



LimbPower

Safeguarding Children and Young People Policy Document

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Contents

1.0	Introduction	4
2.0	Policy statement	6
2.1	Terminology	6
2.2	Framework for safeguarding.....	7
	Designated Safeguarding Lead (DSL)	8
2.3	Vulnerability.....	10
2.4	Good Practice Guidelines.....	11
3.0	Child Protection Issues.....	11
	Recognising Abuse	11
	Physical Abuse.....	12
	Emotional Abuse	12
	Sexual Abuse	12
	Neglect	12
	Bullying.....	12
3.1	Child Sexual Exploitation.....	13
3.2	Honour Based Abuse.....	15
3.3	Preventing Radicalisation.....	16
3.4	Peer-on-Peer Abuse.....	18
3.5	Social Media.....	20
3.6	Indicators of Abuse – What You Might See	18
3.7	Impact of Abuse	19
4.0	LimbPower activities	20
4.1	Responding to any safeguarding concern.....	21
4.2	What is a safeguarding concern?.....	22
4.3	If a Child Discloses to you.....	26
4.4	Children and young people	24
4.5	Confidentiality, information sharing and data protection.....	25



4.6	Whistle blowing	26
4.7	Missing children	27
5.0	Ensuring safe environments and good practice at activities	28
5.1	LimbPower Code of Conduct for all staff/volunteers	28
5.2	LimbPower Principles of Participation and Codes of Conduct.....	28
5.3	LimbPower Information for participants, parents/carers.....	29
5.4	LimbPower Recruitment, selection and training	30
5.5	LimbPower Self-declaration forms	30
5.6	LimbPower Safe use of social media and technology.....	30
5.7	LimbPower Photography and the media	31
5.8	Disclosure and Barring Service.....	31
5.9	Disciplinary procedures at activities	32
6.0	Glossary.....	30
7.0	Supporting Resources.....	33
8.0	Appendices – please see downloads	36
	APPENDIX 1	37
	PERMANENT AND VISITING STAFF SAFEGUARDING AND CHILD PROTECTION INFORMATION LEAFLET ...	37
	APPENDIX 2	40
	IMAGES CONSENT FORM	40
	Child and parent consent for the use of images.....	40
	APPENDIX 3	42
	CHILD PROTECTION / SAFEGUARDING RECORD OF CONCERN.....	42
	INFORMATION SHARING.....	47
	Seven GOLDEN rules for information sharing.....	47
	Informing parents about a referral	49



1.0 Introduction

This policy aims to ensure that high quality safe physical activity, sport and art activities are available for people with a range of physical impairments or conditions. In addition, that these, activities are delivered in a way that enables maximum enjoyment and participation of physically disabled children and young people.

It also provides clear guidance to both external and internal stakeholders including LimbPower staff and volunteers. This enables them to be clear of expectations around safe and effective practice as well as the management processes when safeguarding concerns arise.

Many National Governing Bodies (NGBs) of sport, schools and local authorities already have comprehensive policies and procedures in place to cover the welfare and duty of care requirements for children and young people. This policy is intended to supplement and not replace or reproduce those details.

Our core safeguarding principles are:

- The welfare of the child is paramount
- All children, regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
- All staff have an equal responsibility to act on any suspicion or disclosure that may suggest a child is at risk of harm.
- It is acknowledged that men, women and children are capable of abusing children.
- Children and staff involved in Safeguarding and Child Protection issues will receive appropriate support and training.
- LimbPower will seek to involve representatives of the community of children, parents and staff in policy development and review wherever possible.
- Policies will be reviewed every two years unless an incident or new legislation or guidance suggests the need for an interim review.





2.0 Policy statement

LimbPower is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

LimbPower is registered as a charity in England and Wales and is therefore bound by the Children Act 1989, Children Act 2004 and statutory guidance 'Working Together to Safeguard Children (DfE 2018). Staff are bound by the legislation and national statutory guidance (e.g. All Wales Child Protection Procedures), plus any local guidance and procedures, of the area in which they work.

The procedures contained in this policy apply to all staff and are consistent with those of the relevant Local Safeguarding Children Board (LSCB) or Area Child Protection Committee (ACPC, Scotland).

The Aims of the LimbPower Safeguarding and Child Protection policy are:

- To provide all staff with the necessary information to enable them to meet their Safeguarding and Child Protection responsibilities.
- To ensure consistent good practice.
- To demonstrate LimbPower's commitment with **regard to Safeguarding and Child Protection to children, parents and other partners.**

2.1 Definitions

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

Child protection refers to the processes undertaken to protect children who have been identified as suffering or being at risk of suffering significant harm.

Staff refers to all those working for or on behalf of LimbPower, full time or part time, in either a paid or voluntary capacity.

Child refers to all young people who have not yet reached their 18th birthday.

Parent/Carer refers to birth parents and other adults who are in a parenting role, for example stepparents, foster carers and adoptive parents.



Organisation refers to any organisation with whom we have a contract or service level agreement (SLA).

Local Children Safeguarding Board may also refer to **Local Children Safeguarding Partnerships (WTSC 2018)**

2.2 Framework for safeguarding

LimbPower requires that all activities with children and young people sit within a framework. This is based on the NSPCC Standards for Safeguarding and Protecting Children in Sport, the NSPCC Safe sport activities, activities and competitions guidance and Sport England Governance requirements. It includes having:

- A safeguarding welfare plan for all activities
- Guidance on prevention and best practice, including safe recruitment and vetting
- Policy, procedures and systems for responding to concerns
- Codes of conduct
- A commitment to equity and diversity
- Training and development
- Access to advice and support

All children deserve the opportunity to achieve their full potential; we aspire to help children to:

- stay safe.
- be healthy.
- enjoy and achieve.
- make a positive contribution.
- achieve economic wellbeing.

“Children want to be respected, their views to be heard, to have stable relationships with professionals built on trust and for consistent support provided for their individual needs. This should guide the behaviour of professionals. Anyone working with children should see and speak to the child; listen to what they say, take their views seriously; and work with them collaboratively when deciding how to support their needs. A child-centred approach is supported by:

The Children Act 1989 (as amended by section 53 of the Children Act 2004)

The United Nations Convention on the Rights of the Child (UNCRC).”

Keeping Children Safe in Education – Statutory guidance for all organisation and college staff (DfE 2020)

Getting it right for every child Scottish Parliament (2016)



The rights of children and young persons (Wales) measures (2011)

The over-arching legislation for LimbPower and all staff is the Children Act 1989 and Children Act 2004. Beyond that, there is different legislation and guidance for each home nation:

- a. England –
Working together to safeguard children (DfE 2018).
Keeping children safe in education (DfE 2020) – for staff working in organisations / FE colleges
- b. Scotland –
Children and young people (Scotland) Act 2014
National guidance for child protection in Scotland (2014)
Getting it right for every child (GIRFEC 2017)
Children and young people (information sharing) (Scotland) Bill 2017
- c. Wales –
Safeguarding children: working together under the Children Act 2004 (Welsh Government 2006)
All Wales child protection procedures (2008)
Keeping Learners Safe (2015)

Designated Safeguarding Lead (DSL)

LimbPower has a Designated Children’s Safeguarding Lead who has the designated responsibility to provide support and guidance on the planning, design and running of any LimbPower associated activities.

