



Charity number 1176297 Company number 7934312

Streetbikes

Safeguarding Policy

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1. Policy Aims:

Streetbikes staff & volunteers who come into contact with children (anyone under 18 years of age) or adults at risk (vulnerable adults) will need to be familiar with the Streetbikes Safeguarding Policy.

This policy sets out the roles and responsibilities of Streetbikes staff, volunteers & anyone visiting on behalf of Streetbikes.

Streetbikes endeavours to ensure the safety and protection of all children & vulnerable adults, who are involved in all of our activities.

All staff and volunteers of Streetbikes are expected to understand their responsibilities to safeguard children & vulnerable adults.

What is safeguarding children?

A child is a child before their birth (i.e. during pregnancy) and until their 18th Birthday (as defined in the Children's Act 1989).

Safeguarding children refers to the protection of children and young people from abuse or neglect. Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Definition sourced from (Working together to Safeguard Children 2018).

There is a duty placed on public agencies under the Human Rights Act 1998 to intervene to protect the rights of citizens. Also, the Children Act (1989 and 2004) makes it clear that the welfare of the child is paramount and everyone involved in the care of children has the responsibility to protect those children from harm.

Legislation sets out 4 categories of child abuse (many other forms of abuse exist but these categories are used for reporting to Children's Social Care):

- 1) Physical Abuse
- 2) Neglect
- 3) Sexual Abuse
- 4) Emotional Abuse

What is Safeguarding Adults?

An adult at risk is someone

- who has needs for care and support (whether or not those needs are currently being met),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

The Care Act 2014 provides a definition and framework for Safeguarding Adults:

Safeguarding adults at risk means protecting a person's right to live in safety, free from abuse and neglect. An adult is anyone of 18 years of age or over. (Anyone under 18 years of age will be covered by our Safeguarding Children Policy).

It involves protecting adults at risk from abuse or neglect and putting plans in place to prevent harm in the future. It involves helping people to live as well as possible and to remain healthy and have their independence maintained.

Safeguarding adults at risk is everyone's business. We all have a duty to report concerns if we think someone is being abused or neglected.

An adult at risk could include:

- An older person who is frail due to ill health, physical disability or cognitive impairment
- Has a learning disability
- Has a physical disability and/or sensory impairment
- Has mental health needs including dementia
- Has a long-term illness or condition
- Lacks the mental capacity to make particular decisions and is in need of care

This list is not exhaustive

Safeguarding Principles

Streetbikes will adhere to the six key principles of safeguarding:

Empowerment

People being supported and encouraged to make their own decisions and informed consent.

Prevention

It is better to take action before harm occurs.

Proportionality

The least intrusive response appropriate to the risk presented.

Protection

Support and representation for those in greatest need.

Partnership

Local solutions through services working with their communities. Communities have a part to play in preventing, detecting and reporting neglect and abuse.

Accountability

Accountability and transparency in safeguarding practice.

SAFEGUARDING IN ACTION

Where this policy or the associated procedures refer to 'staff' this includes volunteers and anyone employed by Streetbikes either through the payroll, on a freelance basis, and including committee members. It refers to anyone engaged in the planning and delivery of activities linked to children on behalf of Streetbikes.

We will enable all our staff and those who work with us to make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse seriously. We expect everyone at Streetbikes to have read, understood and adhere to our safeguarding procedures.

We will endeavour to safeguard children & vulnerable adults at risk by:

- Valuing them, listening to and respecting them
- Being vigilant
- Being accountable – never assuming someone else will take action
- To act within 24 hours if concerned or contact emergency services
- Adopting this policy and adhering to our associated procedures and code of conduct for staff;
- Ensuring we have a safer recruitment process for every person recruited by Streetbikes and ensuring all the applicable checks are made.
- Providing effective management of staff and volunteers through supervision, support and training;
- Ensuring organisations we contract or partners have appropriate safeguarding policies and procedures in place;
- Sharing information about safeguarding good practice with freelance staff, volunteers, and other relevant parties;
- Reviewing this policy and procedures and updating at least once a year and in line with any new legislation.

Consent, Confidentiality and Information Sharing for Children:

The Streetbikes Safeguarding Lead will be responsible for making decisions about sharing information with external agencies including the police and local authority.

