



**INSIGHT SOCIETY**

**A Not-for-Profit Social Enterprise**

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**0121 241 8458**

**Company Number 04717812**

**Safeguarding Children**

**& Young People**

**Child Protection Policies**

**Procedures and Forms**

**April 2021**

**FOR EMERGENCY CONTACT DETAILS  
SEE BACK PAGE**

**Expert Adviser:**

**THIRTYONE EIGHT**

**[www.thirtyoneeight.org](http://www.thirtyoneeight.org)**

**INSIGHT SOCIETY****Child Protection Policies,  
Procedures and Forms****April 2021**

This document was approved by the Directors of INSIGHT SOCIETY on 16<sup>th</sup> April 2021:

1. Signature \_\_\_\_\_  
Name: Shazia Begum

2. Signature \_\_\_\_\_  
Name: Ian Fellows

3. Signature \_\_\_\_\_  
Name: Tony Breach

**The company's work involves it directors, employees and volunteers coming into contact with both sighted and visually impaired children. We are therefore implementing the child protection policies and procedures described in this document to comply with our safeguarding responsibilities.**

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**INSIGHT SOCIETY**  
**Summary Child Protection Policy**

The following policy was agreed by the Company on 16<sup>th</sup> April 2021

- As a Company we are committed to the nurturing, protection and safeguarding of children and young people
- We are committed to supporting parents and families
- We recognise that child protection is everybody's responsibility
- We are committed to following the agreed procedures and following statutory and specialist guidelines
- We seek to support those in the Company affected by abuse
- We will endeavour to keep up to date with national and local developments relating to children and young people.
- We will review this policy annually

If you have any concerns for a child or in relation to any child protection matter then speak to one of the following who have been approved as Child Protection Co-ordinators for the Company.

**Child Protection Coordinators**

- **Miss Siman Mohamed Farah**
- **Mr Tony Breach**

**Child Protection Deputy Coordinators**

- **Ms Shazia Begum**
- **Mr Ian Fellows**

COMPANY POLICY

INSIGHT SOCIETY recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be the victims of physical, sexual and emotional abuse, and neglect. INSIGHT SOCIETY has therefore adopted the procedures set out in this document (hereafter 'the policy'). It also recognises the need to build constructive links with statutory and voluntary child protection agencies. The policy and attached practice guidelines are based on a model published by 'childprotectionuk.net' and prepared in consultation with [e.g. local authority]. INSIGHT SOCIETY undertakes to file a copy of the policy and practice guidelines with 'childprotectionuk.net' and social services, and any amendments subsequently published. INSIGHT SOCIETY agrees not to allow the document to be copied by other companies or charities.

INSIGHT SOCIETY is committed to on-going child protection training for all children/youth workers and will regularly review the operational guidelines attached.

INSIGHT SOCIETY also undertakes to follow the principles found within the 'Abuse of Company' guidance issued by the Home Office and it is therefore unacceptable for those in a position of Company to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of Company continues.

## **RESPONDING TO ALLEGATIONS OF ABUSE**

Under no circumstances should a worker carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- Concerns must be reported as soon as possible to Miss Siman Farah or Mr Tony Breach (hereafter the 'Co-ordinator') who are nominated by INSIGHT SOCIETY to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- The Co-ordinator may also be required by conditions of the Company's insurance policy to immediately inform the Insurance Company.
- In the absence of the Co-ordinator, or if the suspicions in any way involve the Co-ordinator(s) then the report should be made to Ms Shazia Begum or Mr Ian Fellows (hereafter the 'Deputy Co-ordinators'): If the suspicions implicate both the Co-ordinator and the Deputy Co-ordinator, then the report should be made in the first instance to the 'childprotectionuk.net' PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550 or alternatively Birmingham Safeguarding Children Partnership on 0121 303 1888.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with the Company's procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Co-ordinator, the absence of the Co-ordinator or Deputy Co-ordinator should not delay referral to the Specialist Adviser or Safeguarding Children Partnership.
- INSIGHT SOCIETY will support the Co-ordinator/Deputy Co-ordinator in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or seek advice from 'childprotectionuk.net', although INSIGHT

SOCIETY hopes that members of the Company will use this procedure. If, however, the individual with the concern feels that the Co-ordinator/Deputy Co-ordinator has not responded appropriately, or where they have a disagreement with the Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that INSIGHT SOCIETY demonstrates the commitment of the Company to effective child protection.

The role of the co-ordinator/ deputy co-ordinator is to collate and clarify the precise details of the allegation or suspicion and pass this information on to the Social Services Department. It is Social Services task to investigate the matter under Section 47 of the Children Act 1989.

#### **ALLEGATIONS OF PHYSICAL INJURY OR NEGLECT**

If a child has a physical injury or symptom of neglect, the Co-ordinator/Deputy Co-ordinator will:

- Contact Social Services (or 'childprotectionuk.net') for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Will not tell the parents or carers unless advised to do so having contacted Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of injury.
- Where the parent/carer is unwilling to seek help, offer to counselling and advice them. In cases of real concern, if they still fail to act, contact Social Services direct for advice.
- Seek and follow advice given by 'childprotectionuk.net' (who will confirm their advice in writing) if unsure whether or not to refer a case to Social Services.

#### **ALLEGATIONS OF SEXUAL ABUSE**

In the event of allegations or suspicions of sexual abuse, the Co-ordinator/Deputy Co-ordinator will:

- Contact the Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by 'childprotectionuk.net' if, for any reason they are unsure whether or not to contact Social Services/Police. 'Childprotectionuk.net' will confirm its advice in writing for future reference.

#### **APPOINTMENT, SUPPORT, SUPERVISION & TRAINING OF LEADERS & WORKERS**

INSIGHT SOCIETY will ensure all workers will be appointed, trained, supported and supervised in accordance with the principles set out in government guidelines 'Safe from Harm' (HMSO 1993), the Disclosure and Barring Service / Scottish Criminal Records Office / POCVA Register Codes of Practice, 'childprotectionuk.net' guidance and Company practice guidelines attached. The same principles will be applied to those appointed to work with vulnerable adults.

#### **SUPERVISION OF GROUP/CHILDREN'S ACTIVITIES**

INSIGHT SOCIETY will provide details of the supervision for each specific activity in the Company's practice guidelines attached.

**This policy will be reviewed annually on 1st April**

**Next Review Due 1<sup>st</sup> April 2024**

## **Section One**

## 1. Definitions of abuse

The following definitions of child abuse are recommended as criteria throughout England and Wales by the Department of Health, Department for Education and Skills and the Home Office in their joint document, *Working Together to Safeguard Children* (1999). (Definitions in relation to legislation in Wales, Scotland & Northern Ireland are included on the disc in this pack).

Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by a stranger.

### PHYSICAL ABUSE

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This is commonly described using terms such as 'factitious illness by proxy' or 'Munchausen Syndrome by proxy' - see In Focus 2.

### EMOTIONAL ABUSE

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and continuous adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

### SEXUAL ABUSE

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### NEGLECT

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## 2. Further Definitions of Abuse

**MUNCHAUSEN'S SYNDROME BY PROXY**

The Oxford Textbook of Psychiatry defines Munchausen's Syndrome by proxy as: 'A form of child abuse in which the parents or carers give false accounts of symptoms in their children and may fake signs of illness (to draw attention to themselves).

They seek repeated medical investigations and needless treatment for their children.' The government issued guidance for professionals working in situations where Munchausen's is suspected in 'Safeguarding Children in whom Illness is Fabricated or Induced' (2002). Further government guidance is expected following several court cases in 2003/04.

