

The Log Cabin Charity Safeguarding Policy & Procedures

&

Child Protection

Revised April 2023

The Log Cabin Charity

Contents

1. Introduction	3
2. Policy.....	3
3. Responsibilities	4
3.1. Head of Service and Leadership Team.....	4
3.2. Line Managers	5
3.3. All Trustees, staff, apprentices, volunteers, freelancers, Agencies and consultants	5
4. Procedures.....	6
4.1. Recruitment of Employees, Volunteers, Trustees, Agencies and Consultants	6
4.2. Work with Children and Young People	6
4.2.1. Guidance for safer working practice	6
4.2.2. Good practice to protect against allegations of abuse	7
4.2.3. Allegations against staff.....	8
4.2.4. Promoting awareness among staff	8
4.2.5. Photography and Interviews	8
4.2.6. Travelling, Off-site, Trips and Outings Events	9
4.2.7. Signs and Types of Abuse	9
4.2.8. Suspicions/Reports of Abuse	9
4.2.9. Radicalisation and extremism	12
5. Use of mobile phones and cameras	13
6. Staff Guidance Flow Diagram	14
7. The Designated Safeguarding Lead (DSL) – Reporting Procedure Flow Diagrams	15
8. The Log cabin Charity Information.....	17
9. Further Information	17
10. The Log Cabin Charity Supporting Policies and Procedures	17
11. Review	17
Appendices	
Appendix 1 - Consent Form.....	19
Appendix 2 - Types of Abuse.....	25
Appendix 3 - Incident Record Form	31
Appendix 4 – Code of good practice	33
Appendix 5 – Safeguarding Contacts lists.....	35

The Log Cabin Charity

The Log Cabin Charity Safeguarding policy and procedure for - Child Protection

1 Introduction

- 1.1 Safeguarding is everyone's responsibility:-** The purpose of this document is to specify the Log Cabin's Safeguarding policy and procedures for the protection of children and young people at risk. A child is defined as up to the age of 18. The document applies to all Log Cabin staff, including apprentices, trustees, volunteers, agencies, freelancers and consultants and the policy and procedures applies to all of Log Cabin's activities.
- 1.2 All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare. Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
- 1.3 The Children Act 2004 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in organisations are competent, confident and safe to do so. (Guidance for Working together to safeguard children July 2018)
- 1.4 Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:
- a. Protecting children from maltreatment
 - b. Preventing impairment of children's health or development
 - c. Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
 - d. Taking action to enable all children to have the best life chances
- 1.5 The Log Cabin Charity is committed to building a 'culture of safety' in which the children in our care are protected from abuse, harm and radicalisation.
- 1.6 The Log Cabin will respond promptly and appropriately to all incidents or concerns regarding the safety of a child that may occur. The Log Cabin's child protection procedures comply with all relevant legislation and with guidance issued by Ealing Safeguarding Children Partnership (ESCP).
- 1.3 There is a Designated Safeguarding Lead (DSL) available at all times while there is a session. The DSL coordinates safeguarding and child protection issues and liaises with external agencies (eg Social Care and Ofsted).

The Log Cabin's designated DSL is Sharon Flynn. The Deputy / on-call DSL is [Daniel Yap.

2 Policy

- 2.1 The Log Cabin seeks to provide an environment where everyone can work safely, and children and young people at risk can engage with the charities activities and enjoy programmes provided through the work of the Charity or in partnership with other agencies and/or community voluntary sector organisations.
- 2.2 It is the policy of the Log Cabin to safeguard the welfare of children and young people at risk involved in the work we do by protecting them from neglect, physical, sexual or emotional abuse.

The Log Cabin Charity

It is also Log Cabin's policy to provide those working for or with the charity with a framework to operate within to keep everyone who is engaged in the Charity's activities safe. It is therefore Log Cabin's policy to:

- a. ensure that all staff, apprentices, trustees, agencies, freelancers, consultants and volunteers (legally responsible adults) working with children and young people at risk: are carefully selected, are checked by the Disclosure and Barring Service ("DBS" - see 4.1 below) have two appropriate references and understand and accept their responsibility for the safety of children and young people at risk in their care.
- b. ensure that children and young people at risk welfare is of paramount importance, regardless of age, gender, ability or race, when planning, organising, advising on and delivering programmes.
- c. respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate external agencies.
- d. raise the awareness of relevant staff, partner organisations and volunteers of child protection issues through the provision of training and regular updates to risk assessments and changes in client groups.
- e. monitor and review the effectiveness of this policy on a regular basis.
- f. ensure that the principles of this policy are adopted by the Log Cabin's staff, trustees volunteers, agencies, freelancers and consultants through the adoption of this policy, which meets a level of determination with regard to children and young people safety.
- g. The Log Cabin Charity will follow the practices of The London Child Protection Procedures (updated – October 2021); and (as applicable), The Department for Education's Keeping Children Safe in Education updated September 2021 and Regulated Activity in Relation to Children Scope (DBS guidance)

2.3 The Child protection policy and procedure also seeks to manage effectively the risks associated with activities and events involving children and young people through services by:

- a. Completing a risk assessment process which involves identifying risks and means of reducing or eliminating these;
- b. Implementing the required actions identified by the risk assessment process and reviewing the effectiveness of these on a regular basis;
- c. Ensuring that the appropriate DBS or basic disclosure checks are conducted, depending on eligibility, for any individuals starting or moving into work which involves working with children and young people;
- d. Requiring new employees and individuals involved in working with children and young people to familiarise themselves with the content of this policy and the associated code of behaviour and receive appropriate training.

3. Responsibilities

3.1 The implementation of this policy is mandatory across all areas of the Charity. Specific responsibilities are outlined below:

3.1 Head of Service and Leadership Team

- a. The Head of Service is ultimately responsible for the implementation of the Charity's Safeguarding Policy and Procedures.
- b. The Leadership Team will ensure the policy and its accompanying procedures and practice guidelines are implemented across their geographical and functional areas of responsibility.

- c. Head of Service and the Designated Safeguarding Lead (DSL) – sharon.flynn@logcabin.org.uk Direct number 020 3137 8042 . She will report to the Trustees/Board of Directors on any safeguarding and/or child protection issues, which arise.

Responsible for ensuring:

- a. the resource available to support staff on safeguarding/child protection issues is maintained.
- b. that safeguarding implications are constantly reviewed across the scope of the work the Charity delivers to children and young people, and are fully considered in the development of all new pieces of work.
- c. the continued development of Charity's approach to Safeguarding, considering and authorising any immediate changes in operational policy required due to a safeguarding incident or near miss
- d. safeguarding is considered in all appointments of staff (to include trustees, volunteers, agencies and freelance staff etc).
- e. Training of staff is delivered as regularly as is necessary.

3.2 Line Managers

Responsible for:

- a. ensuring that all staff, apprentices, trustees, agencies, freelancers, consultants and volunteers are able to discuss safeguarding, child protection and abuse issues confidentially and receive guidance and support on action if situations arise;
- b. ensuring the Safeguarding policy is fully implemented locally and that procedures to support the policy are set up as outlined, complied with and communicated;
- c. ensuring the referral of all safeguarding, child protection issues to the Designated Safeguarding Lead (DSL). (This may be as simple as discussing a hypothetical issue to protect identities);
- d. ensuring all reporting staff are aware of their roles and responsibilities under this policy. This must form part of their induction;
- e. ensuring staff and volunteers undertake appropriate and required induction and training in safeguarding/child protection, at the required level relevant to their role;
- f. ensuring all new staff members and volunteers have the required disclosure certificate in place if engaging in regulated activity with children/young people and that they cooperate with the internal DBS procedure to include checking ID and provision of signed copies of documents with application forms to HR.

3.3 All Trustees, staff, apprentices, volunteers, agency staff, freelancers and consultants

- a. All Trustees, staff (including apprentices), volunteers, agency staff, freelancers and consultants are expected to adhere to the requirements of this policy and procedures and operate within codes of conduct outlined within the various policies that support the work of the Charity.
- b. Any behaviour by a Trustee, member of staff, apprentices, volunteer, agency staff, freelancers and consultants that contravenes the terms of this policy and procedure may be considered for disciplinary action, which in turn may lead to dismissal for staff and ending of contracts for apprentices, volunteers, freelancers and consultants and for Trustees being removed from the Trustee Board.