The contact details for the Safeguarding Lead can be found:

On the Streetbikes website

Appendix IV at the end of this policy

Streetbikes noticeboard

Consent, Confidentiality and Information Sharing for Vulnerable Adults:

Where possible, we must always respect an adults right to confidentiality and seek their consent to share information. **Confidentiality can be overridden if there is evidence that sharing information is necessary in exceptional circumstances. These are:**

- If an adult lacks mental capacity to protect themselves
- If a crime has been committed (or about to be)
- If there are concerns about abuse in an organisation
- If there are concerns about a member of staff, volunteer or any other person linked to Streetbikes operations.
- If abuse is occurring in a setting where care takes place
- If other people are at risk (including a child)
- If someone is in a life - threatening situation and in need of emergency services

Mental Capacity Act

Adults must be assumed to have capacity to make their own decisions and be given all practical help before anyone treats them as not being able to make their own decision. Where an adult is found to lack capacity to make a decision then we will work in line with the Mental Capacity Act 2005 and seek support and guidance where necessary.

Keeping Records

Streetbikes is committed to keeping accurate and factual records of all safeguarding concerns that are reported. All safeguarding records will be kept securely and confidentially. Records must be factual, accurate and legible and include a printed name, job title, date, time and signature.

Safer Recruitment

Streetbikes aims to do everything possible to minimise the risk of involving unsuitable people in our work with children & vulnerable adults.

All staff and volunteers will have clear role descriptions which will be assessed for regulated activity.

DBS Checks:

DBS checks will be undertaken for individuals who are involved in regulated activity with children as part of their role with Streetbikes. DBS certificates will be updated every 2 years.

We will carry out safer recruitment practices for all volunteers and staff including adverts which explicitly state the importance of adult & child safeguarding to the organisation, an application form which also clearly states the importance, obtaining good quality references, undertaking interviews and probationary periods for any relevant positions.

Any staff present whose DBS check has not yet completed, will be chaperoned by an experienced SB member of staff, always with eyesight & within earshot.

Any changes to our safer recruitment processes will be approved by the board of trustees & operations manager.

Review of Disclosure and Barring Service (DBS) Checks

If a DBS disclosure reveals any convictions, cautions, reprimands or warnings of which Streetbikes has not been informed (by the applicant) prior to the DBS being requested, Streetbikes will seek to have a dialogue with the individual and to receive an explanation before reaching a decision, which may be a refusal to offer that individual employment/ volunteering opportunities Streetbikes.

If Streetbikes is made aware of any convictions, cautions, reprimands and warnings by the applicant prior to a DBS request, using the confidential declaration form, Streetbikes will review the implication of the disclosure in line with the Safeguarding Policy and the organisations operations and will determine what, if any, involvement the applicant may have in our activities. The applicant will be notified of the decision within 14 days of receiving the DBS disclosure. If the decision is made that the risk is manageable, a risk assessment will be put in place. Whatever the decision, a written record of the decision making should be made. The same action will be taken if SB become aware of any convictions, cautions, reprimands and warnings after a successful DBS application.

Training

All staff, trustees and volunteers will receive appropriate safeguarding training in line with their role and responsibilities at Streetbikes which will include basic awareness training as a minimum requirement.

Nugget safeguarding training will take place at track staff briefings in order to keep staff & volunteers updated with knowing the types & signs of safeguarding concerns.

The safeguarding lead will undertake the Kirklees 'Working Together to Safeguard Children Foundation Course' or equivalent Designated Safeguarding Lead course and then the refresher course every three years.

Reporting a Concern

Reporting a safeguarding concern is presented in detail in Appendix 1 of this policy.

If someone in Streetbikes believes a child or vulnerable adult to be in imminent danger they must ring 999 immediately and ask for the Police.

Any other safeguarding concern should be reported to the Safeguarding Lead **within** one day, in line with our safeguarding procedures (see appendix 1).

Staff having concerns about another member of staff

Staff or Volunteers having concerns about another member of staff will report these to the Safeguarding Lead (or to Streetbikes Chair of Trustees, if the concern is about the Safeguarding Lead).

Allegations against staff

Any allegation made against a member of staff or volunteer will be investigated as a matter of urgency and the staff/volunteer may be required to be suspended during the investigation. Any suspicion that an adult at risk or a child has been abused by a member of staff or a volunteer, must be reported to the Safeguarding Lead who will take the necessary steps to ensure the safety of the adult and any children who may be at risk. The safeguarding procedures will be followed which involve referring the allegation to the Community Health & Social Care Hub, who may involve the police. For children this will involve referring the allegation to Kirklees Duty & Advice Team, <https://www.kirklees.gov.uk/beta/working-with-children/lado.aspx> who may involve the police.