**SIGNIFICANT HARM**

This relates to the degree of harm that triggers statutory action to protect a child. It is based on the individual child's health or development compared to that which could reasonably be expected of a similar child. e.g. severity of ill treatment, degree and extent of physical harm, duration and frequency of abuse and neglect, premeditation. Department of Health guidance suggests that 'significant' means 'considerable, noteworthy or important.'

**DOMESTIC VIOLENCE**

The Home Office definition of domestic violence is 'Any violence between current or former partners in an intimate relationship, wherever and whenever the violence occurs. The violence may include physical, sexual, emotional or financial abuse.' (Home Office Research Studies. Domestic Violence: Findings from a new British Crime Survey self-completion questionnaire.1999)

**ORGANISED ABUSE**

'Organised or multiple abuse may be defined as abuse involving one or more abuser and a number of related or non-related children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse'. (Government Guidelines - 'Working Together to Safeguard Children'1999).

**CHILD PROSTITUTION**

Children involved in prostitution and other forms of commercial sexual exploitation should be treated primarily as the victims of abuse and their needs require careful assessment. (Government Guidelines - 'Working Together to Safeguard Children' 1999. See also 'Safeguarding Children Involved in Prostitution - Supplementary Guidance to Working Together to Safeguard Children').

**3. Recognising Possible Signs of Abuse**

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

**PHYSICAL SIGNS OF ABUSE**

Any injuries not consistent with the explanation given for them  
 Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc  
 Injuries that have not received medical attention  
 Neglect - under-nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc  
 Reluctance to change for, or participate in, games or swimming  
 Repeated urinary infections or unexplained tummy pains  
 Bruises, bites, burns, fractures etc which do not have an accidental explanation\*  
 Cuts/scratches/substance abuse\*

**INDICATORS OF POSSIBLE SEXUAL ABUSE**

Any allegations made by a child concerning sexual abuse

Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play  
Sexual activity through words, play or drawing  
Child who is sexually provocative or seductive with adults  
Inappropriate bed-sharing arrangements at home  
Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations  
Eating disorders - anorexia, bulimia\*

#### **EMOTIONAL SIGNS OF ABUSE**

Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/aggression, extreme anxiety.  
Nervousness, frozen watchfulness  
Obsessions or phobias  
Sudden under-achievement or lack of concentration  
Inappropriate relationships with peers and/or adults  
Attention-seeking behaviour  
Persistent tiredness  
Running away/stealing/lying

#### **RACE, CULTURE & RELIGION**

Crucial to any assessment is a knowledge and sensitivity to racial, cultural and religious aspects. Remember also that differences exist not only between ethnic groups but also within the same ethnic group and between different neighbourhoods and social classes. While different practices must be taken into account, it is also important to remember that all children have basic human rights. Differences in child-rearing do not justify child abuse.

\*These signs might also indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning. Approximately 20,000 are treated in accident and emergency departments in the UK each year. (See In Focus 7: Self-harm - page 32)

## **4. Responding to Children**

#### **GENERAL POINTS**

- Above everything else listen, listen, listen
- Show acceptance of what the child says (however unlikely the story may sound)
- Keep calm
- Look at the child directly
- Be honest
- Tell the child you will need to let someone else know - don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- As soon as possible write down what has been shared\*

#### **HELPFUL RESPONSES**

- You have done the right thing in telling
- That must have been really hard
- I am glad you have told me

- It's not your fault
- I will help you

**DON'T SAY**

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

**CONCLUDING**

Again reassure the child that they were right to tell you and show acceptance

Let the child know what you are going to do next and that you will let them know what happens (you might have to consider referring to Social Services or the Police to prevent a child or young person returning home if you consider them to be seriously at risk of further abuse)

Contact the person in your Company responsible for co-ordinating child protection concerns or contact an agency such as [childprotectionuk.net](http://childprotectionuk.net) for advice. Alternatively go directly to Social Services/Police/NSPCC.

Consider your own feelings and seek pastoral support if needed.

**\*MAKING NOTES**

Make notes as soon as possible, preferably within one hour of the child talking to you. Write down exactly what the child said and when s/he said it, what you said in reply and what was happening immediately beforehand (e.g. a description of the activity). Record dates and times of these events and when you made the record. Keep all hand-written notes, even if subsequently typed. Such records should be kept for an indefinite period in a secure place.

**Section 2**

## 5. Appointing Workers / Teachers

### 1. Introduction

In recent years there has been a great deal of public concern expressed about the way in which unsuitable people, including sex offenders, have gained both voluntary and paid employment with children and young people. In 1992 a Committee of Inquiry published a report, 'Choosing with Care'. It recommended that more careful background checks should be made on candidates applying for jobs working with children and young people. The Home Office have produced a Code of Practice, 'Safe from Harm' (1993), for voluntary Companies which [childprotectionuk.net](http://childprotectionuk.net) recommends is followed when recruiting children's/youth workers.

Government guidance stresses the need to treat all would-be paid staff and volunteers as job applicants for any position involving contact with children. Some Companies have paid insufficient regard to selecting workers with children and young people. Great care therefore should be exercised in the selection and appointment process. This will be an outward expression of an Company's commitment to protecting children and young people and should be included in its Child Protection Policy.

Under the Criminal Justice and Court Services Act 2000, it is an offence for anyone disqualified from working with children and young people to knowingly apply, accept or offer to work with children. The Act specifically includes Trustees of charities working with children. It is also a criminal offence to knowingly offer or continue to allow work with children, to an individual who is disqualified.

It is important to obtain information about a potential worker's background. A detailed application form, personal references, information from previous employers (paid and voluntary) and the interview all have a part to play in the assessment of a candidate's suitability for the post.

It should be made clear in any job advertisement and explained at interview that as the post will involve regular unsupervised contact with children (or vulnerable adults), the successful applicant will be asked to agree to a criminal records check being carried out before the position is confirmed. This process should be started as soon as the prospective worker has accepted the provisional job offer. It is important that the Company has a policy regarding the employment of those with a criminal record (see section 4 of this chapter). Identifying those who could be a danger to children is far from easy, so it is important through vigilance and good practice to make it as difficult as possible for such individuals to gain access to children.

### 2. Application forms

All applicants for positions, whether voluntary or paid, should complete an application form, providing details of referees. It should also be made clear that the Company reserves the right to make any character checks it feels are necessary. The application form is a good source of information about previous work experience and a candidate's employment history (e.g. gaps in employment may be significant). It can also be a good place to start from at an interview.

Children's work is exempt from the Rehabilitation of Offenders Act 1974, which states some spent offences do not have to be declared. Applicants should therefore be asked to declare all convictions, however old, at application stage.

They should also be asked to complete the Voluntary Disclosure Form (making a 'nil' return if appropriate), returning it in a separate, sealed envelope to the person in the Company acting as 'recruiter' for criminal records disclosure checks. If the applicant reveals information that suggests

they are unsuitable to work with children, the appointment process can be halted, saving the Company and the individual considerable time and effort. The recruiter may find it useful to compare any information revealed by the criminal records checks (see section 4 ) with that supplied by the applicant. This, and all information received concerning criminal records checks should be kept securely and destroyed once the recruitment process has been completed.