4 Procedures

4.1 Recruitment of Employees, Volunteers, Agencies, Freelancers, Trustees and Consultants

- a. The aim of the recruitment and selection processes for employees, volunteers, agencies, Trustees, freelancers and consultants is to ensure that the best person for a particular role is appointed. However, Log Cabin needs to balance the need to protect the interests of young people with its desire not to discriminate unfairly against ex-offenders. For this reason, the Charity has a detailed policy and procedure on the recruitment of ex-offenders and all staff, trustees, apprentices and regular volunteers, agencies, freelancers, consultants are required to have two appropriate references, attend specific training and hold a valid enhanced DBS certificate.

4.2 Work with Children and Young People

The Log Cabin requires all those working directly with children and young people on behalf of the charity in any situation to follow the procedures below, in order to create a safe environment in which to work with them.

4.2.1 Guidance for safer working practice

The word “session” is used below to cover all delivery of our work and “staff” includes apprentices, Trustees, staff, volunteers, agency staff, freelancers and consultants:

- a. Staff must give due regard to issues of safety at all times. This includes carrying out appropriate risk assessments before all sessions. (See The Log Cabin *Health and Safety.doc*). Due regard should be given to the potential influences and associated risks that different groups will have on each other.
- b. Staff working with children and young people should:
 - be appropriately trained and qualified to ensure the safe provision of services, coaching and use of equipment.
 - should carefully plan sessions with the care and safety as their primary concern including the use of appropriate activities that are testing and stretching yet not unnecessarily rough or overly demanding.
- c. Staffing ratio guidelines must be followed. In practice the ratio of responsible adults to children tends to be 1:8 regardless of age, other guidance suggests 1:10 for older children. It is recommended that, even if the ratio only requires one adult, there is a minimum of two staff with legal responsibility present at all times for children under eight years old. At the Log Cabin, ratios are managed to each instructed activity session, and a senior staff must also be present.
- d. Wherever possible, staff should avoid being alone with children and young people, and staff shouldn't take them to their own home. Staff shouldn't offer a lift to a child or young person unless they have written parental consent or a second adult (preferably senior staff) is present.
- e. Staff planning sessions at third party premises must ensure that they have a 24hour emergency contact system in place for the event for appropriate staff and services.
- f. Staff will be expected to keep an attendance register for all organised sessions.
- g. Parental consent and medical information about the child and young person must be obtained in advance when working directly with, and has responsibility for, them (forms in Appendix 1). Playworkers who are accompanying the children and young people should have obtained appropriate parental consent and medical information about them prior to the session. Staff (inc. group leaders / seniors), should have access to Information and Parental

The Log Cabin Charity

Consent Forms for all children taking part in sessions and this information should be treated as confidential and is governed by the provisions of Data Protection regulations.

- h.** Children and young people and their parents should be given a 'named appointment' to whom they may report any worries or concerns. The contact names and telephone numbers should be visibly displayed at reception. This can be the senior leader/manager; details are kept at Reception.
- i.** Staff should ensure that programmes follow agreed timings and locations
- j.** Staff are expected to promote, demonstrate and incorporate the values of fairness, trust and ethical practice – Staff must respect all individuals whatever their age, development stage, ability, sex, sexual orientation or ethnicity 'throughout the session.
- k.** Staff should behave and dress in a manner that promotes recognised good practice in relation to safeguarding.
- l.** All accidents/incidents involving staff or participants should be recorded using the Charity's accident forms immediately or as soon as practicably possible.
- m.** Staff and volunteers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.
- n.** Staff are responsible for reporting suspected cases of child abuse to the appropriate people (see 4.2.6 below).

4.2.2 Good Practice to protect against allegations of abuse

1. You shouldn't:
 - a.** Spend excessive amounts of time alone with children and young people away from others;
 - b.** Take children and young people to your own home.
 - c.** Offer a lift to a child, young person or adult at risk unless they have written parental consent or a second adult (preferably senior leader/manager) is present.
2. Where occasions arise where it is unavoidable that these things do happen, they should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's/young person's parents/guardians.

Never:

 - a.** Engage in rough physical activities including horseplay.
 - b.** Engage in sexually provocative activities.
 - c.** Allow or engage in inappropriate touching of any form. (Note: where contact is essential for H&S requirements, i.e. any activity participant or personal care, this is done through clear communication, with children/young person consent and follows training guidelines.)
 - d.** Allow children and young people to use inappropriate language unchallenged.
 - e.** Make sexually suggestive comments about or to a child or young person even in fun.
 - f.** Let an allegation a child or young person makes during a group session go unchallenged or unrecorded.
 - g.** Do things of a personal nature for children or young people that they can do themselves.
 - h.** Place yourself in a situation where you will be left alone with a child or young person. Always seek help from another worker.
 - i.** If you do have to do things of a personal nature for children or young people (support, give lifts) particularly if they are very young or disabled, then you should obtain the full consent of their parents and ensure a second adult is present.
3. In an emergency situation, which requires this type of help, parents should be fully informed as soon as is practicable.

4.2.3 Allegations against staff

1. If anyone makes an allegation of child abuse against a member of staff:
 - a. The allegation will be recorded on an **Incident record** form. Any witnesses to the incident should sign and date the entry to confirm it.
 - b. The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (eg police) should be informed, and the Log Cabin will act upon their advice. Any telephone reports to the LADO will be followed up in writing within 48 hours.
 - c. Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.
 - d. If appropriate, the Log Cabin will make a referral to the Disclosure and Barring Service.

4.2.4 Promoting awareness among staff

The Log Cabin promotes awareness of child abuse and the risk of radicalisation through its staff training.

The Log Cabin ensures that:

- a. the designated DSL has relevant experience and receives appropriate training in safeguarding and the Prevent Duty, and is aware of the Channel Programme and how to access it
- b. designated person training is refreshed every two years
- c. safe recruitment practices are followed for all new staff
- d. all staff have a copy of this **Safeguarding policy**, understand its contents and are vigilant to signs of abuse, neglect or radicalisation
- e. all staff are aware of their statutory duties with regard to the disclosure or discovery of child abuse, and concerns about radicalisation
- f. all staff receive basic safeguarding training, and safeguarding is a permanent agenda item at all staff meetings
- g. all staff receive basic training in the Prevent Duty
- h. staff are familiar with the Safeguarding File which is kept
the Log Cabin's procedures are in line with the guidance in 'Working Together to Safeguard Children (2020)' and staff are familiar with 'What to Do If You're Worried a Child Is Being Abused (2015).

4.2.5 Photography and Interviews

1. Appropriate rules need to be set in line with the service being provided, for example there is no photography allowed at swimming pools.
2. The recommendation is to use models or illustrations to promote the Log Cabin's work and advises that names should never be matched to photographs. Photographs should focus on the activity and not on a specific young person.
3. Formal permission should be obtained for the use of any images or quotes, whether of a child, young person or adult at risk; apart from child protection issues, photographs, and quotes/interviews that identify the person, are classed as personal information and, as such, are governed by Data Protection laws (see The Log Cabin's *Data Protection* policy and procedures)

4.2.6 Travelling, Off-site, Trips and Outings Events

1. The Log Cabin Charity is not responsible for a child or young person while they are travelling to and from the Log Cabin's event unless they are travelling on the Log Cabin vehicle or another vehicle provided by the Log Cabin and agreed with Log Cabin beforehand. It is the responsibility of the parent/guardian or school/local authority to make appropriate travel arrangements for them.
2. The Log Cabin requires leaders organising trips and outings for children and young people to make appropriate arrangements to ensure the safeguarding of individuals and minimise risk.
3. All offsite events must be managed in accordance with services operating procedures and relevant Log Cabin policies.

