



Safeguarding Policies, Procedures and Best Practice Handbook

Creating and Maintaining a Safe Culture for Children, Young People and Adults at Risk

Introduction

Imagine If Trust is a Liverpool based charity, working to bring about transformation through a range of community projects. Our aims are to relieve poverty, promote education and strengthen families. We do this through our 4 themes of Housing, Children & Young People, Community Action and Key Partnerships/

Nothing is more important to us than the protection of children, young people and adults at risk who engage with Imagine If Trust - whether you are a service user, employee, participant, or volunteer, you have the right to feel safe and protected when you participate in any of our services.

As a charity we will ensure that we have the right safeguarding people, processes and systems in place to systematically monitor and minimise the risks to our stakeholders, and to respond rapidly and effectively to safeguarding issues as they occur. This policy sets out how our safeguarding framework achieves this.

Safeguarding at Imagine If Trust

The term safeguarding is a shortening of the phrase “**safeguarding and promoting the welfare of children, young people and adults at risk**”.

Our safeguarding team will ensure that:

- the creation of a positive environment for all service users, volunteers and the workforce;
- the protection of all children, young people and adults at risk from maltreatment, abuse or harm, or fear of the same;
- ensuring that children and young people are healthy and have the opportunity to develop and grow;
- ensuring that all members of the workforce and volunteers comply with law, regulations and established good practice;
- easy and clear ways for individuals to report concerns and know that they will be taken seriously; and
- a clear and robust set of strategies, policies and procedures to enable us to deliver on our safeguarding commitment.

Our Safeguarding Team

Our safeguarding team work on a number of different projects throughout the organisation and are in positions to facilitate safe practice.

| | | |
|---------------------------|---|--------------------------|
| Safeguarding Co-ordinator | Jon McCowen Early Years Manager Imagine If Trust | 0151 522 1398 |
| Safeguarding Officer | Jemma Orange Development Manager Imagine If Trust | 0151 733 3373 ext 231 |
| Safeguarding Officer | James Sloan CEO Imagine If Trust | 0151 522 1390 |
| Safeguarding Officer | Rachel Marshall Family Support Manager Imagine If Trust | 0151 733 3373 ext 208 |

Who do we work with to keep safe?

Across the charity we work with a range of children, young people and adults at risk.

- A child or young person is anyone aged under 18.
- An adult at risk is any adult aged 18 years and older who:
 - has a need for care and support (whether or not the Local Authority is meeting any of those needs);
 - is experiencing, or at risk of, abuse or neglect; and
 - as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.
- A young person aged 18 or over) who are still receiving the support of children’s services and a safeguarding issue is raised, the matter should be dealt with through adult safeguarding arrangements.

A Safe Environment

We seek to create a safe and welcoming environment, where our safeguarding practice is widely understood and openly discussed, and where the workforce recognises the role they play in keeping children, young people, adults at risk, themselves and their colleagues, safe from harm.

To achieve and develop this safe environment, we:

- have a robust suite of clear policies, protocols and guidance to enable the delivery of best safeguarding practice;
- provide training, advice and support to all employees working with children, young people and adults at risk;
- have a strong Safer Recruitment Procedure, underpinned by Disclosure and Barring Service (DBS) checks;
- respond to complaints, concerns and allegations seriously, with all investigations led by dedicated safeguarding professionals;
- work with statutory agencies and other welfare bodies to meet and comply with all safeguarding regulations and standards;
- encourage the review and challenge of our processes and procedures to achieve best practice.

Equality and Diversity

All children, young people and adults at risk, regardless of age, disability, gender, gender reassignment, pregnancy and maternity, marriage and civil partnership, race, religion and/or sexual orientation (defined as Protected Characteristics within the Equality Act 2010) have the right to equal protection from all types of harm or abuse.

Types of Abuse

Definition of Abuse

Abuse is an action or series of actions intended to harm, or be to the detriment of, another person

Types of Abuse: Children and Young People

Neglect

Neglect takes place if adults fail to meet a child or young person's basic physical needs, for example, their needs for food, warmth and clothing, or emotional needs such as attention and affection.