**FORM 2:  
JOB APPLICATION FORM**

**FORM 3:  
SELF DECLARATION FORM FOR A POSITION REQUIRING A DISCLOSURE**

**FORM 4:  
REQUEST FOR REFERENCE**

**FORM 5:  
REFERENCE FORM**

### **3. Interviewing**

The need for child protection within the context of the job is an essential area to cover at an interview, although it should not dominate the whole selection process. Whilst it would be inappropriate to expect candidates to discuss details of their past, it is relevant for the interviewer(s) to know about any personal issues, such as past drug misuse, alcoholism or abuse, and that these have been or are being addressed. This might be significant if the successful candidate will be working with young people where abuse is an issue. It is important to remember however, that whilst a small proportion of victims of abuse grow up to be abusers themselves, most do not. Questioning needs to be handled sensitively and it is therefore important the interviewer is competent and confident. Questions of a sensitive nature may best be dealt with on a one to one basis. Some general principles of good practice are that any questions asked should be:

**RELEVANT:** related to job description/person specification.

**OPEN:** attempting to establish how the person thinks and feels about working with children. The interviewer needs to be flexible enough to follow up any responses that need further exploration.

**FAIR:** any question must be asked of all candidates (e.g. whatever gender or ethnicity).

**APPROPRIATE:** questions about values and personal conduct are acceptable as long as they are relevant to the job. This is important within the context of the culture/value system of the Company.

**LEGITIMATE:** questions about sexual conduct/ morality in relation to the value system of the Company may be asked on the condition they are relevant to the post and as long as this is done sensitively.

The applicant should also become familiarised with the Company's policy on safeguarding children's welfare and its expectations in relation to practice issues.

### **4. Criminal records checks**

The Criminal Records Disclosure Service can provide employers, including voluntary agencies/Companies with additional information to help assess the suitability of a potential worker,

paid or volunteer. The Disclosure and Barring Service in England and Wales (DBS) provides a 'one-stop shop' service, enabling Companies to check information held on the Police National Computer (PNC), local police records and, where appropriate, confidential lists held by the Department of Health (PoCA-Protection of Children Act- List) and the Department for Education and Skills (List 99). The PoCA list has details of those considered unsuitable for working with children in childcare positions. List 99 contains details of people who have been barred or restricted from certain employment (e.g. teachers, caretakers, youth workers) by the Secretary of State under the Education (Restriction of Employment) Regulations 2000. Not everyone on this list is considered a risk to children. Barring can be for a variety of reasons including fraud or dishonesty, but barring will always happen where behaviour/convictions pose a risk either directly or indirectly to the safety or welfare of children. A detailed description of these two lists can be obtained via the [childprotectionuk.net](http://childprotectionuk.net) offices.

Information passed on by the DBS may reveal, for example, that an applicant is unsuitable to work with children. In Scotland checks are administered by the Scottish Criminal Records Office (SCRO) and is similar to England and Wales. In Northern Ireland a different system exists for police checks through the Pre Employment Consultancy Service (PECS) operated by the DHSS.

Companies using the Disclosure Service are required to comply with the DBS/SCRO Code of Practice. Failure to follow it could result in an individual or Company not fulfilling their obligations under the Human Rights and Data Protection Acts, and they may even be breaking the law.

The Code of Practice is intended to guarantee that any information released by the DBS is used fairly. The Code also seeks to ensure that sensitive, personal information is handled and stored appropriately, and is kept only for as long as is necessary. In order to comply with DBS/SCRO conditions, Companies using the Disclosure Service are required to adopt a Rehabilitation of Offenders policy and a policy on the secure storage, handling, use, retention and disposal of disclosure information. The DBS suggests that the Rehabilitation of Offenders policy could be contained within a general Equal Opportunities policy.

### **Disclosure and Barring Service Information**

Both a policy statement on the recruitment of ex-offenders and the handling of information should be regarded as part of the Company's child protection policy.

There are two levels of Disclosure, relevant to those working with under 18's and vulnerable adults available from Criminal Records Office (CRO) via the Companies appointed Intermediary Body:

#### **(i) Standard Disclosures**

These are for those who regularly undertake limited roles which bring them into contact with children and young people, but where there is no supervisory or training responsibility. This might include those who serve refreshments or occasional helpers who are never left in sole charge of children.

#### **(ii) Enhanced Disclosures**

This applies to the vast majority of those working with or responsible for children. An enhanced check should be carried out on those whose work involves 'regularly caring for, training,

supervising or being in sole charge' of children and young people. This typically includes children's or youth workers, people who work for holiday play schemes, camps, residential weekends, nurseries, crèches, refuges for parents and children etc.

An enhanced disclosure will contain details of all convictions held on the police national computer, including current and "spent" convictions, as well as details of any cautions, reprimands or final warnings. The disclosure will indicate whether information is held by the Department of Health (DoH) and Department for Education and Skills (DfES). It will also include a check on local police records. A standard disclosure includes all the above, with the exception of a check on local police records.

**The Company is committed to using Enhanced Disclosure in all circumstances.**

## **5. Appointment and supervision**

Any appointee should have a written agreement together with a clear job description, lines of accountability to the management and an assigned supervisor with regular opportunities for planned meetings so that work can be discussed, issues aired and areas of concern dealt with. It is also advisable to have a probationary period (say 6 months) before the appointment is confirmed.

It is important to arrange regular workers' meetings to review procedures to ensure a common approach, sharing of concerns and identifying other matters that may need clarification and guidance.

No one should be working in isolation but as part of a team showing mutual responsibility for each team member. It should be accepted that anyone seeing another worker acting in a way that could be misinterpreted should be able to speak to the individual or the supervisor about the concern.

Emphasis should be placed on following the group's guidelines and in circumstances where it is necessary to depart from agreed procedures, in an emergency, or to protect a child, permission should either be obtained in advance from a supervisor or reported immediately afterwards where this is not possible. Also feedback sessions can be organised to report incidents where guidelines have not been adhered to. This provides protection to the individual and draws the management's attention to shortcomings and problem areas.

A written record should be kept of issues/decisions discussed at meetings.

**FORM 5:  
MODEL CONTRACT FOR CHILDREN'S WORKER**

## **6. Training**

It is important that all workers understand the agreed procedures for protecting children. Some Companies may choose to obtain written acceptance of the Company's policy statement as a condition of service. It certainly should be a condition of service that the worker is required to report all allegations or concerns about possible abuse.

Training for workers in relevant areas should be arranged eg child protection (see above), first aid, food hygiene, health & safety and workforce development.

## **7. If we decide not to appoint**

All applicants should be notified in writing of a decision not to appoint. If an unsuccessful candidate asks for the reasons why they have not been appointed and/or are seeking honest feedback about their application and interview, it should be given. Obviously this requires sensitivity and tact on the part of the person giving the feedback, particularly if references are discussed. The reasons for non-appointment are particularly important where past offences have come to light, which were not disclosed on their application form. Though it is illegal to reveal information obtained through a criminal records check, an unsuccessful candidate may need advice on directing their abilities into other areas.

## **8. Occasional and young helpers**

The minimum age for a worker is 16. Some Companies specify 18 years (the Children Act 1989 defines a child as someone under the age of 18). Whether the minimum age is 16 or 18, the process of appointment should be the same as any other worker.

Please note, someone appointed, say, as a driver should always be regarded as a 'worker' and it follows therefore, that all the appropriate checks should be carried out. In some situations there are parents/carers who transport children besides their own, but this is essentially an arrangement between those with parental responsibility and not something arranged by the Company.

Young people under 16 are frequently used as voluntary helpers. This can happen when, for example, children from secondary Companies obtain a work experience placement in an infant Company or nursery. It is advisable that such helpers should be responsible to a named worker and never be in a position where they are providing unsupervised care of children. For example they should not be counted as a 'worker' when considering staff/child ratios. In these circumstances the full recruitment procedure need not be applied, though the Company would be expected to acquire basic information about the individual and take up personal references. Criminal Records checks would not normally be required. A similar procedure could be used for other occasional helpers.

Care should be taken to ensure that this process is not used to avoid proper checks or as a backdoor recruitment process.