4.2.7 Signs and Types of Abuse

Signs of Child Abuse:

1. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child/young person or children/young people.
2. Some signs that could alert staff and volunteers to the fact that a child or young person might be being abused include: -
 - a. Unexplained bruising and injuries
 - b. Sexually explicit language and actions
 - c. Sudden changes in behaviour
 - d. Something a child has said
 - e. A change observed over a long period of time e.g. losing weight or being increasingly dirty or unkempt.
3. If a child or young person displays these signs it does not necessarily mean that they are being abused. Similarly there may not be any signs; you may just feel something is wrong. If you are worried, it is not your responsibility to decide if it is abuse but it is your responsibility to act on your concerns and do something about it by reporting it appropriately. See Appendix 2 for Types of Abuse

4.2.8 Suspensions/Reports of Abuse

1. It is not the responsibility of staff or volunteers to deal with suspected abuse but it is their responsibility to report concerns in line with guidance on reporting child abuse. You may find that these suspicions back up other recorded incidents. Remember, do not investigate – do report.

The following information covers different safeguarding scenarios – follow the one that is appropriate in the situation.

2. If a child or young person behaviour/appearance gives reason for concern or they have an unusual physical injury or they confide about abuse, the procedure below **MUST** be followed:

The Log Cabin Charity

- a. immediately inform your Manager, Senior Playworker or Log Cabin Designated Safeguarding Lead (DSL);
- b. use the Incident Record Form at Appendix 3 to make a record of your actions, include anything the child or young person said, anything you asked the child, and your observations. This may be used as evidence later. Record only the facts as you know them;
- c. ensure the child has access to an independent adult (e.g. senior/group leader/playworker);
- d. if abuse is suspected, you or the Manager or Senior should report concerns directly to the Log Cabin Designated Safeguarding Lead (DSL) immediately or in their absence the Deputy Designated Safeguarding Lead (DSL). It is the responsibility of the Designated Safeguarding Lead (DSL) to inform the appropriate authorities.

3. The following are some key Do's and Don'ts if a child, young person or adult at risk reports abuse:

Always:

- a. Stay calm – ensure the child, young person or adult at risk is safe and feels safe.
- b. Make a notes and as soon as possible after the event write up a detailed account of what you and the child, young person or adult at risk discussed.
- c. Allow the child or young person to speak without interruption, accepting what you have been told. (This should not be seen as believing or disbelieving what you have been told)
- d. Reassure the child, young person or adult at risk and stress that they are not to blame, tell them that they are right to tell you and that you will try to offer support – but do not promise to keep it a secret and tell the child it is your responsibility to inform others.
- e. Tell the child, young person or adult at risk that you will try to offer support, but you will have to pass the information on.
- f. Alleviate feelings of guilt and isolation, without passing any judgement.

Never:

- g. Rush into details that may be inappropriate.
- h. Make promises you cannot keep
- i. Take sole responsibility – consult someone else so that you can protect the child, young person or adult at risk and gain support for yourself.

4. If you receive an allegation from an adult about another adult or yourself the procedure that **MUST** be followed is:

- a. immediately inform your Manager, Senior Playworker or Log Cabin Designated Safeguarding Lead (DSL);
- b. record the facts as you know them and give a copy of the record to your Manager or Senior Playworker;
- c. if an allegation is suspected, concerns should be reported directly to the Log Cabin's Designated Safeguarding Lead (DSL) or in their absence the Deputy Designated Safeguarding Lead (DDSL). It is the responsibility of the Designated Safeguarding Lead (DSL) to inform the appropriate authorities;

5. If you receive a request for advice from anyone external of the Charity about suspected/reported abuse of a child or young person the procedure that **MUST** be followed is:

- a. advise them to make a note as soon as possible detailing the facts as known and, if they spoke with the child or young person, what was discussed;

The Log Cabin Charity

- b. advise them to contact the nearest Children's Social Care with details of the concerns/report, including a copy of the written notes;
 - c. don't give them a copy of Log Cabin's procedure, but you may give details of the organisations/publications detailed within it;
 - d. immediately inform your Manager, Senior Staff or Log Cabin Designated Safeguarding Lead (DSL);
 - e. record the facts as you know them and give a copy of the record to the Manager or Senior Playworker;
 - f. if abuse is suspected you, the Manager or Senior Staff should report concerns directly to the Log Cabin Designated Safeguarding Lead (DSL) or in their absence the Deputy Designated Safeguarding Lead (DDSL). It is the responsibility of the Designated Safeguarding Lead (DSL) to inform the appropriate authorities.
6. If you are concerned that a child or young person is or may be subject to abuse or harm:
 - a. Make a written, dated note of observations;
 - b. immediately inform your Manager or Senior Staff or the Log Cabin Designated Safeguarding Lead (DSL) or in their absence the Deputy Designated Safeguarding Lead (DDSL) as soon as possible, who will, within the appropriate timeframe, either make enquiries without raising the question of abuse and evaluate the matter and/or make a referral to the appropriate external authority. See below for referral procedure.
7. The following outlines the steps you should take if you are concerned that the behaviour of a member of staff or other person is threatening, or potentially threatening, the well-being of a child or young person.
 - a. If you are concerned that a member of staff is harming or abusing a child or young person, you must report your concerns immediately to your line manager, Senior or Designated Safeguarding Lead (DSL). Where it is appropriate to do so, relevant HR procedures may be initiated, and/or a referral made to an external agency.
 - b. If you suspect any other person is harming or abusing a child or young person, you should contact your line manager, senior staff or Designated Safeguarding Lead (DSL). However, you can contact Children's Services or the Police.
8. If you have urgent concerns about the safety of a child or young person and are unable to contact your line manager, Senior Staff or Designated Safeguarding Lead (DSL), or in their absence the Deputy Designated Safeguarding Lead (DDSL), do not hesitate to contact Children's service, or the police. These external agencies will be in a position to determine an appropriate course of action.
9. Making a Referral
 - a. If you are concerned that a child or young person may be at risk or has disclosed that they are being harmed, you should contact your line manager, Senior Staff or Designated Safeguarding Lead (DSL). Your line manager, Senior Staff or Designated Safeguarding Lead (DSL) will assess the concerns to determine whether to refer to an external agency needs to happen or can be addressed via the Charity's internal procedures.

- b. Where a referral is to be made externally, the Designated Safeguarding Lead (DSL) will report the matter to the authorities. The external agency will conduct its investigation. Anonymity may not be maintained on reporting.

4.2.9 Radicalisation & Extremism

1. The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable children and young people. This can include involving them in extremist activity in the UK or abroad putting them in extreme danger. Children and young people are being targeted by adults who hold extreme views that advocate violence. There has also been an increase in far-right extremism, which can also draw them into violence. The Log Cabin staff, including apprentices, trustees, volunteers, agencies, freelancers and consultants working directly with children and young people must be aware of radicalisation and extremism and report any suspicions of radicalisation and extremism immediately to your Manager, Senior Staff or Designated Safeguarding Lead (DSL).
2. Radicalisation and extremism can put a child or young person at risk of being drawn into violence and criminal activity and has the potential to cause significant harm. Radicalisation is a 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 or undermine contemporary ideas and expressions of a nation. Children and young people may become radicalised if they feel:
 - a. Isolated and lonely or wanting to belong;
 - b. Unhappy about themselves and what others might think of them;
 - c. Embarrassed or judged about their culture, gender, religion or race;
 - d. Stressed or depressed;
 - e. Fed up of being bullied or treated badly by other people or by society;
 - f. Angry at other people or the government;
 - g. Confused about what they are doing;
 - h. Pressured to stand up for other people who are being oppressed.
 - i. The desire to be valued and respected.
 - j. There are few other options open to them
 - k. No one is listening to them/have no voice
 - l. Seeking a sense of identity or individuality
 - m. Desire for adventure or wanting to be part of a larger cause
 - n. Associating with others who hold extremist beliefs
 - o. changes in behaviour, for example becoming withdrawn or aggressive
 - p. claiming that terrorist attacks and violence are justified
 - q. viewing violent extremist material online
 - r. possessing or sharing violent extremist material
3. Extremism is when people have very strong opinions, and these could become extreme. People who have certain beliefs about politics or religions which are hateful, dangerous or against the law are often known as extremists. This harmful behaviour is called extremism. Extremists might use violence and damage to express their views. And extremist racial or religious groups might use, religion, hate, fear or violence to control and influence people. There are many groups and individuals who hold extremist views both within the UK and internationally, some are more dangerous than others, and the Log Cabin staff need to be aware of how they can affect young

The Log Cabin Charity

people negatively and what you should do to support children and young people who are in danger of being radicalised.