Physical Abuse

Physical abuse occurs if people physically hit, burn, poison, shake or in some way hurt or injure children and young people, or fail to prevent these injuries from happening.

Sexual Abuse

Sexual abuse occurs when children or young people are used to meet another person's sexual needs. This includes but is not limited to:

- any form of sexual behaviour with a child or young person (by an adult or another child or young person);
- use of sexually-explicit language and jokes;
- inappropriate touching; and/or
- exposure to pornographic material and content.

Emotional Abuse

Emotional abuse can be inflicted by other children and young people as well as by adults. Children and young people who are being abused or bullied will also experience emotional abuse. This includes but is not limited to:

- frequent threatening, taunting or sarcastic behaviour;
- withholding affection; being extremely over-protective; racist or sexist behaviour; and/or demeaning initiation ceremonies.

Types of Abuse: Adults at Risk

Physical Abuse

Physical abuse of an adult at risk can include, but is not limited to, assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Sexual Abuse

Sexual abuse of an adult at risk occurs in the event of sexual acts to which the adult in question has not wilfully consented. This can include but is not limited to :

- rape;
- sexual exploitation;
- indecent exposure;
- sexual harassment or assault;
- inappropriate looking or touching;
- sexual teasing or innuendo;
- sexual photography;
- sexting and revenge porn;
- subjection to pornographic material and content; and
- witnessing sexual acts without consent.

Discriminatory Abuse

Discriminatory abuse occurs when an act or act of omission occurs, which discriminates based on a person's religion, ethnicity, sex, gender, age, disability or sexual orientation or any of the protected characteristics of the Equality Act. It may constitute hate crime and could include, but is not limited to:

- providing meals not suitable for religious or cultural needs;
- inappropriate aids or adaptations;
- verbal abuse; and/or
- bullying or degrading treatment.

Domestic Violence or Abuse

Domestic violence or abuse occurs where there is controlling, coercive or threatening behaviour, violence or abuse between those who are or have been intimate partners or family members, regardless of gender or sexuality.

This includes but is not limited to so called 'honour' based violence, female genital mutilation (FGM) and forced marriage. Victims are not confined to one gender or ethnic group.

We recognise that there is a growing number of definitions of abuse, we have outlined the main types of abuse, other types of abuse can be found in the appendix (Appendix: Additional Safeguarding Issues)

Possible Signs and Indicators of Abuse

Here is a list of possible signs and indicators of abuse to look out for, it is important if a person's behaviour changes, or you are concerned that you speak with a member of the safeguarding team:

- Lack of medical attention or treatment to injuries;
- Unexplained bruises or injuries;
- A person's belongings or money going missing;
- No longer attending or enjoying a session;
- Not responding to communications;
- Sudden weight gain or loss;
- Unkempt appearance;
- Lack of suitable kit for the activity;
- A deterioration in hygiene;
- A change in behaviour or confidence;
- Becoming quiet and withdrawn;

- Self-harm;
- Fear of a particular individual or group of people;
- A parent or carer always speaking on the person's behalf; and
- You may be told the person is being abused, by them or otherwise.

Responding to disclosures, allegations and concerns

In the event that a child, young person or adult at risk makes an allegation or a disclosure of abuse, it is important to:

Listen

- Give your full attention to the person disclosing.
- Respect pauses and don't interrupt the person disclosing.
- Limit any questioning to the minimum necessary to seek clarification only. When seeking clarification, use the language of the person disclosing to show that it is their experience.

Reassure

- Provide reassurance that the person disclosing is being taken seriously and that they are not to blame.

Views and wishes

- Engage the person disclosing as far as possible about how best to respond to their safeguarding situation.

