



GET SUCCESS TV

INDEPENDENT TELEVISION PRODUCTIONS

## SAFEGUARDING CHILDREN PROTECTION POLICY

### Introduction

Everyone who works at Get Success TV (GSTV) is entitled to do so in an enjoyable and safe environment. GSTV has a moral and legal obligation to ensure that, when given responsibility for young people, employees and volunteers provide them with the highest possible standard of care.

GSTV is committed to devising and implementing policies so that everyone accepts their responsibilities to safeguard children from harm and abuse. This includes:

- Ensuring staff are properly checked when they are recruited.
- Putting in place guidelines for people who come into contact with children or young people as part of their role to ensure they know what they need to do to keep children safe.
- Following procedures to protect children and report any concerns about their welfare to appropriate authorities.

Whilst we recognise that the contents of this policy may make uncomfortable reading for some people, our main aim is to promote good practice and provide children and young people with appropriate safety/protection whilst at GSTV. We also want to ensure that staff and volunteers know what support is available to them to allow them to make informed and confident responses to specific child protection issues.

**A child/young person is defined as a person under the age of 18 (Children's Act 1989)**

### Policy Statement

GSTV is committed to the following:

- The welfare of the child is the number one priority.
- All children, without exception have the right to protection from abuse whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity.
- Taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.
- All suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.
- An ongoing commitment to safe recruitment, selection and vetting of staff.
- All GSTV staff will be provided with guidance and/or training in good practice and child

- protection procedures.
- Keeping safeguarding policies under review (every 3 years as a minimum).

### **Monitoring and reviewing the policy and procedures**

The implementation of procedures should be regularly monitored and reviewed. All challenges, difficulties and areas where changes are required should be reported to the HR Manager.

This policy will be reviewed every 3 years or whenever there is a major change in the organisation or in relevant legislation.

### **Child Protection Nominated Managers**

There are four main areas where staff may come into direct contact with children or young people. These are as follows:

- GSTV Studio.
- Staff Volunteering.
- Mentoring.
- Work Experience.

Each of these areas has an appointed Child Protection Nominated Manager who is responsible for implementing this policy in their respective areas. They will also act as the focal point for all child safeguarding questions and will also be a point of referral for staff who during the course of their work believe that a child or young person may be at risk of harm. The appointed or nominated person will then liaise with the appropriate authorities.

Details of the current Child Protection Nominated Managers are included at the end of this policy.

### **Promoting Good Practice**

To provide children with the best possible experience and opportunities at GSTV everyone must operate within an accepted ethical framework.

It's not always easy to distinguish poor practice from abuse. It's therefore not the responsibility of employees to make judgements about whether or not abuse is taking place.

It is however their responsibility to identify poor practice and possible abuse and act if they've concerns about the welfare of the child or young person.

This section will help you identify what is meant by good practice and poor practice.

## **Good Practice**

When in contact with children or young people, staff should be clear about what is expected of them and what is unacceptable behaviour on their part. Adhering to the following guidelines will help staff to protect themselves from false allegations and helps to create a positive culture:

- Always work in an open environment e.g. avoiding private or unobserved situations.
- Promote fairness and confront and deal with bullying.
- Treat all young people equally and with respect and dignity.
- Always avoid unnecessary physical contact with a child or young person. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given
- Request written parental consent if you are required to transport young people in their cars.
- Always set a good example – be a good role model and act in a professional, responsible and trustworthy manner at all times.
- Always give enthusiastic and constructive feedback rather than negative criticism.
- Be suitably dressed for interaction with children or young people at all times.
- Be prepared to act upon information which may indicate that a child or young person is being abused or is at risk of being abused and always report concerns regarding a child or young person to your line manager or a Child Protection Nominated Manager as soon as possible.