4. The Log Cabin staff, including apprentices will be expected to have completed PREVENT awareness training at a minimum biannually to equip staff to identify children at risk of being drawn into terrorism and to challenge extremist ideas.
5. Trustees, volunteers, freelancers, agencies and consultants ideally will have completed the PREVENT awareness training if direct delivering the Log Cabin services to children and young people, however it is recognised this is not always practical and therefore a minimum requirement is that they have read this document and have acknowledged reading it.

5. Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only the Log Cabin camera will be used to take photographs of children at the sessions, except with the express permission of the manager.

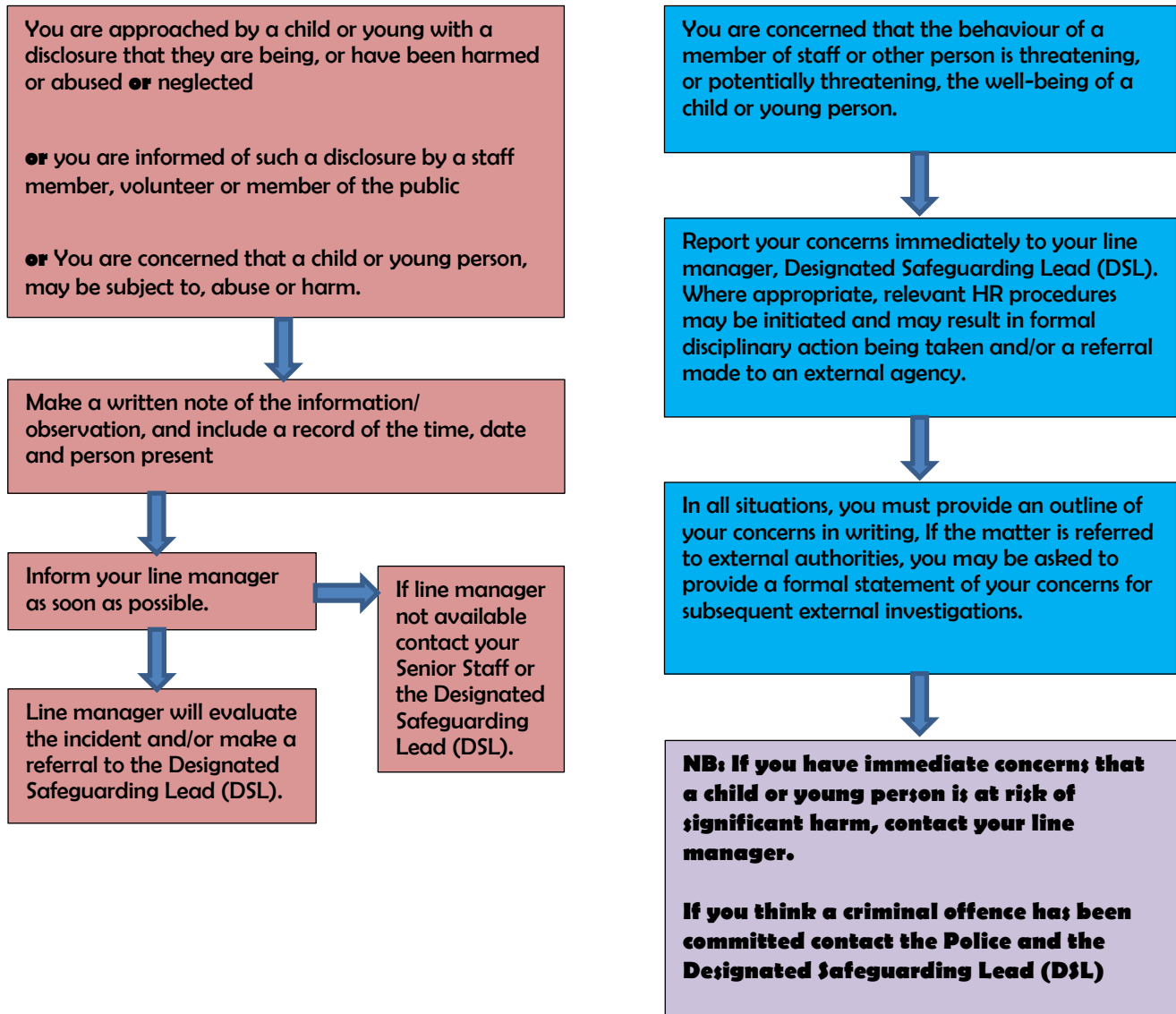
Neither staff nor children nor visitors may use their mobile phones to take photographs at the session.

For more details see our **Mobile Phone Policy**.

The Log Cabin Charity

6. Staff Guidance Flow Diagram

What to do if you have concerns for the safety of a child or young person or in the case of allegations about a member of staff



The Log Cabin Charity

7. The Designated Safeguarding Lead (DSL) - reporting procedure for concerns

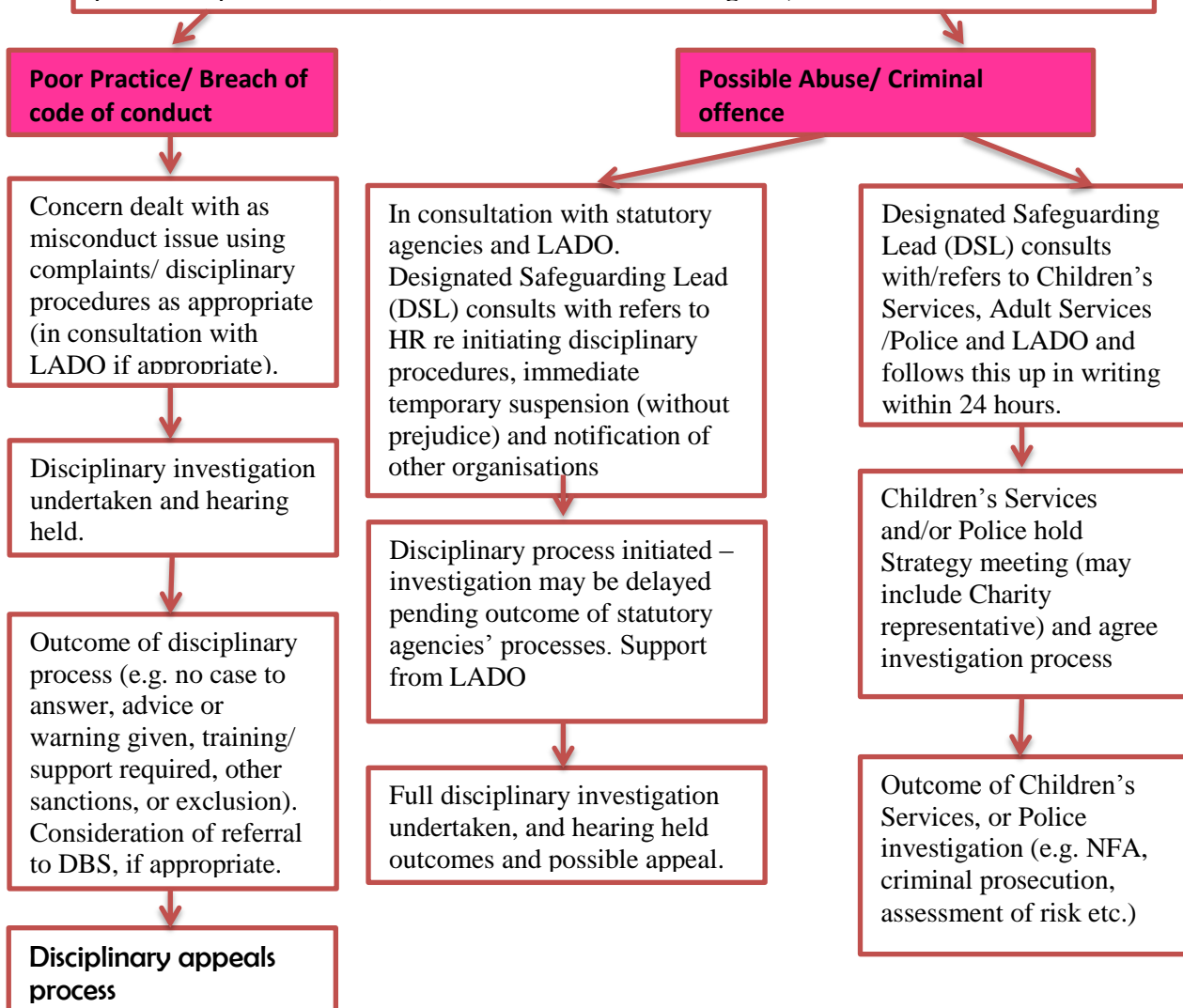
7.1 Behaviour of a staff member, Trustee, volunteer, agencies, freelancer or consultant