Take action

- Always act in the best interests of children, young people and adults at risk.
- Explain to the person disclosing what action you will be taking and that you will support them through the process.
- **Report the incident to a member of the Safeguarding Team immediately via the Safeguarding Incident Log Form (Appendix)**
- **You must make a written record of the incident in detail as soon as possible, or at least within 24 hours of being made aware.**
- **Any safeguarding concerns can be reported emailing safeguarding@imagineiftrust.org**

Concerns about Poor Practice

Staff should feel able to raise concerns about poor or unsafe practice.

Any concerns about poor practice must be reported immediately to their relevant Project Manager or the Safeguarding Team.

Concerns External to the Charity

Concerns about the welfare of a child, young person or adult at risk outside of the Charity setting should be reported to the Safeguarding Team or Careline immediately.

Concerns about a Colleague

If a concern is raised involving a member of staff, the safeguarding team will inform Local Authority Designated Officer if appropriate. If the concern does not meet the threshold for Local Authority Designated Officer then an internal investigation will take place.

If a concern raised involves a member of the Safeguarding Team, the Chair of Trustees should be contacted immediately

Concerns of Abuse

Abuse can take many forms. Concerns about the welfare of a child, young person or adult at risk within the charity setting should be reported to the Safeguarding Team immediately.

Non-recent Allegations of Abuse

Allegations concerning staff who no longer work at the organisation, or historical allegations will be reported to the Local Authority Designated Officer.

Notifying Parents, Carers or Family Members

In the event of a safeguarding concern, suspicion or disclosure, the Safeguarding Team will make contact with the parents, carers or appropriate family members of the child, young person or adult at risk. Any concerns will be discussed sensitively and factually.

If the Safeguarding Team believe that notifying parents, carers or family members could increase the risk to the child, young person or adult at risk, advice will first be sought from the relevant local authority.

Record-Keeping

Accurate and timely record-keeping of concerns raised and the actions taken in relation to them is essential. It assists the charity to identify causes for concern at an early stage, and to monitor and manage safeguarding practices.

To support case reporting, we will provide trustees with an update at their termly meeting, but only with the information that they need to know.

External Agencies

Where there is concern about the immediate safety of a child or adult at risk, and it is deemed either inappropriate or not possible to follow internal referral procedures, information may be shared directly with the Police, Local Authority, Social Services and/or other appropriate external organisations.

Where the concern is an adult at risk, it is important to obtain consent of the adult prior to sharing the information. The safeguarding co-ordinator must be notified as soon as practicable on the actions taken by that individual.

Delivery to an External Partner

Any safeguarding concern arising from activities working with organisations external charity should be reported to both the relevant external organisation and Safeguarding Coordinator.

The relevant external organisation's safeguarding policy and procedures will take the lead in the management of any concern.

Safeguarding Officer may decide to make a referral to other agencies and will advise the external organisation when this course of action has been taken.

Prevent Duty

Section 26 of the Counter-Terrorism and Security Act 2015 requires all schools and childcare providers to have due regard to the prevention of people from being drawn into terrorism. All agencies working with children, young people and adults at risk must adhere to the prospect of preventing radicalisation.

There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. Staff should be alert to any changes in an individual's behaviour, which could indicate that they may be in need of help or protection.

If there is any concern that a child, young person or adult at risk is at risk of extremist ideology and radicalisation, the first point of contact is the Safeguarding Team.

Alternatively, Merseyside Police can be contacted via the 101 system, you can call on 0151 777 8311 or email msoc.prevent@merseyside.police.uk

Zero Tolerance on Bullying

Bullying is a behaviour intended to hurt someone physically or emotionally and is a repeated pattern. It can happen anywhere. Imagine If Trust have a zero-tolerance approach to bullying.

Any incidents of bullying of a child, young person or adult at risk must be reported to the Safeguarding Team immediately.

Whistleblowing

We must accept that some professionals do pose a serious safeguarding risk and we must act on every allegation.