If the Safeguarding Lead is the subject of the allegation then the concern must be made directly to the Community Health & Social Care Hub using the contact details in Appendix IV. Their responsibility is to:

- Provide advice and guidance
- Liaise with the police and other agencies
- Provide assistance regarding suspension and referral to the Disclosure and Barring Service.

This may then result in a criminal investigation, safeguarding investigation and/or disciplinary or misconduct investigation.

Whistleblowing

All staff and volunteers should feel able to raise concerns about poor safeguarding practice within Streetbikes and any concerns will be addressed by the board of trustees. Any concerns about the board of trustees should be reported to the Community Health & Social Care Hub using the contact details in Appendix IV.

Prevent

Streetbikes supports the Local Authority's Prevent Strategy & will be vigilant & help to protect children and young people from taking on extremist ideology.

Early Support

Safeguarding is also about prevention and recognising when a family may benefit from Early Support, <https://www.kirkleessafeguardingchildren.co.uk/safeguarding-2/early-support/> providing interventions to build resilience amongst children, young people and their families – particularly those that may be vulnerable. Where appropriate we will support families to access support from Kirklees Council's Early Support Service as well as Early Support Partners such as Thriving Kirklees <https://www.thrivingkirklees.org.uk/>

Review of Policy

This policy will be reviewed annually and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

This policy was created and approved by the board of trustees & operation manager.

APPENDIX 1

REPORTING A SAFEGUARDING CONCERN Streetbikes - Safeguarding Children & Adults at Risk Procedures

It is responsibility of the trustee responsible for safeguarding (Designated safeguarding lead) to ensure that the safeguarding procedures are adhered to and to support staff & volunteers in upholding their professional conduct.

What to do upon suspicion or disclosure:

Please note:

It is your duty to report disclosure or suspicion of abuse.

It is not for you to decide whether or not a suspicion or allegation is true. All suspicions or allegations must be taken seriously and dealt with according to this procedure.

If any concerns are raised it must be discussed immediately with the Designated Safeguarding Lead, Sally Whitwam McGregor or Sam Foster.

Streetbikes Is not a statutory agency and has no right to undertake investigations into concerns regarding Adult and Child Protection. Streetbikes will direct any investigations to the appropriate local Children or Adult Social Services Contact Centres.

Safeguarding Procedures

- If a child or vulnerable adult is in immediate danger then you must ring the Police (and/or ambulance service) on 999. This is the only time you should take action without needing to speak to the lead officer in your organisation first. After having taken this emergency action, let the Streetbikes safeguarding lead know.
- If the child or vulnerable adult is not in immediate danger then you should report the concern to the Safeguarding Lead

Sam Foster (Trustee) & Sally Whitwam McGregor (Operations Manager): Tel: 07873773417

Email: Sam@streetbikes.org.uk Sally@streetbikes.org.uk

- If Staff/Volunteers are unable to contact the Safeguarding Lead, alert the track management team who will contact the safeguarding lead on your behalf. Still unable to report your concern within 24 hours then use the contact numbers which can be found in APPENDIX IV at the end of this policy.
- The Safeguarding Report Form (APPENDIX II) should be used by Staff/Volunteers to report safeguarding concerns relating to children & vulnerable adults. All the information provided must be treated as confidential and reported to the Safeguarding Lead as soon as possible, and within 24 hours.
- The form should be completed at the time or immediately following the concern coming to your attention or a disclosure being made to you, but after all necessary emergency actions have been taken.

- When a disclosure is made, staff/volunteers must make clear to the child or vulnerable adult that they cannot guarantee confidentiality.