Designated Safeguarding Lead:

LimbPower advises all organisations involved in participating in their activities to appoint a designated person with responsible for safeguarding. All those appointed should ensure they are familiar with this policy, their own internal safeguarding processes and their Local Authority Partnerships safeguarding requirements. This includes where to access Children’s Social Care duty points should they be required to do so.

The LimbPower lead officer for safeguarding is responsible for:

- Disseminating LimbPower safeguarding policy information to relevant organisations
- Providing support to assist them with the management and co-ordination of safeguarding issues.
- Acting as a key point of contact and support when allegations against staff or other safeguarding issues arise

The Designated Safeguarding Lead for Safeguarding and Child Protection is Natalie Chinn

The nominated trustee for safeguarding and prevent is Rachel Morris



The Designated Safeguarding Lead (DSL):

- is appropriately trained.
- acts as a source of support and expertise to the LimbPower community.
- has an understanding of local and national procedures for safeguarding and child protection.
- attends and/or contributes to child protection conferences
- coordinates LimbPower's contribution to child protection plans.
- develops effective links with relevant statutory and voluntary agencies.
- ensures that all staff sign to indicate that they have read and understood the Safeguarding and Child Protection policy.
- ensures that the Safeguarding and Child Protection policy is updated every two years unless there is a change in legislation.
- liaises with other relevant staff as appropriate and informs the CEO of any Board requirements and commitments.
- ensures a record of staff attendance at child protection training is kept and maintained.
- makes the Safeguarding and Child Protection statement available to all stakeholders via the LimbPower and Limbformation website.

The LimbPower DSL is responsible for ensuring that:

- cases of suspected abuse are referred to children's social care or police as appropriate.
although currently LimbPower does not work with any child on a child protection or multi-agency plan, this may be relevant in the future.
- children's social care is notified if a child with a child protection plan on a LimbPower Programme is absent for more than two days without explanation.
- ensures that when a child with a child protection plan or other multi-agency plan leaves a LimbPower programme, the child's social worker is informed.

The Trustees and CEO ensure that LimbPower has:

- a DSL for Safeguarding and Child Protection who has undertaken training in inter-agency working, in addition to basic Safeguarding and Child Protection training.
- a Safeguarding and Child Protection policy and procedures that are consistent with the relevant statutory and local requirements, reviewed every two years and made available on the Charity Website and upon request.
- procedures for dealing with allegations of abuse made against members of staff or volunteers.



- safer recruitment procedures that include the requirement for appropriate checks and minimise the risk of unsuitable people being appointed.
- **a training strategy that ensures all staff, including the Board of Trustees, receive Safeguarding and Child Protection training, with refresher training at no longer than two-yearly intervals. The DSL should receive refresher training at two-yearly intervals with at least two-yearly updates for all staff.**
- arrangements to ensure that all temporary staff and volunteers are made aware of LimbPower's arrangements for Safeguarding and Child Protection (See Appendix 1).
- the Board of Trustees nominates a member to be responsible for liaising with the relevant local authority and other agencies in the event of an allegation being made against a member of staff.

2.3 Vulnerability

Safeguarding children and promoting their welfare means protecting them from maltreatment, preventing loss of their health and development. It also means ensuring that they grow up in circumstances consistent with the provision of safe and effective care.

Children may experience harm in many ways, through physical abuse, sexual abuse and exploitation, emotional harm and neglect. They may also be harmed through bullying (peer abuse, cyber, sexting and internet abuse), poor coaching, teaching practice, or through circumstances in which they are living, such as domestic abuse, parents with mental health or substance abuse issues.

Deaf and disabled children may have additional needs that must be taken into account when planning safe activities as well as potentially facing additional risks. These needs may include:

- access to facilities
- adapted or modified equipment
- coaching practices or aspects of the sport
- provision of trained staff/volunteers to support them.

Further information can be downloaded and purchased on the CPSU website www.theCPSU.org.uk

It is important to recognise that deaf or disabled children and young people can be more vulnerable to all types of abuse than other young non-disabled participants. Reasons for this include:

- increased likelihood of social isolation
- fewer outside contacts than non-disabled children
- dependency on others for practical assistance in daily living, including intimate care
- impaired capacity to resist, avoid or understand abuse



- speech and language communication needs may make it difficult to tell others what is happening
- limited access to someone to disclose information to specific vulnerability to bullying

2.4 Promoting Good Practice

To meet and maintain our responsibilities towards children we need to agree standards of good practice. Good practice includes:

- treating all children with respect.
- setting a good example by conducting ourselves appropriately.
- involving children in decisions that affect them wherever possible.
- encouraging positive and safe behaviour among children.
- being a good listener.
- being alerted to changes in children's behaviour;
- recognising that challenging behaviour may be an indicator of abuse.
- reading and understanding LimbPower's safeguarding and child protection policy and guidance documents on wider safeguarding issues, for example bullying, physical contact and information-sharing.
- asking the child's permission before doing anything for them of a physical nature - such as assisting with dressing, physical support during PE or administering first aid.
- maintaining appropriate standards of conversation and interaction with and between children and avoiding the use of sexualised or derogatory language.
- being aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of abuse.

3.0 Child Protection Issues

Recognising Abuse

To protect children from harm, it is essential to understand the behaviours that constitute abuse and neglect.

Abuse and neglect are forms of maltreatment. A child may be harmed by someone's actions (e.g. hitting) or by a failure to act (e.g. leaving a young child home alone or in unsafe conditions).

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.



Physical Abuse

Physical abuse involves causing physical harm to a child through actions such as hitting, shaking, throwing, poisoning, burning, drowning, or suffocating. It also includes situations where a parent or carer fabricates or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent maltreatment of a child that causes severe and long-term effects on their emotional development. It may involve making a child feel worthless, unloved, or inadequate, or valued only for meeting the needs of another. Emotional abuse can include placing developmentally inappropriate expectations on a child, restricting their ability to explore or learn, or preventing them from engaging in normal social interaction. It may involve the child witnessing the abuse of others, being subjected to bullying or intimidation, or experiencing exploitation or manipulation. Emotional abuse can occur on its own but is present in most forms of child maltreatment.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, with or without their understanding and not always involving physical violence. It may include physical contact such as rape, oral sex, masturbation, kissing, or touching through clothing. It can also involve non-contact abuse, such as exposing a child to sexual images or activities, encouraging sexually inappropriate behaviour, or grooming — including online. Sexual abuse can be perpetrated by men, women, or other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical or emotional needs, likely to cause serious harm to their health or development. It may begin during pregnancy due to maternal substance misuse and continue after birth through a failure to provide adequate food, clothing, shelter, supervision, protection from harm, medical care, or emotional support. Neglect can also involve abandonment or allowing inappropriate caregivers to be responsible for the child.