In circumstances where the organisation is notified of a safeguarding concern against a member of staff or volunteer where they have:

- behaved in a way that has, or may have, harmed a child, young person or adult at risk;
- possibly committed a criminal offence against, or related to a child, young person or adult at risk;
- behaved in a way that indicates they may pose a risk of harm to children, young person's and adults at risk, which can include behaviour in their personal life that raises safeguarding concerns,
- behaved or may have behaved in a way that indicates they may not be suitable to work with children, young people or adults at risk. This includes behaviour that may have happened outside of working arrangements, known as 'transferable risk'.

Three types of investigation can be instigated:

- a criminal investigation led by the Police;
- an investigation led in a multi-agency approach by the Local Authority; and/or
- a disciplinary, misconduct or internal investigation led by Imagine If Trust, which may also involve Regulatory Authorities.

Any allegations against staff must be reported immediately to the Safeguarding Coordinator, who will refer to the Local Authority Designated Officer or Adult Social Care Manager.

Staff who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress.

The chair of trustees will be notified of the allegation and will conduct an internal investigation. Staff will be supported by our pastoral team during any investigation.

It is extremely important that when an allegation is made, every effort is made to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered.

Any member of the workforce who feels it is not possible or appropriate to raise their concerns within the charity should contact the Local Authority Designated Officer directly.

Safer Recruitment

Imagine If Trust operate rigorous recruitment and selection processes to ensure the most suitable candidates are selected.

When recruiting for a position that involves significant contact with children, young people or adults at risk, the charity ensures that every prospective member of the workforce is suitable and safe to do so by:

- requiring the completion of a Self-Disclosure Form declaring any unspent convictions;
- verifying applicants' identity and their eligibility to work in the UK;
- the completion of screening checks via the Disclosure and Barring Service;
- requiring two references, including one from an individual at the applicant's most recent post working with children, young people or adults at risk;
- verifying professional qualifications and their experience;
- ensuring interview questions include relevant safeguarding questions;
- provide all staff with an induction which includes a safeguarding module;
- ensuring all employees complete a probation period; and
- ensuring all new starters read and sign the Club's Safer Working Practice Guide.

In the event that any of the pre-employment checks identify an issue, a risk assessment interview will be convened with at least two members of the Safeguarding Team.

An offer of employment or casual work may be withdrawn if the outcome of the assessment fails to satisfy the interviewers of the individual's suitability to work with children, young people or adults at risk.

Training

It is important that staff receive training and awareness to enable them to recognise the possible signs of abuse, neglect and exploitation and to know what to do if they have a concern.

All employees complete annual 'safeguarding basics' training.

Employees and casual workers will receive additional safeguarding training depending on the nature of their role.

Confidentiality

Imagine If Trust keeps a record of all incidents and concerns reported to the Safeguarding Team. All information collected and stored, whether verbal or written, will be treated with the utmost sensitivity and handled in accordance with the Data Protection Act 2018 and UK GDPR.

The Data Protection Act and the Club's Data Protection Policy permits staff to share information with relevant agencies, where that information may help to protect a child, young person or adult at risk.

Data protection legislation allows an identifiable individual to request access to information held about them – this is called Subject Access. All Subject Access requests should be referred to the Data Protection Officer at the earliest opportunity and prior to disclosure of any information to the individual.

Information Sharing

Data protection laws permit information sharing with relevant agencies for safeguarding purposes when an individual has a genuine concern about an individual's welfare or believes the individual may be suffering from harm.

Consent is not required when sharing for safeguarding purposes.

The individuals should be informed, however, unless informing individuals would place an individual at greater risk of harm, or otherwise prejudice the purpose of information sharing.

Information sharing is guided by the following principles: the information is necessary and proportionate; relevant; adequate; accurate; timely and secure.

Charity Commission

A referral should be made to the Charity Commission where the following thresholds are met:

- any incident that results in significant harm to children, young people and/or adults at risk;
- a breach of policies or procedures that puts children, young people and/or adults at risk, at risk of harm;
- failure to carry out checks which would have identified that a person is disqualified in law, under government legislation, from working with children, young people or adults at risk; or
- any allegation of abuse of a child, young person and/or adult at risk while under the care of the Imagine If Trust, or by someone connected to Imagine If Trust (e.g. a Trustee, employee, volunteer, consultant or other person who comes into contact with Imagine If Trust through their work).