(e.g. allegation about behaviour towards a child or young person)

Concerns arise about the behaviour of a member of staff, Trustees, volunteer, agencies, freelancer or consultant towards a child/children or young person(s)
(e.g. suspicions or allegations of poor practice or possible abuse)

Individual alerted to concerns reports to line manager/ senior staff and Designated Safeguarding Lead (DSL). Completes the safeguarding incident report form and Designated Safeguarding Lead (DSL takes appropriate follow up action (see appendix 3)

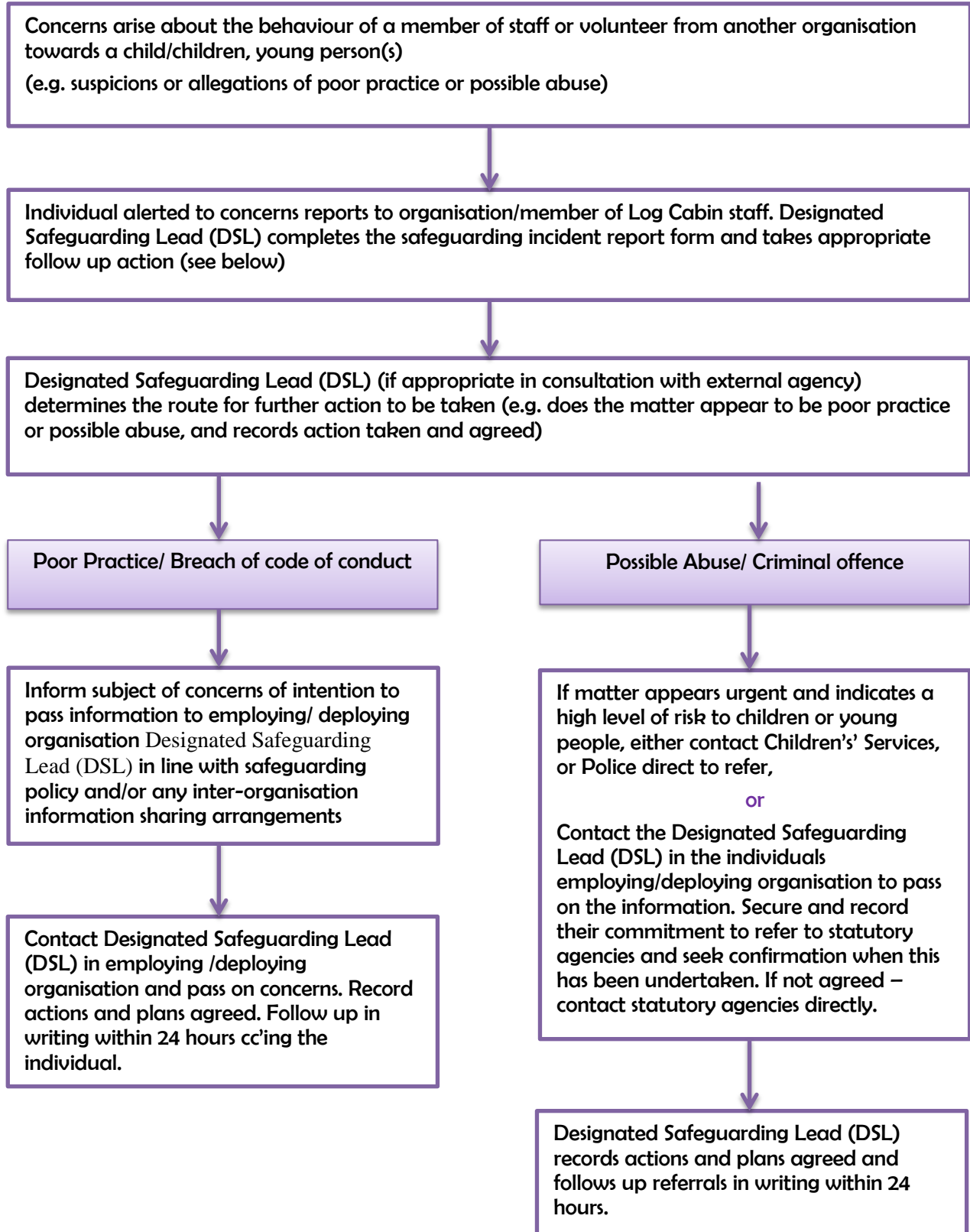
Designated Safeguarding Lead (DSL) (if appropriate in consultation with external agencies) determines the route for further action to be taken (e.g. does the matter appear to be poor practice or possible abuse, and records action taken and agreed)



The Log Cabin Charity

7.2 Behaviour of another organisation's staff member, Trustee, freelancer, volunteer or consultant

(e.g. allegation about behaviour towards a child, young person or adult at risk)



8. The Log Cabin Charity Information

At The Log Cabin Charity, Sharon Flynn Head of Service is The Designated Safeguarding Lead (DSL); this person is the nominated safeguarding advisor for the Log Cabin.

In her absence this role is covered by Daniel Yap Playground Manager (Deputy DSL).

9. Further information

9.1 For details of legislation and up to date information on Child Protection, see:
Safeguarding children and young people

9.2 The following local authority organisations are responsible for key inter-agency forums for child protection, safeguarding assessments and decisions at level and are identified on local government websites:

- a. Social Services Departments
- b. Ealing Safeguarding Children Partnership (ESCP)
- c. Multi Agency Safeguarding Hub (MASH).

9.3 Radicalisation and Extremism - Prevent Duty Guidance, Preventing Violent Extremism

9.4 NSPCC. A registered charity established to prevent cruelty to children. Help line for concerns about a child's welfare 0808 800 5000

9.5 Children England – A registered charity created by other charities aimed at creating a society where all children and young people are valued, protected and listened to, their rights are realised and families are supported

9.6 Child exploitation and Online Protection (CEOP)

9.7 See Appendix five for Log Cabin safeguarding

10. The Log Cabin Supporting Policies and Procedures

1. The Log Cabin has a duty, both in law and as a responsible organisation, to take reasonable care of children and young people coming into contact with the Charity's activities. The Charity aims to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children and young people.
2. The Log Cabin is fully committed to meeting the requirements of safeguarding, in relation to children and young people, in order to ensure that they are safeguarded whilst enjoying opportunities to develop their full potential.
3. This policy should be read in conjunction with the following Log Cabin Charity policies and procedures:
 - a. Health and Safety
 - b. Whistleblowing
 - c. Equal Opportunities and Dignity at Work
 - d. Recruitment and Selection
 - e. Bullying and Harassment

The Log Cabin Charity

- f.** Complaints procedure
- g.** The Log Cabin Charity terms and conditions
- h.** Incident forms
- i.** Accident forms
- j.** Data Protection Policy
- k.** Disciplinary policy and procedure
- l.** Grievance policy
- m.** Ealing Safeguarding Children Guidance Policy and Procedures for Voluntary, Community, Faith and Private Organisations 2014

These documents can be found on the Log Cabin's server.

The following legislation is relevant to this policy, either because it has influenced its introduction and/or its content:

- a.** Health and Safety at Work Act 1974
- b.** Rehabilitation of Offenders Act 1974
- c.** Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
- d.** The Police Act 1997
- e.** Protection of Children Act 1999
- f.** Management of Health and Safety at Work Regulations 1999
- g.** The Human Rights Act 1998
- h.** Sexual Offences Act 2003
- i.** The Children Act 2004
- j.** Safeguarding Vulnerable Groups Act 2006
- k.** Equality Act 2010
- l.** Protection of Freedoms Act 2012 -The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with children or adults are now made by the Disclosure and Barring Service (DBS) under this legislation.
- m.** GDPR and data protection act 2018

11. Review;

This procedure will be reviewed and updated to reflect changes in legislation that would require the Log Cabin Charity to amend its policy and procedures. As a minimum, it will be reviewed annually.