Definitions informed by the Working Together to Safeguard Children 2018

Bullying

While bullying is not a separate category of abuse, it is a serious issue that can cause significant distress and, in extreme cases, has been linked to child suicide. All settings working with children must have robust anti-bullying strategies in place.



At LimbPower, all incidents of bullying must be reported and will be addressed through our anti-bullying procedures. Children and parents receive a copy of these procedures when joining the organisation, and the topic is revisited regularly through the LimbPower curriculum. Where bullying is severe, or procedures prove ineffective, the Designated Safeguarding Lead (DSL) will consider initiating child protection procedures.

3.1 Child Sexual Exploitation

Child Sexual Exploitation (CSE) is a form of child sexual abuse. It occurs when an individual or group exploits an imbalance of power to coerce, manipulate or deceive a young person under 18 into sexual activity:

- In exchange for something the victim needs or wants, and/or
- For the financial gain or increased status of the perpetrator.

This abuse may appear consensual but is always exploitative. It may involve gifts, money, accommodation, alcohol, affection, or protection in return for sexual activity. CSE does not always involve physical contact and can occur through technology.

Young people may be unaware that they are being exploited and might not show visible signs. Perpetrators often use grooming, coercion, intimidation, or peer pressure.

Indicators of CSE may include:

- Unexplained money, clothes, gifts, or phones
- Absences or exclusion from school/college/work
- Repeatedly going missing or returning home late
- Relationships with significantly older individuals or controlling peers
- Excessive texts or calls
- Returning home under the influence of substances
- Sexually transmitted infections or inappropriate sexualised behaviour
- Evidence or suspicion of physical or sexual assault
- Use of social media in concerning ways
- Secretive behaviour or sudden emotional changes
- Self-harm or signs of trauma

Increased risk factors (vulnerabilities):

CSE can happen to any child, but risks may increase if a young person:

- Has a history of abuse or neglect
- Lacks a stable or safe home environment
- Experiences bereavement or trauma
- Lives in poverty or homelessness
- Is socially isolated or marginalised



- Has a disability or is in care
- Is connected to others involved in exploitation or sex work
- Lacks a safe space to explore their identity or sexuality

Staff must report all concerns through LimbPower’s safeguarding procedures, following local and national protocols.

More information: Child Sexual Exploitation: Definition and a Guide for Practitioners (DfE 2017)

Mental Health.

Mental health is just as vital to a child’s wellbeing as their physical health, and it can affect all areas of life — including relationships, education, and physical development. A child’s mental health can change over time and be influenced by various factors, including experiences of abuse or neglect.

Mental health issues can sometimes give rise to safeguarding or child protection concerns, particularly if a young person’s mental health places them or others at risk of harm.

Mental health refers to an individual’s cognitive, emotional, and behavioural wellbeing — something every child and young person has. The term "mental health issues" includes a range of problems, conditions, or illnesses, whether formally diagnosed or not.

Signs to look out for may include low mood or irritability, prolonged withdrawal, changes in peer group, a decline in academic performance, changes in eating or sleeping patterns, low self-esteem, or a loss of interest in self-care or hobbies.

These signs will vary between individuals. If symptoms persist for more than a few weeks, significantly disrupt daily life, or represent a notable change in behaviour, they may indicate a mental health concern that requires further support or safeguarding action. **Responding to child mental health issues**

Children may not want to talk specifically about their mental health, but about the struggles and issues in their daily lives (Mental Health Foundation and Camelot Foundation, 2006). If you're concerned, don't wait — gently encourage the child to speak with you or another trusted adult.

Any concerns must be reported to the **LimbPower Designated Safeguarding Lead (DSL)**.



LimbPower supports children, young people, and adults by ensuring designated personnel are appropriately trained and can signpost to specialist organisations such as **Mind** and the **NSPCC** for further support. [Honour Based Abuse](#)

So-called honour-based abuse (HBA) includes female genital mutilation, breast ironing, forced marriage, domestic servitude and other abuses perpetrated in a mistaken attempt to protect the ‘honour’ of a family or community.

Female Genital Mutilation (FGM) refers to all procedures involving the partial or total removal of external female genitalia or other injury to female genital organs for non-medical reasons. It is illegal in the UK and recognised as a form of child abuse with serious and lasting consequences.

FGM typically occurs between birth and age 15, most commonly between ages 5 and 8. Girls at risk may not be aware of what FGM is or that it may happen to them, so concerns must be approached with sensitivity.

There is a range of potential indicators that a child or young person may be at risk of FGM. While one sign alone may not indicate risk, two or more indicators may signal a safeguarding concern.

Risk Indicators:

- A female family member (mother/sister) has undergone FGM
- Low level of integration into UK society
- Withdrawal from PSHE or safeguarding lessons
- A visiting female elder from the family’s country of origin
- Plans for a long holiday to an ‘at-risk’ country (especially before the summer break)
- Talk of a “special” procedure or celebration to become a woman

Possible Signs FGM Has Already Taken Place:

- Difficulty walking, sitting, or standing
- Spending long periods in the toilet or bathroom
- Ongoing urinary, menstrual, or stomach problems
- Avoidance of medical examinations
- Repeated absences and signs of withdrawal or distress
- Disclosure to staff that implies harm, without stating FGM explicitly
- Complaints of pain or discomfort between the legs

Legal Duty and Safeguarding Action:



Under the Serious Crime Act 2015, professionals have a duty to notify the police if they discover that FGM has been carried out on a girl under 18. Any concerns should be reported through LimbPower's Safeguarding Procedures, following both national and local multi-agency safeguarding protocols.

Breast ironing is considered a form of child abuse and can be prosecuted under existing laws in the UK. It is perpetrated against some girls of West African descent as they reach puberty, usually by a female family member. Rocks, bricks, hammers etc are heated in a fire and then used to beat the girl's breast buds in an attempt to delay their development. Breast ironing can have serious side effects such as burns, scars, cysts and deformed breasts.

Forced marriage is a crime in England and Wales. It occurs when one or both people do not or cannot give full and free consent, and where pressure, threats, or coercion are used. Coercion can be **physical, emotional, or psychological**, and may include the misuse of **cultural or religious beliefs**.

Children and adults with **learning disabilities** may be especially vulnerable, as they may be unable to give informed consent.

Organisations, including LimbPower, have a role in **raising awareness** of individual rights and **safeguarding those at risk**. Staff must report any concerns via local safeguarding procedures.

For advice or support, professionals can contact the **Forced Marriage Unit**: Contact 020 7008 0151 or email fmufco.gov.uk

3.2 Preventing Radicalisation

Under the **Counterterrorism and Security Act 2015**, organisations working with children and young people have a duty to prevent individuals from being drawn into terrorism — known as the **Prevent Duty**. This includes supporting the work of **Channel panels**, which assess and support those at risk of radicalisation.