You must:

- ✓ **Call the police and/ or an ambulance if the child or vulnerable adult is in immediate danger.**
- ✓ **Listen carefully to what you are being told and reassure the child / adult, that you are taking what they say seriously**
- ✓ **Tell your manager that you are making a referral to the safeguarding lead**

You must not:

- × **Touch or clear away evidence**
- × **Interrupt the child/young person or ask “leading questions”**
- × **Make assumptions.**
- × **Promise absolute confidentiality. Or agree to keep it a secret**
- × **Attempt to investigate the allegation yourself.**
- × **Contact the alleged abuser**
- × **Discuss the allegation with other staff/volunteers**

APPENDIX II

Safeguarding Report Form

This form should be used to report safeguarding concerns relating to Children and/or Adults at risk. In an emergency please do not delay in informing the Police / Ambulance. All the information provided must be treated as confidential and reported to Safeguarding lead:

Sam Foster or Sally Whitwam McGregor within one working day:

Tel: 07873773417 Email: Sam@streetbikes.org.uk Sally@streetbikes.org.uk

If you are unable to contact your Safeguarding Lead, use the contact numbers at the end of the form. The form should be completed at the time or immediately following the disclosure, but after all necessary emergency actions have been taken. Please complete the form as fully **as possible**.

1) YOUR DETAILS – THE PERSON COMPLETING THE FORM

Your Name:

Your position:

Your telephone number:

Your email address:

Date form completed:

Time form completed:

2) THE DETAILS OF THE PERSON AFFECTED

Name:

Address:

Telephone number:

Email address

Details of the concern (please describe in detail using only the facts):

<p>IF THIS IS AN ADULT – HAVE THEY GIVEN CONSENT FOR YOU TO SHARE THIS INFORMATION? IF CHILD – DO YOU HAVE CONSENT FROM PARENTS (IF THIS WOULD NOT PUT THE CHILD AT RISK)</p>
<p>3) OTHER PRESENT OR POTENTIAL WITNESS</p>
<p>Name:</p> <p>Address:</p> <p>Telephone number:</p> <p>Email address</p>
<p>Additional Relevant Information (please detail anything else that you believe to be helpful / important)</p>

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

PRINT NAME	
SIGNATURE	

To be completed by Safeguarding Lead:

<p>Record action taken: (e.g., Emergency Services, Gateway to Care, Duty and Advice, CQC etc.)</p>	
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APPENDIX III

Safeguarding Policy User Friendly Summary

SAFEGUARDING – KEEPING EACH OTHER SAFE IS EVERYONES RESPONSIBILITY

If you suspect that someone is at risk, being harmed or exploited then
REPORT YOUR CONCERNS TO STREETBIKES SAFEGUARDING LEAD **Sam** or **Sally**
TEL 07873773417 EMAIL Sam@streetbikes.org.uk Sally@streetbikes.org.uk
If at the Spenborough Track, report the concern immediately to Sam, Sally, Bondy or Patrick

1

RECONGNISE

Recognise what the types & signs of abuse are.

See below for research links.

2

RESPOND

Be observant.
Listen carefully.
Don't ask questions.
Reassure them.
You must refer, however trivial.

3

RECORD

Write down your concern.
Use the words said by the vulnerable person, not your interpretation.
Date & sign.

4

REFER

Tell Sally or Sam ASAP
Telephone:
07873773417
Email:
Info@streetbikes.org.uk
Re: safeguarding

ADULTS

www.highspeedtraining.co.uk/hub/signs-of-abuse-in-adults/

RECOGNISE THE SIGNS & TYPES OF ABUSE

YOU must report it

PHYSICAL; SEXUAL; PSYCHOLOGICAL; NEGLECT; SELF-NEGLET; ORGANISATIONAL;
FINANCIAL; DISCRIMINATORY; DOMESTICS ABUSE; MODERN SALVERY

For further information refer to the [Streetbikes Safeguarding Policy](#)

CHILDREN

www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/

APPENDIX IV

USEFUL CONTACTS

STREETBIKES SAFEGUARDING LEADS:

Sam Foster (Trustee) & Sally Whitwam McGregor (Operations Manager)

Telephone: 07873773417

Sam@streetbikes.org.uk Sally@streetbikes.org.uk

Details of safeguarding contacts in Kirklees

In an event where the Safeguarding Lead is unavailable and you have a concern that a child or vulnerable adult in Kirklees is being abused or mistreated, or you have concerns about their well-being, you should call and speak to someone on one of the following numbers:

KIRKLEES AREA AUTHORITY CONTACTS:

FOR AN ADULT AT RISK

- **Community Health & Social Care Hub**
0300 3045555
- **Adult emergency services**
01484 414933
gatewaytocare@kirklees.gov.uk

FOR A CHILD AT RISK

- **Kirklees Duty and Advice Team**
01484 456848
- **Kirklees Emergency Duty Service**
01484 414960 (outside office hours)

NSPCC

0808 800 5000

help@nspcc.org.uk

APPENDIX V

DEFINITIONS (Taken from [‘Working Together to Safeguard Children 2018’](#))

Children

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

Adult at risk

An adult at risk is someone

- Who has needs for care and support (whether or not those needs are currently being met),
- is experiencing, or is at risk of, abuse or neglect, and
- as a result of those needs is unable to protect themselves against the abuse or neglect or the risk of it.