## **9. Workers and Trustees from abroad**

The same procedure can be applied to other groups where a full vetting process (e.g. DBS check) is not possible or desirable, for example, young people visiting from abroad, parents or others who

are helping on a casual basis (e.g. a holiday play scheme), or refugees where full checks are not possible.

When recruiting workers from abroad, certificates of good conduct can sometimes be obtained from the police local to the workers residence. However, these need to be treated with caution. As with any other criminal conviction certificate, it can only provide 'known' information. Some countries are well behind the UK in recognising abuse/child protection issues. Whilst UK checks will involve intelligence from other agencies, foreign checks are likely to be far more basic and cannot be equated with a check in the U.K. In this situation it is advisable that these workers do not have unsupervised contact with children but they could work alongside an approved worker.

The DBS are developing services to assist with checks on workers from overseas. In order to find out what is currently available you can contact the DBS Overseas Information Team on 0870 0 100 450. They will be able to help with general advice about countries providing services and information regarding associated procedures. However, you will need to be aware that the quality of information received will vary and the result of a criminal records check may be returned in a different language and neither childprotectionuk.net nor the DBS provide a translation service.

NB. What constitutes an offence in the UK, and would be seen as child abuse, may not in the country of origin of the Company. References therefore need to be viewed with this in mind.

## 6. Sample Questions for Interviews

NB. This list of questions is not conclusive, but a sample that could be asked depending on the situation and circumstances.

1. How would you handle a child who was being aggressive and challenging towards you personally?
2. Could you tell us about experiences working with children that have been difficult or unpleasant and how did you handle these? (Important Question – Note the answer carefully)
3. What would be your views on a youth worker having a sexual relationship with a girl (over 16) who attends the youth club?
4. What areas would concern you when considering the suitability of a young person to work as a helper in a youth event you were responsible for?
5. How would you respond to a youth asking for advice about embarking on a sexual relationship with a 15 year old girlfriend/boyfriend?
6. Because you are going to be working with children and young people who face problems in the area of drug and alcohol misuse or child abuse, have you any experience which would be relevant in dealing with these issues?
7. Have you ever had any concerns expressed to you about your conduct with children and young people?
8. Have you ever had a position of work with children and young people declined?

9. Have you ever been involved with police or social services in regard to children, either in this country or abroad?
10. Have you ever been involved in court proceedings concerning a child?
11. If you were offered employment, is there anything else we would need to know in terms of your previous work or relationships with children?

## **7. Handling of Disclosure Information**

### **STORAGE AND ACCESS**

Disclosure information must never be kept on an applicant's personal file. It must be stored separately in a secure, lockable, non-portable cabinet, with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **HANDLING**

In accordance with Section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. A record should be kept of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### **USAGE**

Disclosure information must only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### **RETENTION**

Once a recruitment (or other relevant) decision has been made, Disclosure information should not be kept for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, consultation should be made with the registered/umbrella body and/or the DBS/SCRO. Advice can then be given to the Data Protection and Human Rights of the individual. The above conditions regarding safe storage and strictly controlled access would still apply in these circumstances.

### **DISPOSAL**

Once the retention period has lapsed, Disclosure information must be suitably destroyed by secure means, i.e. shredding, pulping or burning. Whilst awaiting destruction, Disclosure information must not be kept in any insecure receptacle (eg waste bin or confidential waste sack). No copies of the Disclosure information may be kept, in any form. However, a record can be kept of the date of the issue of a disclosure, the name of the subject, the type of disclosure requested, the position for which the disclosure was requested, the unique reference number of the disclosure and the details of the recruitment decision taken.

## **8. Equal Opportunities Statement**

1. Insight Society is committed to social justice and resolutely opposed to discrimination in society. We are committed to providing services on a fair and equitable basis, regardless of race, ethnicity, religion, life-style, sex, sexuality, physical or mental disability, offending background or any other factor. No person requiring services from this Company will be treated less favourably than any other person on any grounds.
2. In employment we actively seek to recruit with the right mix of talent, skills and potential, promoting equality for all, and welcome applications from a wide range of candidates. We select all candidates for interview based on their skills, qualifications, experience and commitment to the values and purposes of the Company.
3. As a Company using the Disclosure and Barring Service (DBS) Disclosure Service to assess applicants' suitability for positions of Company, the Company undertakes to comply fully with the DBS Code of Practice and to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of disclosure on the basis of conviction or other information revealed.
4. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered a position.
5. Where a Disclosure is to form part of a recruitment process, we encourage all applicants called for interview to provide details of any criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the recruiter within the Company and we guarantee that this information will only be seen by those who need to see it as part of a recruitment process.
6. Unless the nature of the position allows questioning about your entire criminal record, we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
7. We ensure that all those in the Company who are involved in the recruitment process have been suitably trained to identify and assess the relevance of circumstances of offences. We will also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders e.g. the Rehabilitation of Offenders Act 1974.
9. At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer of employment or voluntary work.
10. We make every subject of a DBS Disclosure aware of the existence of the Code of Practice and make a copy available on request.
11. We undertake to discuss any matter revealed in a disclosure with the person seeking a position before withdrawing a conditional offer of employment.

NB Having a criminal record will not necessarily bar you from working with us. It will depend on the nature of the position and the circumstances and background of your offences.

## 9. The Internet

Whilst the development of the internet has revolutionised communication systems throughout the world and if used in the right way is an excellent resource, care in its use and application needs to be exercised so that safety is not compromised. Children need to be aware of on-line safety in the same way they are taught road safety.

### **1. Do's And Don'ts**

When designing a web site, make clear what is available for copying and what is not and don't refer to other sites without permission.

- Parental permission must be obtained before using any picture of a child/group of children.
- Avoid using photos of individual children. In preference use a group photograph. However, DO NOT USE IT if a child can be identified by their name or the location they are in and never provide names, addresses or locations. This could inadvertently help a sex offender to identify or gain access to a child.
- Personal email or postal addresses, telephone or fax numbers must not be divulged.
- To make web content accessible to people with disabilities look at [www.w3.org/TR/WAI-WEBCONTENT/](http://www.w3.org/TR/WAI-WEBCONTENT/) for the Web Content Accessibility Guidelines
- Youth and Children's Workers are increasingly communicating with children/young people using email and text messaging. It is advisable that Companies develop a protocol for this type of 'one to one' communication, detailing what is appropriate and what is not. Also, when using emails, workers should add a rider to the bottom stating level of confidentiality.
- If web access is being provided for children or young people e.g. youth project providing a cyber café, then consider using filtering software to prevent access to inappropriate web sites. e.g. Netnanny, Cyberpatrol or Surfwatch etc. Your Internet Service Provider may also have filtering software.
- If you are providing web access e.g. cyber café ensure that all users complete an internet permission form including parental permission.

### **2. Helpful Companies**

Childnet International, Studio 14, Brockley Cross Business Centre, 96 Endwell Road, London SE4 2PD

Telephone 020 7639 6967 Fax: 020 7639 7027 [www.childnet-int.org](http://www.childnet-int.org) Email: [info@childnet-int.org](mailto:info@childnet-int.org)

They also have a related site [www.chatdancer.com](http://www.chatdancer.com) which has specific safety information on chat rooms.

Internet Watch Company is an industry-funded body with a hotline to report illegal material. They can be contacted on 08456 00 88 44 and at [www.iwf.org.uk](http://www.iwf.org.uk)

Police Child Pornography Information Line is a free phone number to report incidents of child pornography on 0808 100 0040. This can also be accessed via [www.met.police.uk](http://www.met.police.uk)

## **10. Safety on the Internet (A Guide for Young People)**

**PERSONAL INFORMATION**

- Never tell anyone you meet on the internet your home address, your telephone number or any other identifying information e.g. Company or youth group, unless your parent/carer gives you permission.
- Never send anyone your picture, credit card or bank details, or anything else, without first checking with your parent/carer.
- Never divulge your password to ANYONE! (Even your best friend!)
- Never arrange to meet anyone in person without first agreeing it with your parent/carer or children's/youth leader, and get them to come along to the first meeting, which should always be in a public place.