Appendices

Appendix 1	Information and Parental Consent Forms This form is for general use and can be adapted for specific departmental needs.
Appendix 2	Types of Abuse
Appendix 3	The Log Cabin Charity Child Protection – Incident Record Form
Appendix 4	The Log Cabin Charity Child Protection – A code of good practice
Appendix 5	The Log Cabin Charity Safeguarding Contacts list (Internal and General Public)

The Log Cabin Charity

Appendix 1

Consent form for trips and other off-site activities

The purpose of this consent form is to gain agreement for the named individual to participate in our programme/activity and ensure we have sufficient information necessary for participation. We are only asking for essential information and will at all times ensure we protect personal information in accordance with data protection laws.

Please sign and date the form below if you are happy for your child, _____:

- a) To take part in trips and other activities that take place off Log Cabin premises; and
- b) To be given first aid or urgent medical treatment during any trip or activity.

Please note the following important information before signing this form:

- The trips and activities covered by this consent include;
 - all visits which take place during term time, the school holidays or a weekend
 - adventure activities at any time
 - off-site sporting fixtures,
 - all off-site activities.
- The Log Cabin will send you information about each trip or activity before it takes place.
- You can, if you wish, tell the Log Cabin that you do not want your child to take part in any particular trip or activity.

Written parental consent will not be requested from you for the majority of off-site activities offered by the Log Cabin – for example, group visits to local amenities Parks and playgrounds, Kew Gardens, Museums, Cinema, Bowling, Farms and Zoos and much more – as such activities are part of the Log Cabin’s curriculum and usually take place during the normal Playscheme, Saturday and After School Club.

Please complete the medical information section below (if applicable) and sign and date this form if you agree to the above.

Medical information

Details of any medical condition that my child *<name of child>* suffers from and any medication my child should take during off-site visits:

.....
.....

Signed.....

Date.....

The Log Cabin Charity

Parental agreement for the Log Cabin to administer medicine

The Log Cabin will not give your child medicine unless you complete and sign this form, and the Log Cabin has a policy that the staff can administer medicine.

Date for review to be initiated by

The Log Cabin

Name of child

Date of birth

Group

Medical condition or illness

Medicine

Name/type of medicine
(as described on the container)

Expiry date

Dosage and method

Timing

Special precautions/other instructions

Are there any side effects that the Log Cabin needs to know about?

Self-administration – y/n

Procedures to take in an emergency

NB: Medicines must be in the original container as dispensed by the pharmacy

Contact Details

Name

Daytime telephone no.

Relationship to child

Address

I understand that I must deliver the medicine personally to

Senior member of the Log Cabin's staff

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to the Log Cabin staff administering medicine in accordance with the Log Cabin policy. I will inform the Log Cabin immediately, in writing, if there is any change in dosage or frequency of the medication or if the medicine is stopped.

Signature(s) _____

Date _____

The Log Cabin Charity

Medical / Support information

Date of last tetanus injection if known: _____

Do your child have any access or communication needs?

Yes / No (delete as appropriate)

If yes please tell us what we need to ensure your / their access needs are met

Does your child have any known health needs? E.g. Diabetes, asthma, epilepsy, allergies

Yes / No (delete as appropriate) If Yes please complete the next two questions

Current medication?

Name: _____

Dose: _____ Frequency: _____

Do you require the Log Cabin to provide additional support to keep your child well? Please provide as much information as possible.

Please use this space to provide any other medical/support information

Please note here any dietary requirements, including allergies

The Log Cabin Charity

Consent Statement

I agree to participation and confirm that I have read and understood all of the details in this form and that the medical details given are complete and accurate.

I understand that while my child is participating in the Log Cabin activity they will be subject to the Log Cabin's general code of behaviour and will be required to act in accordance with the instructions and advice of the Log Cabin staff and accompanying adults. If my child is seen to not be abiding by the code of conduct, participation in the Log Cabin activity may be terminated.

I understand the Log Cabin will do everything in its control to protect personal possessions but cannot be held liable for any loss or damage. Personal Insurance is recommended.

In the event of an accident or illness, I understand that every effort will be made to contact the emergency contacts I have provided but, if this is not possible, I authorise the Log Cabin management team to consent to any lifesaving medical treatment from a qualified medical practitioner which, in the opinion of the qualified medical practitioner, may be necessary for my child (over the duration of the activity).

I understand that the Log Cabin team will have access to the information provided to support engagement at the Log Cabin activity [namely; name, age, gender, ethnicity, postcode and barriers]. Any information used for statistical purposes will be done in such a way that it will preserve the confidentiality of the information and data wherever practical will be anonymise.

Photograph and Media Consent	Yes/ No
I give the Log Cabin permission to record the image and/or voice and/or words of my child and grant the Log Cabin all rights to add the still or moving images and any accompanying words to the Library Stock the Log Cabin and to use them in any medium for its educational, play activities learning and support promotional or other work that supports the mission of the charity.	

The Log Cabin Charity

[Optional] Equality Monitoring Form

Gender

I define my child's gender as: _____

Prefer not to say

Ethnic Origin: Please indicate your Ethnic Classification by ticking the most appropriate category below

1. Asian or Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other Asian Background

4. Mixed

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other mixed background

2. Black or Black British

- Caribbean
- African
- Any other background

5. White

- British
- Irish
- Any other white background

3. Chinese or other ethnic group

- Chinese
- Other _____

Prefer not to say

Religion or Belief: Please tick the following

- No religion
- Atheist
- Buddhist
- Christian
- Hindu
- Other _____

- Jewish
- Muslim
- Sikh

Prefer not to say

Sexual Orientation: Please tick the following

- Bisexual
- Gay Woman / Lesbian
- Other _____

- Gay Man
- Heterosexual / Straight
- Prefer not to say**

Disability: Please tick the following

Do you consider yourself to have a disability? **Yes / No**

If you wish, please state your disability here: _____

Are there any special arrangements required not mentioned above? _____

Are any of these day to day activities affected by your disability?

- | | |
|------------------------------------------------------------|-----------------------------------------------------------------------|
| Eyesight <input type="checkbox"/> | Mobility <input type="checkbox"/> |
| Hearing <input type="checkbox"/> | Manual Dexterity <input type="checkbox"/> |
| Speech <input type="checkbox"/> | Physical Coordination <input type="checkbox"/> |
| Learning, understanding or memory <input type="checkbox"/> | Lifting, carrying or moving everyday objects <input type="checkbox"/> |
| Other _____ <input type="checkbox"/> | Prefer not to say <input type="checkbox"/> |

The Log Cabin Charity

Data Protection Statement

The information which you give when completing this form will be used in accordance with Data Protection legislation and for the following purposes: to enable the Log Cabin to create an electronic and paper record of the above named person; to enable participation in the Log Cabin activity; and ensure the Charity has emergency information and medical information to allow safe participation of the activity.

We will safeguard personal details and will not divulge them to any other individuals or organisations for any other purposes outside the programme unless explicit consent has been obtained. The information collected and where consented may also be used for the wider purpose of providing statistical data used to assist with monitoring provision and/or areas of need in order to support future resources.

The information will be kept securely, and will be kept no longer than necessary. The Log Cabin Privacy Policy

I confirm that I have read and understood all of the details in this form and confirm that the information I have given is complete and accurate.

Signature: _____ Date: _____

Parent or Guardian Name _____

Types of Abuse:

Abuse: A form of maltreatment of a child. Somebody may cause abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g via the internet). They may be abused by an adult or adults, or another child or children.

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

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

Sexual Abuse & Sexual Exploitation: Sexual abuse involves forcing or enticing a child/young person to take part in sexual activities, including sexual exploitation, whether or not they are aware of what is happening, and whether it is for money or reward or not. The activities may involve physical contact, including penetrative contact (e.g. rape and buggery) or non-penetrative acts. They may include non-contact activities, such as involving children/young people in seeing or receiving or sending sexually suggestive emails or text-messages, or inappropriate behaviour on the Internet, involving them looking at, or in the production of, pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways.

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

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

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

Discriminatory Abuse: Including racial or sexual harassment and abusive treatment based on a child/young person's disability.