Safeguarding and promoting the welfare of children

Defined for the purposes of this guidance 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 outcomes

Child Protection

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Abuse

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children

Physical Abuse

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

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration

and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

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

- a. provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- b. protect a child 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's basic emotional needs.

Extremism/ Prevent

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

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

The Kirklees Prevent Strategy tackles all forms of extremism and the Kirklees Prevent Hub is the main point of contact for concerns across Kirklees.

Local Authority Designated Officer (LADO)

County level and unitary local authorities should ensure that allegations against people who work with children are not dealt with in isolation. Any action necessary to address corresponding welfare concerns in relation to the child or children involved should be taken without delay and in a coordinated manner. Local authorities should, in addition, have designated a particular officer, or team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people who work with children. Any such officer, or team of officers, should be sufficiently qualified and experienced to be able to fulfil this role effectively, for example qualified social workers. Arrangements should be put in place to ensure that any allegations about those who work with children are passed to the designated officer, or team of officers, without delay.

County Lines

As set out in the Serious Violence Strategy, published by the Home Office, 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 vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child Crime 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

Female Genital Mutilation (FGM) is the collective term for all procedures involving partial or total removal of the external genitalia or other injury to the female genital organs for non-medical reasons. FGM is a form of child abuse and is illegal in the UK.

Potential Signs and Indicators of Abuse and Neglect (remember these are just indicators – a child may show these signs and may not be being abused):

- Unexplained or suspicious injuries such as bruising, cuts, or burns, particularly if situated on a part of the body not normally prone to such injuries, or the explanation of the cause of the injury is ill-fitting.
- A disclosure of abuse, or description of what appears to be an abusive act by a child or adult at risk.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour, such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of a particular individual, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends
- Eating disorders, depression, self-harm or suicide attempts.
- Deterioration in health or appearance including loss of weight.
- Unexplained loss of money or material goods (financial abuse)

- Unexplained possession of money or goods such as mobile phones (child sexual exploitation)
- Fear or anxiety

This is not an exhaustive list of possible indicators of abuse.

Further resources, training and guidance can be found at :

Kirklees Safeguarding Partnership website – lots of good resources and training available which is free to the third sector (please make sure you attend any training that you have booked on to).

<https://www.kirkleessafeguardingchildren.co.uk/>

NCVO – national guidance tools and tips for the third sector on safeguarding:

<https://knowhow.ncvo.org.uk/safeguarding/>

Government guidance on handling a safeguarding allegation within a charity:

<https://safeguarding.culture.gov.uk/>

Disclosure and Barring Service (including eligibility tool):

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

NACRO advice on recruiting people with a criminal record and how to deal with disclosures:

<https://www.nacro.org.uk/resettlement-advice-service/support-for-employers/>

APPENDIX VI

STREETBIKES STAFF AND VOLUNTEER RELATIONSHIPS WITH CHILDREN & VULNERABLE ADULTS PROTOCOL

Streetbikes staff and volunteers should seek to be friendly but not friends with the children & vulnerable adults that they work with.

All communication and action must be proportionate to the situation.

The children and vulnerable adults that visit Streetbikes **are the responsibility of their parents and carers**. Any care needed is provided by the parents and carers, and that includes their dietary needs and personal care, including transport to and from the track. **Streetbikes staff are responsible for assisting in their welfare and safety on the track.**

Where any action has taken place that is in anyway cause for concern, then protect yourself & report the incident immediately to your manager.

The following offers guidance :

Communication:

Communication with children and vulnerable adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones, e-mails, digital cameras, videos, web-cams, social media, websites and blogs.

Streetbikes staff should not share any personal information with a child or vulnerable adult. They should not request, or respond to, any personal information from the child or vulnerable adult, other than that which might be appropriate as part of their professional role.

Streetbikes staff should ensure that all communications are transparent and open to scrutiny.

Streetbikes staff should also be circumspect in their communications with children and vulnerable adults, so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming.

This means that Streetbikes staff should:

- only make contact with children for professional reasons and in accordance with any organisation policy
- not give their personal contact details to children or vulnerable adults.