**CHAT ROOMS**

- Never stay in a chat room or conference if someone says or writes something which makes you feel uncomfortable or worried, and always report your concerns to your parent/carer or children's/youth leader.
- Check that any chat room you enter is regulated and run by a reputable Company or Company that monitors activity.
- Remember that Chat Rooms are 'public places' and that you may not know the true identity of anyone you meet in a chat room.

**EMAILS**

- Never respond to nasty, suggestive or rude e-mails or postings in Usenet Groups.
- Always be yourself and do not pretend to be anyone or anything you are not.
- Always remember if someone makes you an offer that seems too good to be true, it probably is.
- Always on receiving emails delete attachments from strangers without opening them. They may contain viruses that can damage your computer. Make sure you know where files are from before you download them. They may also have viruses.
- Never send chain letters via the internet. Chain letters are forbidden on the Internet. Inform your parents/carers who can then notify your Internet Service Provider if you receive one.

**11. Data Protection, Filming and Photographs****1. Summary of Data Protection Principles**

The Data Protection Act 1998 is designed to provide privacy protection for individuals about whom personal, identifying data is kept. It lays down 'best practice' principles for those who keep the data and it applies to paper records as well as computerised information. The Act covers the whole of the UK, and all Companies must comply with the rules on processing data.

- 'Processing' includes obtaining, recording, holding or storing information and carrying out any action on the data, including adaptation, alteration, use, disclosure, transfer, erasure, and destruction.
- Personal data shall be processed fairly and lawfully.
- Personal data shall be held only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or purposes.
- Personal data shall be adequate, relevant and not excessive in relation to the purpose for which it is processed.
- Personal data shall be accurate and, where necessary, kept up to date.
- Personal data processed for any purpose shall not be kept for longer than is necessary for that purpose.
- Personal data shall be processed in accordance with the rights of data subject under the Data Protection Act.
- Appropriate technical measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of the data.
- Personal data shall not be transferred to a country or a territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

## **2. Complying With Data Protection Principles**

(i) No personal data should be obtained or held unless the individual has given consent. In the case of sensitive data, (defined as race, political opinion, religious belief, trade union membership, physical or mental health, sexuality, criminal offences) specific consent must be obtained i.e. the individual must be informed that this type of data is being held, told the reason for it and give permission for its use. NB: photographs count as sensitive data since they may reveal information about the subject's race. Permission should always be obtained to keep a copy or use a photograph of an individual. (see The use of video / camcorders and taking photographs of children in Section 4)

(ii) Do not use data obtained for one purpose for a different purpose. For example the Company's members' list may not be used for commercial mail shots.

(iii) Do not collect information about individuals which is not necessary for the purpose intended. Do not ask questions or seek data without ensuring that the information is relevant. If data is given or obtained which is excessive for the purpose it should be immediately deleted or destroyed.

- (iv) If data is kept for a considerable length of time it must be reviewed and if necessary updated. No data should be kept unless it is reasonable to assume it is accurate.
- (v) There should be regular reviews of files containing data to ensure that it is not kept for longer than required for the particular purpose.
- (vi) You should always consider the rights of the individual in respect of their data. These are, briefly, that consent should be obtained if data is to be kept and used for any purpose; that individuals are entitled to know what data is kept about them and that no personal data must be disclosed to anyone outside or inside the Company who does not strictly need to know, without the individual's consent.
- (vii) Companies should have systems in place to ensure the security of data on computer systems and these must be adhered to. Personal data must be kept in a secure place, e.g. in filing cabinet which can be locked or in a room which can be locked when unoccupied. Individuals must seek to prevent unauthorised access to any computers that contain personal data.
- (viii) No data can be transferred, even for a legitimate purpose, outside of the EEA (European Economic Area - most of Europe) without the consent of the individual. This is particularly important when putting information on the Web which can be accessed from anywhere in the world.

Information on the Data Protection Act 1998 can be obtained from:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Information Line: 01625 545 745  
Switchboard: 01625 545 700  
Fax: 01625 524 510  
E-mail: [data@dataprotection.gov.uk](mailto:data@dataprotection.gov.uk)  
Website: [www.dataprotection.gov.uk](http://www.dataprotection.gov.uk)

### **3. Data protection, human rights and child protection**

Where disclosing information might place a child at risk, then child protection considerations take precedence over data protection. In certain circumstances the Data Protection Act allows for disclosure of information without the consent of the subject, including for the prevention or detection of crime, or the apprehension or prosecution of offenders. The need to safeguard children from harm should be considered within these parameters and this is emphasised in the government document, 'Working Together to Safeguard Children' (1999).

Article 8 of the European Convention of Human Rights also makes provision for the disclosure of information in connection with 'the protection of health or morals, for the protection of the rights and freedoms of others and for the prevention of disorder or crime.... Disclosure should be appropriate for the purpose and only to the extent necessary to achieve that purpose'.

Children have the right to be protected from harm. Information relating to concerns that a child is at risk of significant harm should therefore not be withheld on the basis that it might be unlawful under these Acts. If in doubt, the information should not be disclosed to anyone, especially the parent/carers, but contact should be made with Social Services or [childprotectionuk.net](http://childprotectionuk.net) for advice (See also 'parental consent' chapter 2 page 28, and 'keeping records' chapter 6, page 51).

#### **4. Video/Camcorders and taking photographs of children.**

Since the introduction of the Data Protection Act in 1998, Companies must be very careful if they use photographs, videos and web cams of clearly identifiable people. There are several issues to be aware of:

- Permission (verbal or written) must be obtained of all the people (children and adults) who will appear in a photograph, video or web cam image before the photograph is taken or footage recorded.
- It must be made clear why that person's image is being used, what you will be using it for, and who might want to look at the pictures.
- If images are being taken at an event attended by large crowds, such as a sports event, this is regarded as a public area and permission from a crowd is not necessary.
- If photographs or recordings of children's/ youth groups are made and individual children can be easily identified, children's / youth leaders must find out whether any parents do not want their children to be in the photograph.
- Children and young people under the age of 18 should not be identified by surname or other personal details. These details include e-mail or postal addresses, telephone or fax numbers.
- When using photographs of children and young people, it is preferable to use group pictures.
- Obtain written and specific consent from parents or carers before using photographs on a website.

## **12. PRACTICE GUIDELINES**

INSIGHT SOCIETY will maintain a library of information include details of:

1. Procedures for recruitment, training and supporting of workers.
2. Good practice for working with children and young people
3. Guidelines specific to each group/activity (see grid below).

4. A statement that the interests of the child are paramount at all times and if it is necessary to depart from general guidelines in particular circumstances, this should only be done with the knowledge of the Worker's Supervisor or in an emergency reported in writing after the event.

Notes:

1. The ticks on the grid indicate areas in which specific written guidelines may be appropriate to include, dependant on the group or activity. Page numbers are only applicable to the manual, not the disk version.
2. Don't forget to publicise the guidelines so workers, parents and young people know what is required.

## **Section 4**

### **Form 1 Responding to Abuse – Workers Action Sheet**

**CONFIDENTIAL****INSIGHT SOCIETY**

Name of Child/Young Person \_\_\_\_\_

Address \_\_\_\_\_

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Person Reporting Incident \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Time of incident \_\_\_\_\_

Sequence of Events/Actual Words Used/Observations

(Use skin map overleaf where appropriate, but do not undress the child!)