Action that the Imagine If Safeguarding Team will take in the event of a report of concern

Someone reports a concern by phone / in person / email

Is this concern about someone who attends a Frontline activity? NO → Ask reporter to contact LSCB directly with concerns

YES- IDENTIFY – IT THIS A....

| | | |
|--|---|---|
| <p>Safeguarding Issue: A child/ adult may be at risk of abuse</p> | <p>Pastoral Issue: Situation/crisis but child / adult not at risk. ACTION: Refer to ??</p> | <p>Project Issue: E.g. poor practice but no child / adult at risk ACTION: Work with project / ministry leader to resolve</p> |
|--|---|---|

Write up notes and ask for reporter to write up notes straight away. Contact SG team to discuss and evaluate

Is there a child/adult in immediate risk/ danger?

YES

ACTION: Get details and pass on to LCSP immediately. Involve Police if necessary.
Careline (children) - 0151 233 3700,
Careline (adults) - 0151 233 3800
Police – 999 / 0151 709 6010

NO

Is there a child/adult at risk? (inc. other children involved / in the family)?

YES

ACTION: Get details and pass on to LCSP immediately. Careline (children) - 0151 233 3700, (adults) 0151 233 3800

MAYBE

ACTION: Monitor and review – not enough grounds for concern to report to LSCP Ask people involved to report any concerns immediately.

NO

ACTION - Close case: write up concern and file

Create action plan

Close case – no concern. Write up and file

Create Action Plan
 What needs to be communicated to the project lead
 Anything to communicate to trustees?
 What needs to be communicated to the original reporter?
 Any safeguards need to be in place?
 Any changes to our practice in activity?
 Anything to communicate to child/parent?
 Decide date to review

Appendixes

Action that the Safeguarding Team will take with a concern

Safeguarding Incident Log Form

Additional Safeguarding Issues

Self Declaration Form

Ratios

Useful Contact Numbers



Safeguarding Incident Log Form

This side of the form to be completed by the person who can describe what has taken place

Essential Information:

| | |
|---|------------------------|
| Activity/ Project: | Today's Date: |
| Name of person completing this form: | |
| Role in organisation: | Your Signature: |

Safeguarding Situation and Response:

Who are you concerned about? (Please include their full name, age and whether they are a service user, volunteer or staff member)

Additional People who were present"

What happened?
Please use this space to describe the incident or conversation that has caused you concern. It is essential that you include: (Any questions that were asked and the responses given, how the conversation or incident was left, any references made to dates of time periods if applicable)

Please continue on a separate page if necessary. Once you have finished your statement, please pass it to a Safeguarding Officer immediately.

Immediate Action Taken

| | | |
|---|------------|-----------|
| Was careline contacted? If yes, please provide details: | Yes | No |
| Is the person involved in immediate danger? | Yes | No |
| Do you need advice from Thirtyoneeight? If yes, please provide details: | Yes | No |

Subsequent Action

Outline any ongoing support, monitoring or actions taken in response to the incident, including dates/ timeline of events and names of those responsible for actions.

Additional Action

Outline any ongoing support, monitoring or actions taken in response to the incident, including dates/ time. If yes, please provide details: line of events and names of those responsible for actions.

Additional Safeguarding Issues

Imagine If Trust will refer to experts and professional organisations that are best placed to provide up-to-date guidance and practical support on specific safeguarding issues. Additional Safeguarding Types of Abuse are based on Department for Education Statutory Guidance Keeping Children Safe In Education 2020 and Working Together to Safeguard Children 2018.

Grooming

Grooming is when someone builds an emotional connection with an individual to gain their trust for the purposes of abuse or exploitation. This can include but is not limited to:

- offering advice or understanding;
- buying gifts;
- giving the individual attention;
- use of professional position or reputation;
- taking the individual on trips, outings or holidays; and/or
- using secrets and intimidation to control the individual.

