sexual activity in itself is no longer an offence over the age of 16, young people under the age of 18 are still offered the protection of Safeguarding Procedures under the Children Act. Consideration still needs to be given to issues of sexual exploitation through prostitution and abuse of power in circumstances outlined above. Young people over the age of 16 and under the age of 18 are not deemed able to give consent if the sexual activity is with an adult in a position of trust or a family member as defined by the Sexual Offences Act 2003.
- SFM staff must use this policy, the Fraser Guidelines and Cumbria Thresholds for Referral when determining what they can and cannot do regarding safeguarding young people in terms of their sexual health and practice.