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Action Taken (including person(s) contacted)

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Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Time \_\_\_\_\_

Notes:

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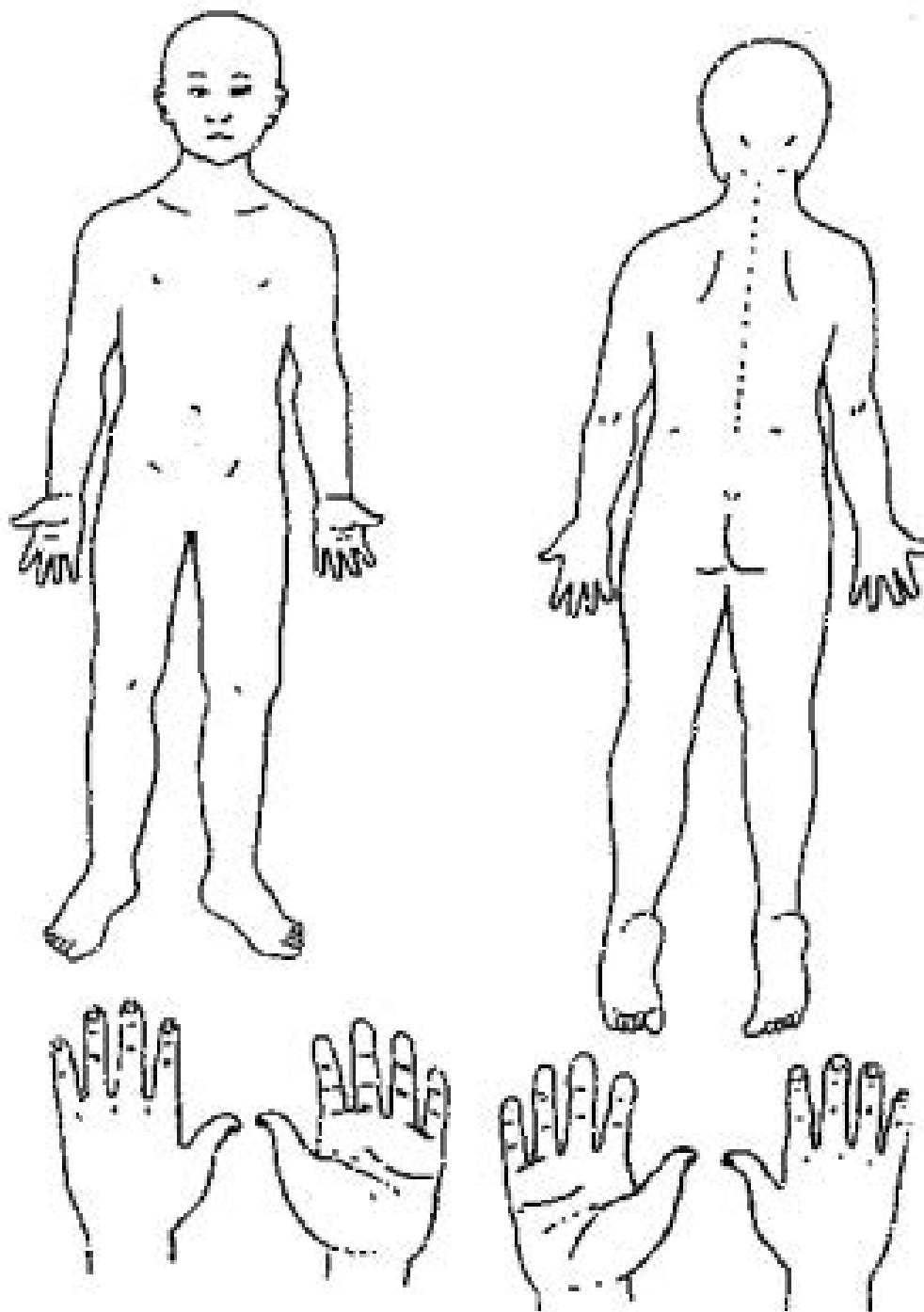
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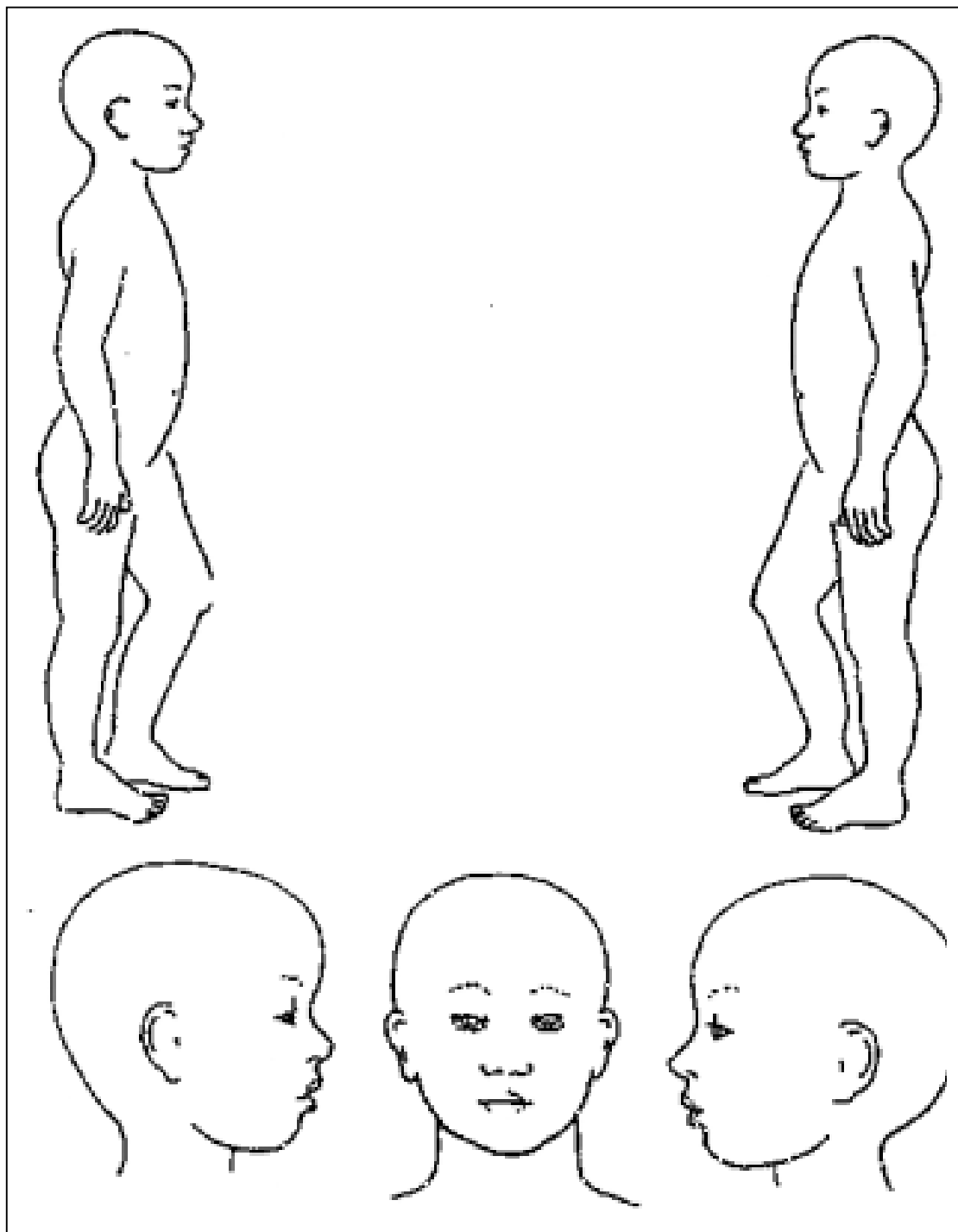
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Name of worker: \_\_\_\_\_

Signature: \_\_\_\_\_

**Skin Maps**





**Or See Next Pages to Mark Injuries to Face if Preferred**



Use appropriate photograph to mark position and size of any injuries



## Form 2 Job Application Form

### APPLICATION FORM FOR PAID OR VOLUNTARY WORK WITH CHILDREN AND YOUNG PEOPLE

#### INSIGHT SOCIETY

We ask all prospective workers with children and young people or vulnerable adults to complete this form. If there is insufficient room to fully answer any question, please continue on separate sheet. The information will be kept confidentially by the Company, unless requested by an appropriate authority.