While LimbPower is not a specified authority under the Act, staff and must be aware of the signs of radicalisation and report any concerns through **local safeguarding procedures**. Concerns should be referred using **multi-agency protocols**, involving police, children's services, or Prevent teams where appropriate.

Peer-on-Peer Abuse



Peer-on-peer abuse refers to situations where children or young people cause harm to others of a similar age. While many incidents can be addressed through LimbPower's anti-bullying procedures, more serious behaviour may require a child protection response. Research suggests that up to 30% of child sexual abuse is perpetrated by individuals under the age of 18.

This type of abuse can take many forms, including:

- Domestic abuse within adolescent relationships
- Bullying (including cyberbullying)
- Child Sexual Exploitation (CSE) by peers
- Child Criminal Exploitation (CCE), such as grooming for drug-running or gang activity
- Harmful sexual behaviour outside of age-appropriate norms
- Serious youth violence, including sexual assault and weapon-enabled offences

A child may experience more than one form of peer-on-peer abuse. Gendered patterns are often present, such as girls being pressured into sharing explicit images or boys being subjected to hazing or coercive group violence. LimbPower aims to reduce the likelihood of peer-on-peer abuse through: -

- a The established ethos of respect, friendship, courtesy and kindness.
- b High expectations of behaviour;
- c Clear consequences of unacceptable behaviour;
- d Providing developmentally appropriate advice which develops children's understanding of healthy relationships, acceptable behaviour, consent and keeping themselves safe.
- e Systems for any child to raise concerns with staff, knowing they will be listened to, valued and believed.
- f Robust risk assessments and providing targeted work for children identified as being a potential risk to other children and those identified as being at risk.

Research indicates that young people rarely disclose peer-on-peer abuse and that if they do, it is likely to be to their friends. Therefore, we will also educate children in how to support their friends if they are concerned about them, and that they should talk to a trusted adult for further advice.

Any allegation or concern involving peer-on-peer abuse must be reported to the Designated Safeguarding Lead of the relevant organisation and the LimbPower manager. All concerns will be managed in line with this safeguarding policy and in collaboration with external safeguarding partners where necessary.



Cases involving harmful sexual behaviour are complex. LimbPower recognises that children displaying such behaviours may also be victims of abuse. In all such cases, child protection procedures will be followed for both the child who has been harmed and the child who has caused harm. External agencies will be included as appropriate.

3.3 Online Safety and Digital Communication

Most children will use mobile phones, computers, and other digital devices for fun, communication, and learning. However, these technologies can also be misused to harm children — from cyberbullying to online grooming and exploitation.

At LimbPower, we are committed to protecting children from online risks. Our Acceptable Use of ICT Policy outlines how we promote safe digital use. Cyberbullying — including hurtful messages sent via text, email, or online platforms — is treated as seriously as any other form of bullying and will be managed through our anti-bullying procedures.

Children are not permitted to access chat rooms or social networking sites during LimbPower provision. We recognise that children may still use these platforms at home, so we provide guidance and factsheets to help parents and young people understand the risks and how to stay safe.

It is strictly forbidden for LimbPower staff to have any contact with Child beneficiaries via social networking sites, the internet, personal email addresses and personal mobile or home numbers.

3.4 Indicators of Abuse – What You Might See

While some types of abuse result in visible physical signs, such as bruises, burns, or fractures, others may be harder to detect — particularly if a child hides their injuries due to fear, shame, or threats from the abuser. Distinguishing between accidental and deliberate injuries is difficult without medical training, which is why it's equally important to observe behavioural indicators. Staff must be alert to any signs of abuse and report all concerns to the designated safeguarding lead. It is your responsibility to report concerns, not to investigate or determine whether abuse has occurred.



A child who is being abused or neglected may:

- have bruises, bleeding, burns, fractures or other injuries.
- show signs of pain or discomfort.
- keep arms and legs covered, even in warm weather.
- be concerned about changing for PE or swimming.
- look unkempt and uncared for.
- change their eating habits.
- have difficulty in making or sustaining friendships.
- appear fearful.
- be reckless with regard to their own or other's safety.
- self-harm.
- frequently miss LimbPower sessions or arrive late.
- show signs of not wanting to go home.
- display a change in behaviour – from quiet to aggressive or happy-go-lucky to withdrawn.
- challenge authority.
- become disinterested in their LimbPower work.
- be constantly tired or preoccupied.
- be wary of physical contact.
- be involved in, or particularly knowledgeable about drugs or alcohol.
- display sexual knowledge or behaviour beyond that normally expected for their age.

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the Area Manager to decide how to proceed. You do not need absolute proof that a child is at risk — but reporting your concern is essential.

3.5 Impact of Abuse

The impact of child abuse should not be underestimated. Many children do recover well and go on to lead healthy, happy and productive lives, although most adult survivors agree that the emotional scars remain, however well buried.

For some children, full recovery is beyond their reach, and the rest of their childhood and their adulthood may be characterised by anxiety or depression, self-harm, eating disorders, alcohol and substance misuse, unequal and destructive relationships and long-term medical or psychiatric difficulties.



Research has demonstrated that early childhood neglect, particularly emotional neglect, can lead to a delay in brain development, behavioural problems, difficulty in following instructions, learning difficulties and in adult life, difficulties in holding or maintaining employment. Challenging behaviour at LimbPower sessions should therefore be met by positive interventions and staff should always question why a child may use particular behaviours.

4.0 LimbPower activities

All LimbPower activities must have a Safeguarding Welfare Plan (SWP) which sets out the minimum expectations for all participating individuals and organisations.

LimbPower activity organisers should fully incorporate safeguarding throughout the whole of the planning process. All staff will be expected to read, understand and implement the requirements set out in the Safeguarding Welfare Plan.

A Safeguarding Welfare Plan aims to:

- minimise the risk to participating beneficiaries and any team/teaching staff /parents or volunteers
- maximise the opportunity for disabled children and young to enjoy themselves and participate to the best of their ability
- clearly identify who is the lead responsible designated person for managing any safeguarding allegations, incidents or complaints and any communication and reporting routes

Although incidents of serious poor practice and abuse do arise during activities, according to the NSPCC (2013) the majority of incidents are lower-level concerns. These are often associated with more general practicalities, e.g. confusing arrangements for care, poor refreshments and transport. Nevertheless, they can still have a significant impact on a child. Handover arrangements are a key risk at many activities.

Participating groups, organisations, teams, clubs or schools, parents should sign an agreement confirming their understanding of and compliance with these safeguarding requirements. The plan will also reflect LimbPower activity organisers' responsibilities to take immediate action and for ensuring communication (e.g. with the police, school, National Governing Body (NGB) of sport or local authority) should an incident arise.



4.1 Responding to any safeguarding concern

Safeguarding children and young people are the responsibility of everyone, and it is never acceptable to ignore it or leave anyone at risk.

Key points to remember for taking action are:

- in an emergency take the action necessary to help the child, for example, call 999.
- report child protection concerns to the organisation DSL, Manager, without delay. Welfare concerns that are not child protection should be reported by the end of the day.
- do not start your own investigation.
- share information on a need-to-know basis only – do not discuss the issue with colleagues, friends or family.
- complete a record of concern on the Organisation’s form (See Appendix 3)
- seek support for yourself if you are distressed.