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

- a. Having fewer social contacts than other children/young people;
- b. Receiving intimate personal care from a larger number of carers;
- c. Having an impaired capacity to understand what they are experiencing is abuse or to challenge the abuser;
- d. Having communication difficulties resulting in difficulties in telling people what is happening;
- e. Being reluctant to complain for fear of losing services;
- f. Being particularly vulnerable to bullying or intimidation;
- g. Being more vulnerable to abuse by peers than other children/young people.

Disability is defined as: A major physical impairment, severe illness and/or a moderate to severe learning difficulty; an ongoing high level of dependency on others for personal care and the meeting of other basic needs.

Bullying: Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group). There is increasing use of new technologies as a tool for bullying and such incidents should be taken seriously.

Self-Harming Behaviour: Children/young people who harm or attempt to harm themselves should be taken seriously. The self-harming behaviour in itself may cause impairment of their health or development and in some circumstances present significant harm or the risk of significant harm. Self-harming behaviour may also arise alongside eating disorders and/or drug misuse.

Female Genital Mutilation (FGM): Female genital mutilation is a collective term for procedures that include the removal of part or all of the external female genitalia for cultural or other non-therapeutic reasons. The practice is medically unnecessary, extremely painful and has serious physical and mental health consequences both at the time and in later life. The procedure is typically performed on girls of 4 -13 years but may be performed on new born babies or on young women. FGM can result in death.

FGM is a criminal offence (Prohibition of Female Circumcision Act 2003 and subsequent amendments by the Serious Crime Act 2015). Under the act it is an offence to arrange, procure, aid or abet female genital mutilation. Parents/carers may be liable under this act. It is also an offence to allow the procedure to be undertaken in another country. Where agencies become aware that a girl is at risk of FGM a referral should be made to Children's Social Care.

Forced Marriage: A forced marriage is one that is conducted without the full consent of both parties and where duress is a factor. Forced marriage can amount to sexual and emotional abuse and put children/young people, susceptible to physical abuse. In circumstances where there are concerns that someone is at imminent risk of a forced marriage urgent referrals should be made to Children's Adults' Social Care.

The Log Cabin Charity

In the case of a child/young person, in danger of forced marriage it is likely that an initial discussion with the parent, carer or other community member may significantly increase the level of risk to the person.

Online abuse: Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation or emotional abuse. It can take place anywhere and anytime.

Online child sexual abuse: When sexual exploitation happens online, young people may be persuaded, or forced, to:

- a. send or post sexually explicit images of themselves
- b. take part in sexual activities via a webcam or smartphone
- c. have sexual conversations by text or online.

Abusers may threaten to send images, video or copies of conversations to the young person's friends and family unless they take part in other sexual activity.

Images or videos may continue to be shared long after the sexual abuse has stopped.

Online bullying or cyberbullying: Cyberbullying is an increasingly common form of bullying behaviour which happens on social networks, games, and mobile phones. Cyberbullying can include spreading rumours about someone, or posting nasty or embarrassing messages, images, or videos.

Cyberbullying includes:

- a. sending threatening or abusive text messages
- b. creating and sharing embarrassing images or videos
- c. 'trolling' – sending menacing or upsetting messages on social networks, chat rooms or online games
- d. excluding children from online games, activities or friendship groups
- e. setting up hate sites or groups about a particular child/young person
- f. encouraging young people to self-harm
- g. voting for or against someone in an abusive poll
- h. creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name
- i. sending explicit messages, also known as sexting
- j. pressuring children into sending sexual images or engaging in sexual conversations.

Online grooming : Grooming is when someone builds an emotional connection with a child/young person to gain their trust for the purposes of sexual abuse, sexual exploitation, or trafficking.

Groomers can use social media sites, instant messaging apps including teen dating apps, or online gaming platforms to connect with a young person or child.

They can spend time learning about a child/young person's interests from their online profiles and then use this knowledge to help them build up a relationship.

It's easy for groomers to hide their identity online – they may pretend to be a child/young person and then chat and become 'friends' with children they are targeting.

The Log Cabin Charity

Groomers no longer need to meet children/young people in real life to abuse them. Increasingly, groomers are sexually exploiting their victims by persuading them to take part in online sexual activity.

Sexting: Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexually-explicit messages. They can be sent using mobiles, tablets, smartphones, laptops etc – any device that allows you to share media and messages.

Sexting may also be called 'trading nudes', 'dirties' or 'pic for pic'. The creating or sharing of explicit images of a child/young person is illegal, even if the person doing it is a child/young person.

Cuckooing; Cuckooing is the process whereby criminal gangs target the homes of vulnerable people in order to use their premises for criminal activity. Many of the victims are particularly vulnerable and criminal gangs may use threats and intimidation to gain access to the property to engage in criminal activity such as drug dealing, sexual exploitation etc.

Criminal exploitation: county lines; Criminal exploitation of children or vulnerable adults is a geographically widespread form of harm that is a typical feature of county lines criminal activity: drug networks or gangs groom and exploit people to carry drugs and money from urban areas to suburban and rural areas, market and seaside towns.

Peer on peer abuse; Children/young people can abuse other children/young people. It can take many forms including: bullying; sexual violence and sexual harassment; physical abuse such as hitting, kicking, shaking, biting, hair pulling or otherwise causing physical harm; sexting and initiating/hazing type violence and rituals.

Sexual violence and sexual harassment can occur online and offline. Evidence shows that girls, children/young people with special education and needs disabilities (SEND) and lesbian, gay, bisexual and transgender (LGBT) children/young people are at greater risk. Peer on peer abuse tends to be experienced by children/young people aged 10 and upwards, with those abusing them being slightly older. Signs of possible peer on peer abuse include but are not limited to:

physical injuries - drug and alcohol abuse - going missing - committing criminal offences - disengagement from school - poor mental health - sexual health concerns.

Trafficking: Children/young people can be trafficked into, within and out of the UK for many reasons and all different types of exploitation. Trafficking is a form of child abuse and needs an appropriate safeguarding response. Any child/young person who is recruited, transported, transferred, harboured or received for exploitative reasons is considered to be a victim of trafficking, whether or not they have been forced or deceived. This is because it is not considered possible for children/young people in this situation to give informed consent. Even when they understand what has happened, they may still appear to submit willingly to what they believe to be the will of their parents or accompanying adult. It is important these children/young people are protected too.

Children/young people are trafficked for many reasons, including sexual exploitation, domestic servitude, labour, benefit fraud, forced marriage, begging and involvement in criminal activity such as pick pocketing, theft and working on cannabis farms. They are likely to be subjected to other forms of abuse, as a means of coercing and controlling them.

Trafficking is carried out by individual adults and organised crime groups.

The Log Cabin Charity

The legal age of sexual consent activity involving a young person is 16 years is not abusive, but it may be, and a child or young person's ability to consent can be impaired due to lack of freedom, capacity or choice; for example because of an age/power imbalance; because it is leading into sexual exploitation; because one person is in a position of trust with the other (e.g. a teacher, key worker); where one person is vulnerable because of disability or capacity; where the child/young person is in the care of another away from home. A person consents to any sexual activity if he or she agrees by choice, and has the freedom and capacity to make that choice according to the Sexual Offences Act (2003).

The Log Cabin Child Protection – Incident Record Form

Whenever a child or adult makes a disclosure, makes an allegation or there are concerns about the welfare and safety of a child/young person, the following standards will be applied to record keeping.

1. When a disclosure or allegation is made in person, whenever possible and practical, notes will be taken during the conversation;
2. Where it is not possible or appropriate to take notes at the time, a written record will be made as soon as possible afterwards and always before the end of the day, using the safeguarding disclosure form attached;
3. The person making the disclosure or allegation will be advised at the time that a written record will be made and the importance of making a record of information will be explained;
4. The person making the disclosure will be informed that they can have access to the record made in respect of their own information;
5. The context and background leading to the disclosure will be recorded;
6. As much information as possible will be recorded and fact, hearsay and opinion will be distinguished in the record. Assumptions and speculation will be avoided;
7. For all methods used to make a disclosure or allegation, the time, date, location, format of information e.g. letter, telephone call, direct contact and persons present will be recorded;
8. Records will be signed and dated by the person receiving the information;
9. A log of the incident will be maintained, normally by the Designated Safeguarding Lead (DSL) who will be responsible in most cases for managing Safeguarding incidents.
10. The log will include full details of referrals to the local authorities where applicable;
11. All original records, including rough notes, will be provided to the relevant The Designated Safeguarding Lead (DSL) as soon as practical;
12. All records will be kept in a confidential and secure place and shared only in order to safeguard a child/young person, in line with the information sharing protocol and requirements of the Data Protection legislation.