#### 1. Personal Details

We will need to see birth/marriage certificates or documents regarding a change of name.

Full Name

\_\_\_\_\_

Maiden/Former Name(s)

\_\_\_\_\_

Date and place of birth

\_\_\_\_

/\_\_\_\_

/\_\_\_\_

\_\_\_\_\_

Address

:

\_\_\_\_\_

\_\_\_\_\_

Postcode

DFES Registration Number (if applicable)

\_\_\_\_\_

Daytime Tel No:

\_\_\_\_\_

Evening

Tel

No:

\_\_\_\_\_

Mobile Tel No:

\_\_\_\_\_

Email

address:

\_\_\_\_\_

How long have you lived at the above address?

\_\_\_\_\_ Years

\_\_\_\_\_ Months

If less than 5 years, please give previous address(es) with dates

Previous  
Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code

\_\_\_\_\_

From/To

\_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Please tell us about your work experience either paid or voluntary together with any specific activities undertaken.

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Please give details of previous experience of looking after or working with children and/or young people.

This should include details of any relevant qualifications or appropriate training either in a paid or voluntary capacity

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Have you ever had an offer to work with children/young people declined?

☐ YES ☐ NO(Please tick)

If yes, please give details

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Do you suffer, or have you suffered, from any illness which may directly affect your work with children or young people? ☐ YES ☐ NO (Please tick)

If yes, please give details.

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## 2. Employment History

Please tell us about your past and current employers in the table below.

Employers name & address	Employed from (date)	Employed to (date)	Job title	Reason for leaving

**3. Are you currently working in any other child care position in either voluntary or paid capacity?**

If yes please give details:

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact person in Company: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Post you are employed in (please give details of your duties):

\_\_\_\_\_

\_\_\_\_\_

**4. References**

Please complete the details below for two people who would be willing to provide a personal reference. If you are currently working, one of these should be your present employer. We reserve the right to take up character references from any other individuals deemed necessary.

	1	2
Name	_____	_____
Address	_____	_____
Town	_____	_____
City/County	_____	_____
Postal Code	_____	_____
Telephone No	_____	_____
Relationship	_____	_____
Employer Name	_____	
Address	_____	
Telephone No.	_____	

Please would you complete the attached voluntary disclosure form, place it in a sealed envelope and address it to \_\_\_\_\_ (name of person responsible for processing Disclosure and Barring Service checks) with whom you are welcome to discuss any aspects of this procedure.

Disclosure Check: Please confirm that you understand and agree to a Disclosure check should we wish to appoint you to a post involving working with children.

NB For posts working in England and Wales and Northern Ireland a disclosure check can also be undertaken on those working with vulnerable adults.

I confirm that the submitted information is correct and complete, I understand and agree to the conditions involving a Disclosure check and I have sent off the voluntary disclosure form in a separate, sealed envelope.

Signed \_\_\_\_\_

Date \_\_\_\_\_

As a Company we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999 and the Criminal Justice and Court Services Act 2000

## Form 3 Self Declaration Form for a Position Requiring a Disclosure

### STRICTLY CONFIDENTIAL

As an Company we undertake to meet the requirements of the Data Protection Act 1998, the Protection of Children Act 1999 / Protection of Children (Scotland) Act 2003 / the protection of Children and Vulnerable Adults (Northern Ireland) Order 2003, 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

To: \_\_\_\_\_(Name of person processing DBS checks)

Address:

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Appointment

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### 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.

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Police Investigations - this should include relevant police non-conviction information. Please complete this section if the post 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

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.

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

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

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

☐ YES ☐ NO (Please tick) If yes please provide details and dates.

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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 provide details.

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**Declaration**

To help us ensure that we are complying with child protection laws, please complete the following declaration.

I \_\_\_\_\_ (full name)

of \_\_\_\_\_ (address)

confirm that the information given above is accurate and correct and I am not subject to any of the disqualifications set out in the Protection of Children Act 1999.

I consent to a criminal records check if appointed to the position for which I have applied. I am aware that the 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.

I agree to inform the person in the Company responsible for processing applications for Disclosure and Barring Service checks (as named above) if I am convicted of an offence after I take up any post within the Company. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

I agree to inform the person in the Company responsible for processing applications for Disclosure and Barring Service checks if I become the subject of a police and/or social services / social work department investigation. I understand that the failure to do so may lead to the immediate suspension of my work with children and/or the termination of my employment.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**ATTACHED NOTES: WORKING WITH CHILDREN AND YOUNG PEOPLE**

The Disclosure of an offence may not prohibit employment. Please refer to our Rehabilitation of Offenders Policy.

As this post involves substantial, unsupervised contact with children, all applicants who are offered an appointment will be asked to submit to a criminal records check before the position can be confirmed. You will be asked to apply for an Enhanced Disclosure through The Disclosure and Barring Service (DBS)/ The Scottish Criminal Records Office (SDBS) / The Department of Health, Social Services and Public Safety Northern Ireland (DHSSPS).

As the position is exempted under the Rehabilitation of Offenders Act this check will reveal any details of cautions, reprimands or final warnings, as well as formal convictions. Because of the nature of the work for which you are applying, this position is exempt from the provision of section 4(ii) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975), and you are not entitled to withhold information about convictions which for other purposes are 'spent' under the provisions of the Act. You must therefore declare all convictions whenever they occurred. In the event of appointment, any failure to disclose such convictions could result in the withdrawal of approval to work with children and/or young people within the Company.

This process is subject to a strict code to ensure confidentiality, fair practice and security of any information disclosed. The DBS/SCRO/DHSSPS Code of Practice and our own procedures are available on request for you to read. It is stressed that a criminal record will not necessarily be a bar to appointment, only if the nature of any matters revealed could be considered to place children at risk.

As an Company we agree to abide by the Code of Practice on the use of personal data in employee/employer relationships under the Data Protection Act 1998 as well as the expectations of the DBS/ SCRO/DHSSPS.

As a condition of employment we ask that you keep us informed of any other work (either paid or voluntary) which you are undertaking which involved working with children. Should ever we need to refer an individual to the list of people deemed unsuitable for working with children known as the PoCA List held by the Department of Health / as the POCSA List held by Scottish Ministers / as the POCVA List held by the Department of Health, Social Services and Public Safety then we would also inform them of any knowledge we have of that individual working in any other child care position.

**Notes for England and Wales Only:**

Under the Protection of Children Act (PoCA) 1999 and the Criminal Justice and Court Services Act 2000, it is an offence for any Company to offer employment to anyone who has been convicted of certain specific offences, or included on the PoCA List or Department of Education & Skills List 99 where that employment involves regular contact with young people under the age of 18.

Under the Protection of Children Act 1999 it is an offence for an individual who is disqualified from working with children from applying for, offering to do, or accepting any work in a child care position.