Safeguarding incidents could happen anywhere, and staff should be alert to possible concerns being raised within any of our organisations and provision locations.

All activities must have clear procedures in place. All LimbPower staff must be clear and confident when dealing with a safeguarding incident

Concerns about suspected abuse:

There are three simple things you need to ensure that any staff, volunteer, helper or teacher knows what to do. These are:

Take Action:

- Listen carefully
- Take it seriously
- Do not promise to keep secrets
- Thank who is giving the information and give reassurance that they were right to tell
- Keep questions to a minimum
- Ensure immediate safety of the young person if they require medical attention, and pass on your concerns about abuse to make medical staff aware
- Not to approach alleged abusers or try and sort things out themselves without seeking help and guidance from the designated person

Tell Someone

- Without delay, report the concern to the safeguarding lead at LimbPower and the equivalent designated safeguarding lead within your activity. If you are not sure who this or the safeguarding lead at an activity is then you should contact the Activity Coordinator.

Take a Note

- Always take a note of what you have seen or heard and sign and date it. The note should be an accurate record of any details of the allegation, nature of the injury, or any observations. Be clear in it what is fact, opinion or rumour
- Try and collate as much information you have about the child/children and their name, gender, address, ethnicity, first language, and any additional information about their specific impairment, method of communication and the contact details for who they live with so that you can pass this on
- Any other information you have received or been told (time location, dates)
- Any information you have about an alleged abuser or who the complaint is against, their name, role, address, gender and relationship to the child concerned.

4.2 What is a safeguarding concern?

A safeguarding concern is something that you see, hear about, or suspect that may put a child or young person at risk. Any children, including disabled children may be at risk, they can come from any background, ethnicity, age, culture, faith, gender and sexuality. Children are often hurt most by those who are trusted with their care or know them well.

Some indicators of concerns in a sporting context could include:

- Observing a child being shouted at or bullied by their teacher/coach
- Another young person telling you about their abuse or that of their friend
- A teacher/volunteer who is building very close relationships with a child that makes you feel uncomfortable
- Seeing or being told about inappropriate or abusive comments or pictures between young people on any social media networks
- A child being chastised for failing to win or performing badly
- Seeing a child with bruises or unexplained injuries that look suspicious
- A child who is regularly arriving without the correct medication, or adapted equipment
- Seeing a child sitting in urine-stained clothes or not having their intimate care needs attended to
- The inappropriate behaviour of another volunteer/teacher towards a young person
- A young person who goes missing from an activity

- A young person who is deliberately self-harming (for example cutting themselves, burning their body, taking too many tablets)
- Lack of appropriate supervision by staff, lack of food or water, or provision of warm clothing
- Poorly maintained equipment, which is needed for independence, such as wheelchairs
- A child who is injured at an activity and where it is suspected that it is as a result of lack of care or supervision.

This list is not exhaustive but one or more of these concerns should prompt action.

It is not LimbPower's role to investigate but it is our responsibility to seek help and guidance, as well as pass concerns on to the Local Authority Children Services.

Even perceived low-level concerns can often escalate if not addressed and resolved. Everyone involved in an activity needs to be fully prepared to respond sensibly and appropriately if any such concern arises.

4.3 If a Child Discloses to you:

1. It takes a lot of courage for a child to disclose that they are being abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault.
2. If a child talks to you about any risks to their safety or wellbeing you will need to let them know that you must pass the information on – you are not allowed to keep secrets. The point at which you do this is a matter for professional judgement. If you jump in immediately the child may think that you do not want to listen, if you leave it till the very end of the conversation, the child may feel that you have misled them into revealing more than they would have otherwise.
3. During your conversation with the child:
 - Allow them to speak freely.
 - Remain calm and do not overreact – the child may stop talking if they feel they are upsetting you.
 - Give reassuring nods or words of comfort – 'I'm so sorry this has happened', 'I want to help', 'This isn't your fault', 'You are doing the right thing in talking to me'.
 - Do not be afraid of silences – remember how hard this must be for the child.
 - Under no circumstances ask investigative questions – such as how many times this has happened, whether it happens to siblings too, or what does the child's mother think about all this.
 - Do not use the 'why?' question – if you need to clarify what the child is telling you, use TED (Tell, Explain, Describe).



- At an appropriate time and as early as possible tell the child that in order to help them you must pass the information on.
- Do not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused.
- Avoid admonishing the child for not disclosing earlier. Saying 'I do wish you had told me about this when it started' or 'I can't believe what I'm hearing' may be your way of being supportive but the child may interpret it that they have done something wrong.
- Tell the child what will happen next. The child may agree to go with you to see the designated person. Otherwise let them know that someone will come to see them before the end of the day.
- Report verbally to the Organisation's Designated Safeguarding Lead.
- Write up your conversation as soon as possible on the Organisation's record of concern form and hand it to the designated person.

Seek support if you feel distressed. Recommended Agencies include NSPCC 0808 800 500 and Childline 0800 1111 both agencies will supply confidential advice and guidance.

4.4 Children and young people

In the activity/activity information packs or other registration material, all participants should have access to information on safeguarding. This should include what they should do if they are worried about someone's behaviour towards them or about someone, they know who is being bullied or abused.

Always include Childline 0800 1111 or www.childline.org.uk on literature and ensure they have a named welfare person at an activity that children can ask for.

Staff should follow the reporting procedures outlined in this policy. However, they may also share information directly with children's social care, police or the NSPCC if:

- the situation is an emergency and, the DSL/Dep DSL are all unavailable.
- they are convinced that a direct report is the only way to ensure the child's safety.

All staff may raise concerns directly with Children's Social Care services



4.5 Confidentiality, information sharing and data protection

All staff will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Staff should only discuss concerns with the LimbPower's Designated Safeguarding Lead, (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Child protection information will be stored and handled in line with General Data Protection Regulations (GDPR) 2018 principles. Information is:

- processed for limited purposes.
- adequate, relevant and not excessive.
- Accurate.
- kept no longer than necessary.
- processed in accordance with the data subject's rights.
- secure.

Written information will be stored in a locked facility, and any electronic information will be password protected and only made available to relevant individuals. Please ensure you speak with the LimbPower DSL for further guidance on this matter should this become relevant to you.

Every effort should be made to prevent unauthorised access, and sensitive information should not be stored on laptop computers, which, by the nature of their portability, could be lost or stolen. If it is necessary to store child protection information on portable media, such as a CD or flash drive, these items should also be kept in locked storage

Child protection records are normally exempt from the disclosure provisions of the General Data Protection Regulations 2018, which means that children and parents do not have an automatic right to see them. If any member of staff receives a request from a child or parent to see child protection records, they should refer the request to the DSL.



The GDPR 2018 does not prevent LimbPower staff from sharing information with relevant agencies, where that information may help to protect a child.