The Log Cabin Charity

Safeguarding Incident Form

Your Observations:			
Record of exactly what the child/young person said and what you said: (Remember do not lead the child/young person – record actual details. Continue on a separate sheet/s if necessary.)			
Physical/ Emotional/ Neglect/ Sexual/ Financial/ Inappropriate/ Historical			
Does this indicate the person subject of the concern or allegation has:- <ul style="list-style-type: none">Behaved in a way that has harmed a child/young person, or may have harmed a child/young person,Possibly committed a criminal offence against or related to a child/young person;Behaved towards a child/young person in a way that indicates they may pose a risk of harm to children/young people; orBehaved in a way that may compromise the Log Cabin's reputation to safeguard the young and the vulnerable.			
<table border="1"><tr><td>Yes</td><td>No</td></tr></table>		Yes	No
Yes	No		
Subject of Concern/allegation			
Name:			
Position:			
D.O.B:	Tel No:		
Address:			
	Post Code:		
Other:			
Any previous concern(s):			

The Log Cabin Charity

Action taken so far:					
External agencies contacted: (where time permits contact The Designated Safeguarding Lead (DSL) for advice)					
	Name	Date/Time		Name	Date/Time
Police					
Local Authority Designated officer					
Social Services					
Health Services					
Probation Services					
Education					
Details of advice given:					
<p>The Log Cabin Senior Management contacted (name(s), contact number, details of advice received):</p> <p>The Designated Safeguarding Lead (DSL) informed: Yes/No</p> <p>Date & Time: _____</p>					
<p>Have the parents been informed that contact is going to be made with Children's Social Care Yes/No</p> <p>NB: parents should be informed unless to do so could place the child at risk of further harm, please seek advice of this point from the Designated Safeguarding Lead (DSL) if you are uncertain.</p>					
Signature:		Print Name:		Date:	

A copy of this report should be sent to the Designated Safeguarding Lead (DSL). In addition it may be appropriate to keep details of any actions, meetings or decisions in the Incident Log for future referral.

Please remember to maintain confidentiality on a need to know basis – do not discuss this incident with anyone other than your manager or those who need to know. Please take advice on this point from your manager if you are uncertain.

The personal information recorded above is governed by the provisions outlined in Data Protection legislation and must only be processed in a manner compatible with this legislation.

IN STRICTEST CONFIDENCE WHEN COMPLETED

It is the policy of The Log cabin to safeguard the welfare of all children and young people using our services by protecting them from neglect and from physical, sexual and emotional harm.

For all staff, trustees and volunteers involved in the work of The Log Cabin, this is essential information – keep it with you. More details on our policies can be obtained from our Designated Safeguarding Lead (DSL).

What happens if...?

If you suspect abuse, a child/young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern:

If a child/young person tells you about abuse by someone else:

1. Allow the child/young person to speak without interruption, accepting what is said
2. Offer immediate understanding and reassurance, while passing no judgement
3. Advise that you will try to offer support but that you must pass the information on
4. Immediately tell your line manager or the Designated Safeguarding Lead (DSL)
5. Write careful notes of what was said; use actual words wherever possible
6. Sign, date and pass your notes to the Designated Safeguarding Lead (DSL)
7. Ensure that no situation arises which could cause any further concern and always inform your line manager and the Designated Safeguarding Lead (DSL) of the action you have taken.

If you have a concern about a child/young person's safety and well-being:

1. Immediately tell your line manager or Designated Safeguarding Lead (DSL)
 2. Write careful notes of what you witnessed, heard or were told
 3. Sign, date and pass your notes to the Designated Safeguarding Lead (DSL)
 4. Ensure that no situation arises which could cause any further concern
- If you receive a complaint or allegation about any adult or about yourself:
1. Immediately tell your line manager or Designated Safeguarding Lead (DSL)
 2. Write careful notes of what you witnessed, heard or were told
 3. Sign, date and pass your notes to the Designated Safeguarding Lead (DSL)
 4. Try to ensure no-one is placed in a position which could cause further compromise

Note: *Any adult associated with the Log Cabin has the right to report any concerns, or suspicions about another adult or child/ young person in confidence and free from harassment.*

You must refer; you must not investigate.

If in any doubt about policy or procedure please contact the Head of Service and the Designated Safeguarding Lead (DSL) – sharon.flynn@logcabin.org.uk - Mobile 07563580002 or 020 3137 8042.

The Log Cabin Charity

Code of behaviour

- DO** put this code into practice at all times
- DO** treat everyone with dignity and respect
- DO** set an example you would wish others to follow
- DO** treat all young people equally – show no favouritism
- DO** plan activities that involve more than one other person being present, or at least are within sight and hearing of others
- DO** follow the recommended adult/children/young people ratios for meetings and activities
- DO** respect a young person's right to personal privacy
- DO** avoid unacceptable situations within a relationship of trust e.g. a sexual relationship with a young person over the age of consent
- DO** have separate sleeping accommodation for young people, adults and young leaders working with a younger section
- DO** allow young people to talk about any concerns they may have
- DO** encourage others to challenge any attitudes or behaviours they do not like
- DO** avoid being drawn into inappropriate attention seeking behaviour e.g. tantrums and crushes
- DO** ensure a no alcohol policy when young people are in your care – adults and young people
- DO** make everyone aware of UK Youth's child protection procedures – young people, parents/carers, young leaders and other helpers
- DO** remember this code even at sensitive moments e.g. when responding to bullying, bereavement or abuse
- DO** keep other staff informed of where you are and what you are doing
- DO** remember someone else might misinterpret your actions, no matter how well-intentioned
- DO** take any allegations or concerns of abuse seriously and refer immediately
- DO NOT** trivialise abuse
- DO NOT** form a relationship with a young person that is an abuse of trust
- DO NOT** permit abusive peer activities e.g. initiation ceremonies, bullying
- DO NOT** engage in inappropriate behaviour or contact – physical, verbal, sexual
- DO NOT** play physical contact games with young people
- DO NOT** make suggestive remarks or threats to a young person, even in fun
- DO NOT** use inappropriate language – writing, phoning, email or internet
- DO NOT** let allegations, suspicions, or concerns about abuse go unreported
- DO NOT** just rely on your good name to protect you

Contact List

Appendix 5

Safeguarding reporting your concerns

All concerns should be reported to The Log Cabin Charity Designated Safeguarding Lead (DSL)

Sharon Flynn

[02088403400](tel:02088403400) / [02031378042](tel:02031378042)

sharon.flynn@lofcabin.org.uk

(ECIRS) Ealing Children's Integrated Response Service | Ealing Council: [020 8825 8000](tel:02088258000)

LADO (Local Authority Designated Officer):

Natalie Cernuda

Quality Assurance, Safeguarding, Review and LADO Services
Ealing Children Services

Perceval House (2/NW/3)

14-16 Uxbridge Road

London

W5 2HL

Mobile: 07890940241

Landline: 020 8825 8930

Email: asv@ealing.gov.uk

Ealing Directory (ealingfamiliesdirectory.org.uk)

Prevent - What is Prevent? | Ealing Prevent | Ealing Council

Police: [101](tel:101) (non-emergency) or [999](tel:999) (emergency)

Police Central Referral Unit [0845 605 1166](tel:08456051166)

Anti-terrorist hotline: [0800 789 321](tel:0800789321)

ChildLine [0800 1111](tel:08001111) If you're worried about a child/ young person

Report a concern help@nspcc.org.uk

NSPCC: 0808 800 500

Ofsted: 0300 123 1231

This policy was adopted by: [The Log Cabin Charity](#)

Date: 14th April 2023

To be reviewed: 13th April 2024

Signed:

The Log Cabin Charity will follow the practices of The London Child Protection Procedures (updated – October 2021); and (as applicable), The Department for Education's Keeping Children Safe in Education updated September 2021 and Regulated Activity in Relation to Children Scope (DBS guidance)

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13]*.

Changes to the London Child Protection Procedures – October 2021