**Form 4****INSIGHT SOCIETY****Request for Reference****(Paid/Volunteer Worker with Children and Young People)**

Name of Worker: \_\_\_\_\_

Dear

The above named person has applied to be a worker with the children and young people for INSIGHT SOCIETY

As I am sure you are aware, before we can accept anyone to work with children and young people, whether on a voluntary or paid basis, we must be sure that they are suitable. This applicant has given your name as a referee.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form and return it in the pre-paid envelope as soon as possible.

A copy of the job description is enclosed.

Please note that this position is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1975). It is not, therefore, in any way contrary to the Act to reveal any information you may have concerning convictions which would otherwise be considered 'spent'.

Any information you are able to give will be kept in strictest confidence and used only in consideration of the suitability of the applicant for this position.

Should you require any further information do not hesitate to contact (name) \_\_\_\_\_ telephone number \_\_\_\_\_.

May I take this opportunity for thanking you for your help in this matter.

Yours sincerely,

## Form 5 Model Contract for Children's Worker / Teacher

### INSIGHT SOCIETY

Name of Worker \_\_\_\_\_

Welcome to \_\_\_\_\_

Job Title \_\_\_\_\_

Job Description

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific Responsibilities

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person to Whom You Are Responsible (e.g. Youth Group Leader)

\_\_\_\_\_

We are committed to helping you give the best possible service to the children you are working with, so we will endeavour to provide for any training needs. We will also meet with you from time to time to see how things are going.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Supervisor/Manager)

To be read & signed by the Worker With Children/Young People

I understand my employment is for a probationary period of \_\_\_\_\_ months after which there will be a review and by agreement of the management my appointment will be confirmed.

I confirm that I have read the Company's policy on protecting children and young people.

I will endeavour to carry out the policy and if there are things I do not understand or if I have reason to be concerned about a child I will check with the appropriate leaders.

I will follow guidelines on safe working practice and the code on discipline.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Form 6 Accident and Incident Form****INSIGHT SOCIETY**

This form should be completed immediately after any accident or significant incident. The worker should discuss with the supervisor/manager what follow up action is necessary.

Day, date and time of the incident \_\_\_\_\_

Names, addresses and ages of those involved in the incident

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Where                      did                      this                      incident                      take                      place?

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Name of Company:

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Name of the group:

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Who is normally responsible for group? (name, address and telephone number)

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Who was responsible for the group at the time of the incident, if different from the above? (name, address and telephone number)

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Which other workers were supervising the group at the time of the incident? (names, addresses and telephone numbers)

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Who witnessed the incident? (names, addresses, telephone numbers, and ages if under 16) Normally only two witnesses would be needed.

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Describe the accident/incident (include injuries received and any first aid or medical treatment given)

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Have you retained any defective equipment?

☐ YES ☐ NO ☐ NONE INVOLVED (Please tick)

If so, where is it being kept and by whom?

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What action have you taken to prevent a recurrence of the incident?

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Is the site or premises still safe for your group to use ☐ YES ☐ NO (Please tick)

Is the equipment still safe for your group to use? ☐ YES ☐ NO (Please tick)

Who else do you need to inform? \_\_\_\_\_

Have they been informed? ☐ YES ☐ NO (Please tick)

If so, when and by whom?  
\_\_\_\_\_

Signature of person in charge of group at time of accident/incident

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Form seen by Supervisor/Manager

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Form 7 General Information and Consent Form****INSIGHT SOCIETY**

Group: \_\_\_\_\_

Full name of child/young person \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Name of GP: \_\_\_\_\_ Tel No: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

NHS No: \_\_\_\_\_ Date of last anti-tetanus injection: \_\_\_\_\_

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or disability which may affect normal activity:  
\_\_\_\_\_  
\_\_\_\_\_Name \_\_\_\_\_ of  
parent/carer \_\_\_\_\_Tel no: Day \_\_\_\_\_ Eve \_\_\_\_\_ Mobile  
\_\_\_\_\_

Additional contact (grandparent etc or other holding parental responsibility)

Name \_\_\_\_\_ Tel no: \_\_\_\_\_

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s): \_\_\_\_\_ Tel no: \_\_\_\_\_  
\_\_\_\_\_Address: \_\_\_\_\_  
\_\_\_\_\_

I give permission for \_\_\_\_\_ to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group.

I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the Company's management and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

In an emergency and/or if I am not contactable, I am willing for my child to receive doctor/hospital or dental treatment including an anaesthetic.(please tick) ☐ YES ☐ NO

Signed \_\_\_\_\_ (parent/or adult with parental responsibility)

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent ( NB This may not include a foster carer).

## Form 8 Consent for Transporting Children

### INSIGHT SOCIETY

This Company is able to provide transport for children to and from their homes and/or for specific activities. This transport will be in a minibus/car/other(state all modes of transport) and the following principles will be adhered to:.

All drivers will be recruited under the guidelines recommended in the government publication 'Safe From Harm' and will have undertaken a Disclosure and Barring Service check.

Transport will be provided in vehicles that are roadworthy i.e. MOT and appropriate insurance.

All mini bus drivers are over \_\_\_\_\_ years of age and have held a full driving license for at least \_\_\_\_\_ years.

Seat belts will be worn at all times by all occupants of the vehicle.

I give permission for other adults approved by the Company and my child(ren) to be transported to and from the activity/I understand that my child(ren) will be transported to/from the address on this form (delete where appropriate).

Name of Child: \_\_\_\_\_ Date \_\_\_\_\_ of \_\_\_\_\_ Birth:  
\_\_\_\_\_

Address:  
\_\_\_\_\_

Signed: \_\_\_\_\_(parent/adult with parental responsibility)

Date: \_\_\_\_\_

The information requested on this form can be completed by a carer, but only those with parental responsibility can sign the consent (NB This may not include a foster carer).

# INSIGHT SOCIETY

## Child Protection Procedures

2 Holland Park Road  
Aston  
Birmingham  
B6 4DW

[www.insightsociety.uk](http://www.insightsociety.uk)

0121 241 8458

### EMERGENCY CONTACT DETAILS

ONLY CONTACT AN **EXTERNAL AGENCY** SHOWN BELOW  
IF YOU HAVE NOT BEEN ABLE TO GET A SATISFACTORY  
RESPONSE TO YOUR CONCERNS FROM INSIGHT  
SOCIETY'S OWN CHILD SAFEGUARDING COORINATOR'S  
OR DEPUTY CORINATOR'S

Name	Role	Telephone	Email
Siman Farah	Coordinator	07475 094696	<a href="mailto:siman@insightsociety.uk">siman@insightsociety.uk</a> English and Somali
Tony Breach	Coordinator	07540 869604	<a href="mailto:tony@insightsociety.uk">tony@insightsociety.uk</a>
Shazia Begum	Deputy Coordinator	07890 684778	<a href="mailto:shazia@insightsociety.uk">shazia@insightsociety.uk</a> English, Urdu & Punjabi
Ian Fellows	Deputy Coordinator	07973 213053	<a href="mailto:ian@insightsociety.uk">ian@insightsociety.uk</a>
<b>EXTERNAL</b> Thirtyone Eight	Expert Advisers	24/7 Number 0303 0031111	<a href="mailto:info@thirtoneeight.org">info@thirtoneeight.org</a>
<b>EXTERNAL</b> Birmingham Safeguarding Children Partnership	Expert Advisers	0121 303 1888 24/7 Number 0121 675 4806	ehst@birminghamchildrenstrust.co.uk.
<b>EXTERNAL</b> Police	Emergency Assistance	999	

End of Child Protection Policy