In circumstances where a child or vulnerable adult is given contact details by Streetbikes staff, then this is only where the parent or carer has given permission for this form of communication to be used and the Streetbikes safeguarding lead has verified & recorded this.

- recognise that text messaging is rarely an appropriate response to a child or vulnerable adult in a crisis situation or at risk of harm. It should only be used as a last resort when other forms of communication are not possible
- not use internet or web-based communication channels to send personal messages to a child or vulnerable person.

In circumstances where a child or vulnerable adult is communicating with Streetbikes staff, then this is only where the parent or carer has given permission for this form of

communication to be used and the Streetbikes safeguarding lead has verified & recorded this.

SOCIAL CONTACT

Adults who work with children and vulnerable people should not seek to have social contact with them or their families, unless the reason for this contact has been firmly established and agreed with senior managers. If a child or vulnerable adult seeks to establish social contact, or if this occurs coincidentally, the adult should exercise their professional judgement in making a response but should always discuss the situation with their manager or with the parent or carer of the child or young person. Adults should be aware that social contact in certain situations can be misconstrued as grooming. Care should be taken to maintain appropriate personal and professional boundaries. Be transparent, let the Streetbikes safeguarding lead know.

This means that Streetbikes staff & volunteers should:

- have no secret social contact with children, vulnerable adults or their parents
- advise senior management of any social contact they have with a child or vulnerable adult with whom they work with.
- report and record any situation, which may place a child or vulnerable adult at risk or which may compromise the organisation or their own professional standing
- be aware that the sending of personal communications such as birthday or faith cards should always be recorded and/or discussed with line manager.
- understand that some communications may be called into question and need to be justified.

PHYSICAL CONTACT:

There are circumstances where Streetbikes staff & volunteers may need to initiate some physical contact with children or vulnerable adults, for example to demonstrate technique in the use of a particular piece of equipment, tying shoe laces, fitting bike helmets, adjusting bike equipment or belts, or perhaps to support a client so they can perform an activity safely or prevent injury. Such activities should be carried out in accordance with professional best practice.

Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary. The extent of the contact should be made clear to the parent/carer and once agreed, should be undertaken with the permission of the child or vulnerable adult. Contact should be relevant to their age or understanding and adults should remain sensitive to any discomfort expressed verbally or non-verbally by the child or vulnerable adult.

Any incidents of physical contact that cause concern, deliberate or accidental, must be reported to the senior manager and parent or carer.

It is good practice if all parties clearly understand at the outset, what physical contact is necessary and appropriate in undertaking specific activities. Keeping parents/carers, children and vulnerable adults informed of the extent and nature of any physical contact may also prevent allegations of misconduct or abuse arising.

This means that Streetbikes staff should:

- treat children and vulnerable adults with dignity and respect and avoid contact with intimate parts of the body
- always explain to a client the reason why contact is necessary and what form that contact will take

- seek consent of parents or carers where a child or vulnerable adult is unable to do so because of a disability.
- consider alternatives, where it is anticipated that a child or vulnerable adult might misinterpret any such contact,
- be familiar with and follow recommended guidance and protocols
- conduct activities where they can be seen by others
- be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact
- report any incidents of physical contact that cause concern, deliberate or accidental, must be reported to the senior manager and parent or carer.

SEXUAL BEHAVIOUR:

Streetbikes staff & volunteers should clearly understand the need to maintain appropriate boundaries in their contacts with children and vulnerable adults. Intimate or sexual relationships between children, vulnerable adults and the adults who work with them will be regarded as a grave breach of trust. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable.

Any sexual activity between an adult and the child or vulnerable adult with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action. This means that Streetbikes staff & volunteers should ensure that their relationships with children and vulnerable adults clearly take place within the boundaries of a respectful professional relationship. Take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when members of staff are dealing with adolescent boys and girls.

This means that Streetbikes staff & volunteers should ***not***:

- have sexual relationships with children or vulnerable adults
- have any form of communication with a child or vulnerable adult which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact
- make sexual remarks to, or about, a child or vulnerable adult
- discuss their own sexual relationships with or in the presence of children or vulnerable adult
- be dressed inappropriately whilst undertaking Streetbikes work.

It is the responsibility of Streetbikes staff and volunteers to ensure that they act professionally and in accordance with the above guidelines. And to seek clarification from their manager regarding any issues that they have