## **Poor Practice**

The following are regarded as poor practice and should be avoided by all staff:

- Unnecessarily spending excessive amounts of time alone with young people away from others.
- Divulging your personal details including home address, personal telephone number, e-mail address and membership of any social networking sites such as Twitter or Facebook.
- Taking young people alone in a car on journeys, however short that journey might be.
- Engaging in rough, physical or sexually provocative games, including horseplay.
- Allowing or engaging in inappropriate touching of any form.
- Making arrangements to meet a child or young person socially outside of work.
- Using inappropriate language in the presence of children or allow young people to use inappropriate language unchallenged.
- Allowing access to inappropriate literature or images via books, magazines, television, videos, DVD or computer.
- Making sexually suggestive comments to a young person, even in fun.
- Taking photographs of children or young people without first obtaining parental consent.
- Divulging confidential or other information about a child or young person to an unauthorised person.

- Reducing a young person to tears as a form of control or using physical punishment under any circumstances.
- Allowing allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- Doing things of a personal nature that the young person can do for themselves.

When a case arises where it is impractical or impossible to avoid certain situation e.g. transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of the parent or carer and the young person involved.

If during your care you accidentally hurt a young person, they seem upset for some reason, appear to be sexually aroused by your actions and/or if they misunderstand or misinterpret something you have done, report any such incidents as soon as possible to your line manager and make a written note of it. Parents should also be informed of the incident however on no account should you contact parents directly. All matters should be channelled through your line manager and a Child Protection Nominated Manager.

As GSTV is a television production company children may at times participate in our programming. Consequently members of staff may come into contact with videos and footage of children. Care should therefore be taken both in terms of who has access to this material as well as the secure storage of it. If you suspect that this material is being inappropriately used or you have any concerns over accessibility, please speak to your Appointed or Nominated person.

## Defining Child Abuse

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

There are four main types of abuse: physical abuse, emotional abuse, sexual abuse, and bullying and neglect. The abuser may be known or unknown to the young person. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

All forms of abuse can affect a young person at any age. The effects can at times be so damaging that if not treated may follow the individual into adulthood

Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse had occurred.

## Types of Abuse

- **Physical Abuse:** where adults physically hurt or injure a young person. Giving young people alcohol or inappropriate drugs would also constitute child abuse.

This category of abuse can also include when a parent or carer reports non-existent symptoms or illness deliberately causing ill health in a young person they are looking after.

In a sports situation, physical abuse may occur when the nature and intensity of training ignores the capacity of the child's immature and growing body

- **Emotional Abuse:** the persistent emotional neglect or ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, inadequate or valued in terms of only meeting the needs of another person. It may also feature expectations of young people that are not appropriate to their age or development. These may include interactions that are beyond the child or young person's developmental capability, overprotection and preventing the child or young person from participating in normal social interaction. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn. Seeing or hearing the ill treatment of others, domestic violence, adult mental health problems and parental substance misuse may also expose children to emotional abuse.

Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.

Emotional abuse in sport or during organised activities may occur when the young person is constantly criticised, given negative feedback and expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

- **Sexual Abuse** occurs when adults, either male or female, force or entice a child or young person to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may also include non-contact activities such as involving children in looking at or in the production of pornographic material, watching sexual activities, encouraging children to behave in sexually inappropriate ways and grooming a child in preparation for abuse (including via the internet).
- **Bullying** may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are three main types of bullying. It may be physical, verbal (e.g. racist or homophobic remarks, name calling, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

Bullying may also arise when a parent pushes a child or young person too hard to succeed, for example academically or in sporting activities.

- **Neglect** occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. Failing to provide adequate food, shelter and clothing,

failing to protect them from physical harm or danger, or failing to ensure access to appropriate medical care or treatment are all examples of neglect. Refusal to give love, affection and attention can also be a form of neglect.