“A shared responsibility and the need for effective joint working between agencies and professionals that have different roles and expertise are required if children are to be protected from harm and their welfare promoted. In order to achieve this joint working, there must be constructive relationships between individual practitioners, promoted and supported by:

- *the commitment of senior managers to safeguard and promote the welfare of children; and*
- *clear lines of accountability.”*

Working Together to Safeguard Children 2018

Information Sharing: Advice for practitioners providing Safeguarding Services (DfE, 2015)

(See Appendix 4)

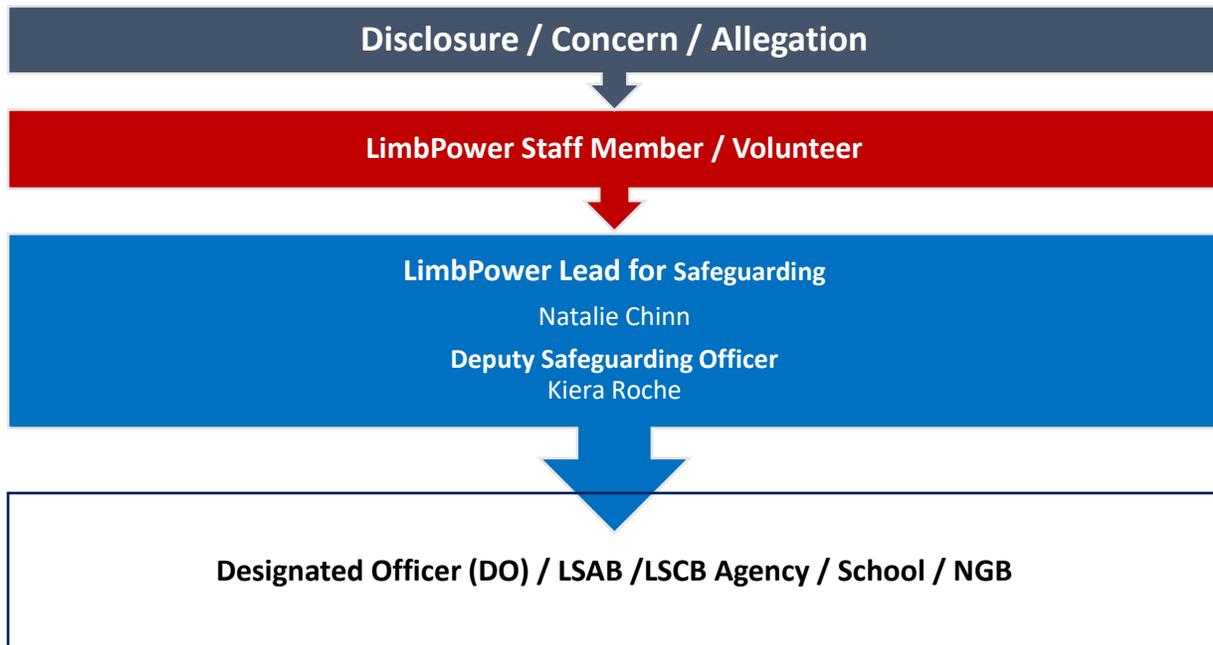
4.6 Whistle blowing

Reporting safeguarding concerns, including the management of allegations against LimbPower staff, or volunteers.

All suspicions and allegations of abuse or poor practice must be taken seriously and appropriately reported. It is recognised that strong emotions can be aroused particularly in cases where abuse or poor practice is suspected or where there is loyalty, sometimes misplaced to a colleague. Individuals reporting concerns will be supported by LimbPower.

On receiving information that suggests a safeguarding concern, you should decide if it requires urgent action. If it does the following LimbPower Safeguarding reporting structure should be used.

LimbPower Staff member/Volunteer at any activity:



If the concern is an allegation relating to an adult who is working/volunteering or used to work at any LimbPower activity, then you will still need to follow the LimbPower Safeguarding reporting structure.

The NSPCC Helpline can offer advice if you are not sure what to do

Telephone 0808 800 5000

Text 88858

Email help@nspcc.org.uk

Online nspcc.org.uk/reportconcern

Textphone/ Webcam (for deaf or hard-of-hearing) 18001 0808 800 5000 / SignVideo

4.7 Missing children

All activities must have a procedure in place for the management of children who go missing. In order to reduce the likelihood of this happening it is important to make sure that the registration process, arrival, any venue transfer and leaving arrangements are well organised. It is normally acceptable to wait



around 20 minutes before calling the police to allow for the young person to be located. All staff must know what the agreed process is for when a child goes missing and the lost children policy should be included in the activity briefing information.

The full policy can be downloaded from LimbPower's SharePoint site on Microsoft 365.

5.0 Ensuring safe environments and good practice at activities

5.1 LimbPower Code of Conduct for all staff/volunteers

All LimbPower Staff/ Volunteers must be made aware of the code and remain vigilant through in ensuring that it is implemented by everyone involved in an activity.

The full policy can be downloaded from LimbPower's SharePoint site on Microsoft 365

5.2 LimbPower Principles of Participation and Codes of Conduct

The success of the Activity depends on developing a positive and safe environment where everyone is treated with respect, and everyone takes responsibility for their own behaviour. Everyone at any activity will be asked to sign up to the activities' Principles of Participation and Codes of Conduct.

For children these are about:

- fair play
- equality
- inclusiveness and tolerance
- responsibility
- friendship

Breaches of the code of conduct will be dealt with through disciplinary procedures and parents/guardians will be made aware of the possibility that their child could be sent home at their own expense for a serious breach of the code of conduct.

The full policy can be downloaded from LimbPower's SharePoint site on Microsoft 365)



5.3 LimbPower Information for participants, parents/carers

The LimbPower Safeguarding Statement should be provided to all as part of the details about any activity and duty of care and responsibility LimbPower takes to ensure their welfare. It should also be made available in a range of formats, in order that those who need communication support can access all relevant information.



5.4 LimbPower Recruitment, selection and training

This section sets out the minimum requirements for recruitment, selection and training of staff/volunteers for all those working at a LimbPower activity.

Those working with children and young people need to have a basic awareness of safeguarding issues and know what to do if they have concerns or if allegations of abuse are made. They need to be aware of the signs and symptoms of abuse and how to respond if a child or young person discloses abuse to them.

Those staff/volunteers with a significant level of direct contact with children and young people and those with a higher level of responsibility for safeguarding will require more in-depth knowledge and training.

All staff/volunteer positions must have a clear job description and person specification and have been through an interview process where their attitudes and experience/skills have been tested. They must have provided appropriate references, which have been verified. The person must also have provided proof of identity (e.g. a passport or driving licence) and where they live.

If the role applied for involves frequent or regular contact with or responsibility for children's staff will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role.

5.5 LimbPower Self-declaration forms

As an important safeguard, all staff, whether paid or unpaid, must be asked to complete a self-declaration form regarding their suitability to work with children, as part of their application process. Anyone who refuses to do so must be deemed ineligible to work or assist with the LimbPower activity.