Female Genital Mutilation (FGM)

FGM comprises all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. A girl at immediate risk of FGM may not know what's going to happen, but she might talk about:

- being taken 'home' to visit family for a special occasion to 'become a woman';
- an older female relative visiting the UK; and/or
- she may ask a teacher or another adult for help if she suspects FGM is going to happen or she may run away from home or miss school

A girl or woman who has had FGM may:

- have difficulty walking, sitting or standing;
- spend longer than normal in the bathroom or toilet;
- behave differently after an absence from school or college;
- be particularly reluctant to undergo normal medical examinations; and/or
- ask for help but may not be explicit about the problem due to embarrassment or fear.

Prevent Radicalisation (The Prevent Duty)

Extremism is the vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. This also includes calling for the death of members of the armed forces. Radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Terrorism is an action that endangers or causes serious violence to a person/people. The use or threat is designed to influence the Government or to intimidate the public and is made for the purpose of advancing a political, religious or ideological cause.

Signs of someone 'at risk' of extremism, radicalisation or committing a terrorist act:

- the individual may talk a lot about a new friend;
- the individual is 'out of character' or displays notable changes in behaviour or mood; secretive behaviour
- a cluster of signs, such as: changes dress/appearance; behaviour; language; and peer relationships;
- loss of interest in friends and activities;
- showing sympathy for extremist causes;
- the glorification of violence; and/or the possession of illegal or extremist literature.

Teenage Relationship Abuse

Abuse in teen relationships covers more than physical violence and can include pressuring a partner into having sex, controlling behaviour, unnecessary jealousy or anger at the partner.

Modern Slavery and Trafficking

Human trafficking is a modern-day form of slavery involving the illegal trade of people for exploitation or commercial gain.

Modern slavery can involve exploitation, deception and coercion. Child trafficking is child abuse.

The main forms of slavery are: forced labour; forced criminality; forced marriage sexual exploitation; domestic servitude; and/or child slavery.

Forced Marriage

A marriage in which a female or male does not consent to the marriage but is pressured or bullied into it against their will. Children may be married at a very young age, and well below the age of consent in England and Wales. In England and Wales, forced marriage is a criminal offence. A forced marriage is not the same as an arranged marriage - an arranged marriage will have the consent of the prospective spouses.

'Honour' Based Abuse

'Honour' based abuse is committed by those who aim to protect the reputation of their family or community. This can include but is not limited to physical assault, abduction and even murder.

Homelessness

Being homeless or being at risk of becoming homeless presents a real risk to an individual's welfare. Indicators that a family or an individual may be at risk of homelessness includes, but is not limited to:

- household debt;
- rent arrears;
- domestic abuse; and/or
- anti-social behaviour.

County Lines

County Lines describes gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas of the UK, using dedicated mobile phone lines or other form of "deal line".

Exploitation is integral to County Lines with children, young people and adults at risk being exploited in order to move drugs and money between locations.

Offenders will often use coercion, intimidation, violence, sexual violence and weapons to ensure the compliance of victims.

Children can be targeted and recruited at a number of locations including schools and educational institutions, children's homes and care homes.

Child Sexual Exploitation

Child sexual exploitation occurs when an individual or group coerces a child or young person into engaging in sexual activity in exchange for something the victim needs or wants, and/or for financial advantage, and/or the increased status of the perpetrator or facilitator.

It can include both penetrative and non-penetrative acts and non-contact sexual activity such as sexually explicit pictures.

Peer-on-Peer or Child-on-Child Abuse

Children can abuse other children. This is generally referred to as peer-on-peer abuse and can take many forms: Abuse within intimate partner relationships; bullying, including cyberbullying; physical abuse; sexual violence, sexual harassment, such as sexual comments, remarks, jokes, online sexual harassment, upskirting and sexting; and/or initiation/hazing type violence and rituals.

Upskirting

The Voyeurism (Offences) Act came into force on 12 April 2019 making 'upskirting' a criminal offence.