## **Indicators of Abuse**

Even for those experienced in working with child abuse, it's not always easy to recognise a situation where abuse may be occurring or has already taken place. Most people are not experts in recognising the signs but indications that a child is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts, bites, fractures or burns, particularly if situated on a part of the body not normally prone to such injuries.
- Repeated injuries, particularly if they keep occurring in the same place.
- Inconsistent stories/excuses relating to how the injury occurred.
- The young person describes what appears to be an abusive act involving them.
- Another young person or adult expresses concern about the welfare of a young person.
- Unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper. This may also include a drop in their performance or attendance.
- Inappropriate sexual awareness or engaging in sexually explicit behaviour.
- Distrust of adult's, particularly those whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with others.
- Displaying variations in eating patterns including over eating or loss of appetite.
- Overtiredness or losing weight for no apparent reason.
- Becoming increasingly dirty or untidy looking.
- Suicidal threats or behaviours.

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not actually proof that abuse is taking place.

## **Responding to Suspicions and Allegations**

It's not the responsibility of anyone working at GSTV to decide whether or not child abuse has taken place. There is however a responsibility to act on any concerns through contact with the appropriate authorities so that they can then make inquiries and take necessary action to protect the young person. This applies both to allegations/suspicions of abuse occurring within GSTV and to allegations/suspicions that abuse is taking place elsewhere.

## **Receiving Evidence of Possible Abuse**

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it's happening because of signs such as those listed above. It may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to treat an allegation of disclosure of abuse seriously and respond appropriately. If a child or young person says or indicates that they are being abused or knows of somebody who is being abused, you should:

- **Remain sensitive and stay calm** so as not to frighten the young person.
- **Reassure** them that they are safe, they are not to blame and that it was right to tell.
- **Listen** to them showing that you are taking them seriously. Let them speak and don't interrupt.
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. Don't interview them. The law is very strict and child abuse cases have been dismissed where it's felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify.
- **Inform** them that you have to inform other people about what they have told you however you will maintain confidentiality. Tell them this is to help stop the abuse continuing.
- **Don't make promises you can't keep** e.g. that the alleged abuser will go to jail.
- **Safety of the young person** is the priority. If they need urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child safeguarding issue.
- **Record** all information as soon as possible.
- **Report** the incident to your line manager or if they are not available to a Child Protection Nominated Manager who will liaise directly with the appropriate authorities.

Under no circumstances should you confront the alleged abuser. Don't share your suspicions or information with any other person other than your line manager, a Child Protection Nominated Manager, Social Services or the Police. You may risk forewarning the alleged abuser and compromise any investigation or prosecution. It should also be noted that children or young people can at times make incriminating comments however that doesn't necessarily mean that there's any form of abuse happening.

## Recording Information

To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Don't include your own opinions.

Information should include the following:

- The young person's name and age.
- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, size etc. Also any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.
- The child or young person's account, if it can be given, of what has happened and how

any bruising/injuries occurred.

- Have the parents been contacted? If so what's been said?
- Has anyone else been consulted? If so record the details.
- Has anyone been alleged to be the abuser? If so record the details.

## **Reporting the Concern**

All suspicions and allegations must be reported appropriately. Strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It's important to understand that these feelings are natural but not to allow them to interfere with your judgement about any action you need to take.

GSTV expects employees to discuss any concerns they may have about the welfare of a child or young person immediately with their line manager and to check that appropriate action has been taken.

If your line manager or an appointed or a Child Protection Nominated Manager is not available you should take responsibility and seek advice from the NSPCC helpline, the duty officer at your local social services department or the police. Telephone numbers can be found in your local directory.

## **When the accusation is against a member of staff**

The vast majority of people who work with children are well motivated and would never harm a child. Unfortunately a few do and it's essential that the GSTV staff feel comfortable to voice their concerns particularly if it's about someone they work with or know.

In the event that a member of staff becomes the subject of an allegation, GSTV is obliged to initiate an investigation in conjunction with the relevant authorities. At all times the child's interests will be the main priority.

Any person to whom an allegation is made will need to be withdrawn from any contact with young people and will be suspended in accordance with GSTV's Disciplinary Procedure. This removes the risk to the child and allows the investigation to proceed. It also safeguards the rights of the person accused. The allegations will be reported to the line manager, a Child Protection Nominated Manager and Head of Department. A Child Protection Nominated Manager will then liaise with the appropriate authorities.