Example form can be downloaded from LimbPower's SharePoint site on Microsoft 365

5.6 LimbPower Safe use of social media and technology



LimbPower is committed to providing sporting activities that are safe, fun and enjoyable. Social media and new technology (e.g. mobile phones, laptops, Facebook, Twitter, other networking sites, blogs, and texts) are part of our daily lives and especially young people's lives now. They can also generally make a positive contribution to the way we communicate. It is important that everyone involved in a LimbPower activity understands the risks that social media poses. Everyone must take responsibility to ensure that any of its use is done in a responsible way that does not abuse positions of trust, put children at risk, or be in any way inappropriate.

Any reports of misuse will be taken seriously, and safeguarding procedures will be followed as necessary.

5.7 LimbPower Photography and the media

Unfortunately, in the past there has been evidence that some people have used sporting activities as an opportunity to take inappropriate photographs or film footage of disabled children and adult sports people. With the extensive use of mobile phones with cameras built in, it is almost impossible to monitor use. LimbPower have a photographic and media policy that can be downloaded from LimbPower's SharePoint site on Microsoft 365 and should be used, promoted and enforced at all LimbPower activities. (See Appendix 2)

5.8 Disclosure and Barring Service

The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged to become the Disclosure and Barring Service (DBS). CRB checks are now called DBS checks.

Employees of statutory agencies are required to be subject to CRB disclosure checks. People who have direct contact with children and young people, who meet the criteria for regulated activity as stated in the DBS rule may be eligible for CRB check. For further information on who the applies to: <https://www.gov.uk/government/publications/dbs-check-eligible-positions-guidance>

If a role within LimbPower requires a DBS check the Designated Safeguarding Lead will ensure this happens.



5.9 Disciplinary procedures at activities

At any LimbPower activity there is procedures for disciplinary action and protests in place.

Parents/carers may be asked to remove their child or young person from an activity at their own cost. The child or young person must be sent home if they engage in any illegal behaviour.

The Event Manager will be responsible for ensuring that disciplinary procedures are in place and are implemented for all their staff/volunteers at the activity. They should reserve the right to investigate and act upon any complaint. The first point of contact will be the activity Safeguarding Officer in the case of child or young person safeguarding related matters.

The full policy can be downloaded from LimbPower's SharePoint site on Microsoft 365.

6.0 Glossary of terms

Barred

Refers to people who are barred from the Children or/and Vulnerable Adult (Adults at Risk) workforce. It is an offence to knowingly employ a barred person in Regulated Activity. It is an offence for the applicant to knowingly apply for such work.

Chaperone

A person with responsibilities for supervising and supporting a specific child or an adult at an activity

Child

Anyone under the age of 18

Child Protection

Action taken to protect individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect as a result of the behaviour of an adult or another young person

Deaf or disabled participants



Any sports person who is deaf and uses signing or other non-verbal methods of communication, or has a physical or sensory impairment, or with a learning disability; and whose needs require assessing and addressing by sports organisers, and who may be additionally vulnerable to abuse

Designated safeguarding officer or welfare officer

A person in a club, school or sports organisation with responsibility for ensuring there are policies, procedures, systems and resources in place to promote the welfare and protection of children

Criminal Record Check

This used to be known as a CRB check. In 2012 the Criminal Record Bureau was merged with the Independent Safeguarding Authority (ISA) in 2012 to form the Disclosure Barring Service (DBS), so now CRB checks are called DBS checks.

Disclosure Barring Service (see above CRB)

Service established in December 2012 (England, Wales and Northern Ireland) to combine the services provided previously by the Criminal Records Bureau

(CRB) and ISA

Disclosure Certificate

The term used to describe the document provided by the DBS and issued to the applicant and Registered Body when a DBS check has been completed.

Designated Officer (DO) (Formerly the Local Area Designated Officer) – England

DOs work within children's services and should be alerted to all cases in which it is alleged that a person who works with children (in a paid, unpaid, volunteer, casual, agency or self-employed capacity) has behaved in a way that has harmed, or may have harmed, a child; possibly committed a criminal offence against children; related to or behaved towards a child or children in a way that indicates s/he is unsuitable to work with children. The DO will support the organisation with advice and guidance from the initial phase of a concern arising to the conclusion of the case, whether or not a police investigation continues. The DO helps coordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible.



LimbPower

LimbPower was launched in November 2009 to engage amputees and individuals with limb impairments in physical activity, sport and the arts to improve quality of life and to aid lifelong rehabilitation.

In July 2014 LimbPower became a National Disability Sports Organisation, sitting alongside WheelPower, Cerebral Palsy Sport (CP Sport), Dwarf Sport, British Blind Sport (BBS), UK Deaf Sport, Mencap Sport and Special Olympics Great Britain (SOGB). Through this association and our work with the English Federation of Disability Sport and Sport England LimbPower help amputees and people with limb impairment reach their sporting potential. LimbPower also run arts-based activities including confidence workshops and a photography club.

Multi Agency Safeguarding Hub (MASH)

The Multi Agency Safeguarding Hub (MASH) provides triage and multi-agency assessment of safeguarding concerns in respect of vulnerable children and adults. It brings together professionals from a range of agencies into an integrated multi-agency team.

Parent or guardian

The person with parental responsibility for a child or adult.

Poor practice

Behaviour that contravenes the code of conduct for the activity or of the organisation.

Safeguarding

Safeguarding children, young people and adults at risk and promoting their welfare means protecting them from maltreatment, preventing impairment of their health and development, and ensuring that they grow up in circumstances consistent with the provision of safe and effective care.

Safeguarding Welfare Plan (SWP)



All LimbPower activities must have a Safeguarding Welfare Plan (SWP) which sets out the minimum expectations for all participating individuals and organisations about all aspects of keeping participants safe at an Activity, including the policies and practices that will operate throughout the Activity

Safeguarding Activity Manager

Person appointed and responsible for organising and running each activity. Overall responsibility for ensuring the Safeguarding Welfare Plan is developed and implemented in line with at least minimum standards outlined in this plan.

Safeguarding Activity Officer

Person appointed with responsibility for implementation of the welfare plan at each activity and co-ordination of welfare issues as they arise at the activity.

Sport Manager, or National Governing Body Co-ordinator

NGB co-ordinator is responsible for the development and co-ordination of the sport specific programme. Responsible for identifying regional NGB co-ordinators.

Umbrella Body

An Umbrella Body is a Registered Body that provides access to the DBS to other non-registered organisations.

Vetting and Barring Service (VBS)

A record of convictions held on the Police National Computer for individuals convicted of crimes. The parts of the Criminal Record released on the Disclosure will depend on the type of Disclosure applied for.

Volunteer

Volunteer to be 'a person who performs any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.

For more information, please contact info@limbpower.com



7.0 Supporting Resources

The following websites all contain excellent support and resources to assist you with your learning and development.