'Upskirting' is where someone takes a picture under a person's clothing without their permission and/or knowledge, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or to cause the victim humiliation, distress or alarm.

Domestic Abuse

Children, young people and adults at risk can witness and be adversely affected by domestic abuse in the context of their home life where domestic abuse occurs between family members.

Child Criminal Exploitation

Child criminal exploitation occurs when an individual or group coerces a child or young person into engaging in criminal activity in exchange for something the victim needs or wants; and/or for financial advantage; and/or increased status of the perpetrator or facilitator.

Self Declaration Form – for Imagine If Trust

STRICTLY CONFIDENTIAL

As a charity we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999, the Criminal Justice and Court Services Act 2000 and all other relevant legislation.

All applicants are asked to complete this form and return to us in a separate sealed envelope, prior to volunteering for Imagine If.

To: **Jon McCowen, Frontline Centre, 147 Lawrence Road, Liverpool L15 3HA**

Name: _____

Volunteer Role: _____

Disclosures

Have you ever been charged with, cautioned or convicted in relation to any criminal offence; or are you at present the subject of a criminal investigations/pending prosecution?

• **YES** • **NO** (Please tick)

If yes, please give details including the nature of the offences and the dates. Please give details of the court(s) where your conviction(s) were heard, the type of offence and sentence(s) received. Could you also give details of the reasons and circumstances that led to the offence (s). Continue on a separate sheet if necessary.

Police Investigations – this should include relevant police non-conviction information. Please complete this section if the work you are applying for requires an Enhanced Disclosure check.

Have you ever been the subject of a police investigation which didn't lead to a criminal conviction?

• **YES** • **NO** (Please tick)

If yes, please give details below, including the date of the investigation, the Police Force involved, details of the investigation and reason for this, and disposal(s) if known.

To your knowledge have you ever had any allegation made against you, which has been reported to, and investigated by, Social Services / the Social Work Department?

- **YES** • **NO** (Please tick) If yes, please provide details, we will need to discuss this with you.

Have you ever been involved in court proceedings concerning a child for whom you have parental responsibility?

- **YES** • **NO** (Please tick) If yes, please give details

Has there ever been any cause for concern regarding your conduct with children? Please include any disciplinary action taken by an employer in relation to your behaviour to children.

- **YES** • **NO** (Please tick) If yes, please give details

DECLARATION

To help us ensure that we are complying with all relevant legislation, please read the accompanying notes and complete the following declaration.

I (full name) _____

of (address) _____

confirm that the information given above is accurate and correct.

I consent to a criminal records check if necessary. I am aware that that details of pending prosecutions, previous convictions, cautions, or bindovers against me will be disclosed along with any other relevant information which may be known to the police, and lists held in accordance with the Protection of Children Act 1999 (associated with previous conviction).

I agree to inform the person within the organisation responsible for processing applications for DBS checks if I am convicted of an offence after I take up any work within the organisation. I understand that failure to do so may lead to the immediate suspension of my work for Imagine If Trust.

I agree to inform the person within the church/organisation responsible for processing DBS applications if I become the subject of a police and/or social services / social work department investigation. I understand that failure to do so may lead to the immediate suspension of my work for Imagine If Trust.

Signed: _____ Date: _____

To be signed by Safeguarding Team Leader / DBS Recruiter

Signed: _____ Date: _____

Ratios

It is important that you have sufficient staff and volunteers in place to ensure the safety of children and that these adults are suitable to undertake these tasks. The level of supervision needs to be appropriate to the children involved in the activity. This will vary depending on age (see table below for minimum ratios) but also:

- gender (ideally there will be a worker of the same gender as the children / young people in the group, especially for older children)
- behaviour
- abilities within your group
- nature and duration of activities
- competence and experience of staff involved
- requirements of location
- any special medical needs
- specialist equipment needed

| Age of Children | Maximum Number Children to one Adult |
|------------------------|---|
| 0-2 | 3 |
| 2-3 | 4 |
| 4-7 | 8 |
| 8-12 | 10 |
| 13-18 | 12 |