As mentioned previously, GSTV staff are not child protection experts and it's not our responsibility to determine whether or not abuse has taken place. This will be determined by the professional agencies responsible for child protection.

Anyone who is convicted of offences related to abuse against children or young people is automatically excluded from working with children. If an employee is convicted then their employment will be terminated immediately.

Irrespective of the findings of the social services or police inquiries, GSTV will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision especially where there is

insufficient evidence to uphold any action by the police. In such cases, GSTV may choose to investigate further. If after further investigation, GSTV's belief is that it's more likely than not that the allegation is true then this may be treated as gross misconduct and could lead to dismissal. Throughout this process the welfare of the child will always be the priority.

## **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and shared on a need to know basis only. This includes the following people:

- The appropriate line manager and Head of Department.
- Child Protection Nominated Manager.
- The parents of the child.
- The person making the allegation.
- Social Services/Police.
- The alleged abuser (and parents if the alleged abuser is a child).

All information should be stored in a secure place with limited access to designated people, in line with data protection laws.

## **Recruiting and Selecting Personnel with Children**

It's important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies equally to all staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children the following steps should be taken.

## **Controlling Access to Children**

### *Visitors to GSTV:*

Under no circumstances should visitors, including tradespeople be allowed to wander around the premises unaccompanied when children and young people are present. If you see any individual who does not appear to be a member of staff and who is in close proximity to children or young people you are within your rights to challenge them and if necessary report them to a member of the GSTV management team.

### *Prospective Employees:*

All organisations that employ staff or volunteers to work in regulated positions with children are required by law to make reasonable efforts to ensure they are suitable for the position. Checks with the Disclosure Scotland form part of these efforts as well as taking up references. We will not allow any member of staff or volunteer to take up a role without these having been satisfactorily completed.

GSTV use two levels of disclosure: Standard Disclosure and Enhanced Disclosure.

- The Standard Disclosure shows details of both spent and unspent convictions, cautions, formal reprimands and final warnings held on the Police National Computer under the Rehabilitation of Offenders Act 1974. It also states if there is nothing on record. All new applicants to GSTV are required to undergo a standard CRC check before their employment can be confirmed.
- The Enhanced Disclosure contains the same details as the standard. It may also reveal police intelligence, or 'soft' information that may suggest cause for caution. At GSTV all individuals who work primarily and directly with children or young people will be required to undergo an Enhanced CRC check. This may take between 4 and 6 weeks to complete. Until then new staff will be required to work with other team members as part of their training. They should also not be left alone with children or young people until the enhanced CRC checks have been successfully completed

Where applications are rejected because of information that's been disclosed, applicants have the right to know and to challenge incorrect information.

#### *Interview and Induction:*

All employees and volunteers will be required to undertake an interview. They should also receive a formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self-disclosures.
- Their qualifications should be substantiated.
- The job requirements and responsibilities should be clarified.
- Child Safeguarding Procedures are explained and training needs identified e.g. basic child protection awareness.

#### *Training:*

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
- Respond to concerns expressed by a child.
- Work safely and effectively with children.

#### *GSTV requires:*

- All staff and volunteers who have direct access to children to undergo an enhanced CRC

check.

- All employees and volunteers who work directly with children must undertake relevant child protection training. This will ensure that they are fully aware of their responsibilities in relation to child protection and can develop and promote good practice.
- Members of the Recruitment team who recruit for roles that involve working with children must complete a 'Safer Recruiting' training course.
- All staff and volunteers should receive advisory information outlining good and bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person.

*Further information:*

As previously mentioned there are four key areas where staff may work directly with children or young people. Should you have any concerns over the welfare of a child or young person, or have any child safeguarding questions, please contact the following Child Protection Nominated Managers.

<b><u>Area:</u></b>	<b><u>Appointed/Nominated Person.</u></b>
a. GSTV Studio	Fabian Lord
b. Volunteering	TBC
c. Mentoring	Fabian Lord
d. Work Experience	TBC