NSPCC- for any information on safeguarding, child protection and in sport, sport standards.

www.nspcc.org.uk

NSPCC Child Protection in Sport Unit (CPSU)

www.thecpsu.org.uk

CEOP – The Child Exploitation and Online Protection (CEOP) Centre is dedicated to eradicating the sexual abuse of children. It specialises in reporting internet abuse and has training and support resources to help you with internet and other safety issues.

www.ceop.police.uk

Safe Network – provides free information to any voluntary group, individual or organisation, once you register (it is free) you can download a lot of resources to assist you in developing policies or guidance - <http://www.safenetwork.org.uk>

NAPAC-National Association for People Abused in Childhood - provides help and support

<http://www.napac.org.uk>

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8.0 Appendices – please see downloads

You can download all LimbPower Safeguarding policies, procedures, examples and supporting information from LimbPower's SharePoint site on Microsoft 365



APPENDIX 1

PERMANENT AND VISITING STAFF SAFEGUARDING AND CHILD PROTECTION INFORMATION LEAFLET

WELCOME TO LIMBPOWER.

LimbPower Statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children and adults at risk. We endeavour to provide a safe and welcoming environment where children and adults at risk are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children and adults at risk receive effective support, protection and justice.

While working in within our provision we expect you to take care of our children and adults at risk and follow our procedures.

Key facts about abuse

Abuse and neglect can happen to any child or adult at risk, of any race, culture, ethnicity or sexuality. Disabled children/adults at risk and children with SEN are particularly vulnerable.

Many children/adults at risk are unable to disclose what is happening to them and rely on us to interpret their behaviour and spot signs of abuse.

A child/adult at risk may:



- have a bruise, burn or injury that seems suspicious
- show signs of pain or discomfort
- be unnaturally passive or withdrawn
- be unpredictable and challenging
- seem anxious, fearful or distressed
- provide an unlikely explanation for their injury or their behaviour.

If you are concerned for a child/adult at risk's health, welfare or safety in any way you must speak to the Designated Safeguarding Lead (DSL) _____ or a senior member of staff before you leave the provision.

Do not question the child/adult at risk or try to secure evidence. Your responsibility is to report your concern, not to investigate.

If a child/adult at risk tells you something that suggests they are at risk of harm, allow them to tell you as much as they wish and let them know that you must pass the information on to the organisation's Designated Safeguarding Lead (DSL).

If you become concerned about a child/adult at risk's immediate safety, notify the nearest member of staff and tell them why you are concerned. You should complete a concern form (attached) and hand it to the DSL or a member of LimbPower staff before you leave the LimbPower site. Ask a senior member of staff if you would like help to complete the form.

If you have any questions or wish to see our Safeguarding and Child Protection Policy, please contact your manager or the LimbPower DSL/deputy DSL.





APPENDIX 2

IMAGES CONSENT FORM

_____ (Establishment)

Consent for the use of images

There is evidence to suggest that some people who are a risk to individuals may identify potential victims from images (photographs or video recordings) and accompanying personal information that is in the public domain, including LimbPower brochures and websites, and local and national media.

To protect our clients, we do not publish their full name and photograph together, we ensure that individuals are appropriately clothed for photographs, and we do not allow commercial or media photographers unsupervised access to clients.

In signing this form, parents/carers give consent for LimbPower, or someone commissioned by LimbPower to take and use photographs and video recordings for educational purposes, to record events and to publicise the work of LimbPower on our website, in the LimbPower literature and in local or national media.

Name of individual:

.....

Date of birth:

.....

.....



Participants signature:

.....

Date:

.....

Name of parent or carer

.....

Relationship to the client

.....

Signature of parent or carer

.....

Client 's address

.....

.....

Telephone:

.....



APPENDIX 3

CHILD PROTECTION / SAFEGUARDING RECORD OF CONCERN

Safeguarding is a term which is broader than ‘child protection’ and relates to the action that LimbPower takes to promote the welfare of children/adult at risk and protect them from harm. Safeguarding is everyone’s responsibility. Safeguarding is defined in Working Together to Safeguard Children 2018 as:

- Protecting children/adult at risk from maltreatment
- Preventing impairment of children’s/adult at risk health and development
- Ensuring that children/adult at risk grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children/adult at risk to have the best outcomes

This form will be used by members of staff or volunteers to record disclosure or suspicions regarding child/adult at risk maltreatment. The completed form should be sent to the Designated Safeguarding Lead and stored centrally.

Your name	Your position
Place of work	Contact phone number
Participants details	
Name	
Address	
Telephone number	Date of birth
Other relevant details about the client: d mental health, any communication difficulties.	



Parent/carers details
Details of the allegations/suspiciousions
Are you recording: <ul style="list-style-type: none">• A disclosure made directly to you by the client?• A disclosure or suspicions from a third party?• Your suspicions or concerns?
Date and time of disclosure
Date and time of incident
Parent/carers details

Details of the allegations/suspiciousions. State exactly what you were told/observed and what was said.



--

Date and time of contact made with Designated Safeguarding Officer

Action taken so far:

Decision on future action

RED		AMBER		GREEN	
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Signed	Date
Signed by DSO	Date

Action Taken

Action Taken	When?	Who?	Outcome
Discuss with child / adult at risk?			
Risk Assessment?			
Monitor?			
Discuss Internally?			
Exclude Child?			
Contact parent / carer? If no, state reason	Yes / No		
Check with allocated Social Worker?	Yes / No / n/a		
Seek advice from LA safeguarding adviser?			
Refer to Social Care? If yes, state outcome			
No action needed. If yes, state reason for this	Yes / No		
Other (Please specify)			



APPENDIX 5

INFORMATION SHARING

Seven **GOLDEN** rules for information sharing

- 1 Remember that the GDPR 2018 is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
- 2 Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
- 3 Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
- 4 Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
- 5 Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
- 6 Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
- 7 Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.



From Information Sharing: Guidance for practitioners and managers (DfE 2015)



Informing parents about a referral

While, in general, you should seek to discuss any concerns with the family and, where possible, seek their agreement to making referrals to children's social care, this should only be done where such discussion and agreement-seeking will not place a child at increased risk of significant harm or lead to interference with any potential investigation. The child's interests must be the overriding consideration in making such decisions.

- Wherever possible, you should be open about what personal information you might need to share and why. In some situations, it may not be appropriate to inform a person that information is being shared or seek consent to this sharing, for example, if it is likely to hamper the prevention or investigation of a serious crime or put a child at risk of significant harm or an adult at risk of serious harm.

When consent should not be sought

- There will be some circumstances where you should not seek consent from the individual or their family or inform them that the information will be shared. For example, if doing so would:
 - place a person (the individual, family member, yourself or a third party) at increased risk of significant harm if a child, or serious harm if an adult; or
 - prejudice the prevention, detection or prosecution of a serious crime; or
 - lead to an unjustified delay in making enquiries about allegations of significant harm to a child, or serious harm to an adult.
- You should not seek consent when you are required by law to share information through a statutory duty or court order. In these situations, subject to considerations set out above, you should inform the individual concerned that you are sharing the information, why you are doing so, and with whom.

