



INSIGHT OUTREACH  
Charity Number  
(1178862)

CHILD PROTECTION & SAFEGUARDING

POLICY, PRACTICE & PROCEDURES

SAFEGUARDING CHILDREN POLICY FOR INSIGHT OUTREACH

ANNUAL COMPLIANCE STATEMENT 2022 - 2023

Charity:

Insight Outreach (Charity Number 1178862):

Named Trustees with designated responsibility for Safeguarding

Legal & Compliance Trustee: Mr Simon McMaster
DBS Certificate No.: 001578820834 - Level: Enhanced

Named personnel with designated responsibility regarding allegations against staff

Designated Safeguarding Officer (DSL)	DBS Certificate
Ms Zainab Zorokong	Level: Enhanced No: 0017632265

Charity E-mail Address: [info@insightoutreach.org](mailto:info@insightoutreach.org)

Emergency contact number of Designated Safeguarding Officer  
(only to be used when absolutely necessary and will remain confidential)

Mobile Number: 07956635940

Dates the Child Protection & Safeguarding Policy reviewed and audited:

Apr 25, 2023

Next Date of Review

Apr 25, 2024

Dates the Child Protection & Safeguarding Policy training:

Every year unless new developments enforce a change Statement will be signed off by the

May 25, 2024

Dates of next scheduled training: May 2024



Approved for and behalf of the Trustees by: Trustee Mr Simon McMaster

# CHILD PROTECTION AND SAFEGUARDING POLICY

## AIM & OBJECTIVE

Insight Outreach has established a trustworthy reputation. As a responsible charity we have measures put in place to safeguard the physical and emotional welfare and dignity of students under the age of 18, as well as ensuring that their involvement does not cause them to suffer unnecessary distress or anxiety.

This policy aims to give effect to the laws, rules and Guidance that apply to activities involving children. In particular this policy was drafted for the purposes of but not limited to: The UN Convention on the Rights of the Child (1991); The Equality Act 2010; The Children Act 1989; Children Act 2004; Safeguarding Vulnerable Groups 2006; Children and Adoption Act 2006; Children and Young Persons Act 2008; Children's Services & Wellbeing Act 2014; Children & Young Persons Act 1963; Education Act 2002; and Health and Safety at Work etc Act 1974; General Data Protection Regulation; Human Rights Act 1998; Sexual Offences Act 2003; Protection of Freedoms Act 2012; Children and Families Act 2014; Special educational needs and disability (SEND) code of practice - Guidance on the special educational needs and disability (SEND) system for children and young people aged 0 to 25, from 1 September 2014; Information sharing: advice for practitioners providing safeguarding services; Working together to safeguard children (2017)

This policy, and the corresponding procedures, practices and guidelines are all built around one central concept called the **Overriding Objective**, which must be a relevant consideration in all consultations, preparations, planning, decision making and activities each and every person must take into account each and every day.

## THE OVERRIDING OBJECTIVE

"Due care must be taken over the physical and emotional welfare and the dignity of people under 18 who take part or are otherwise involved in Insight Outreach's Activities. This is irrespective of any consent given by the participant or by a parent, guardian or other person over the age of 18 acting in loco parentis.

People under 18 must not be caused unnecessary distress or anxiety by their involvement in projects or mentoring

Accordingly, all those involved in IO projects must take "due care" to fully protect the welfare of participants under the age of 18."

IO has a zero tolerance policy for any form of abuse of children in all its forms and irrespective of who the perpetrators are. Those responsible for aiding, committing or concealing child abuse will be subject to disciplinary action which may result in referral to the police and/or child protection agencies and/or other organisations as required by law.

## 1 Introduction

1. Insight Outreach is a charity (number 1178862) led and operated by:

### Trustees

Joyce Connell (Founding Trustee & Chair)

Nik Cerutti (Founding Trustee & Vice-chair)

Barney Holleran (Founding Trustee & Treasurer)

Rob Purdew (Trustee & Treasurer)

Simon McMaster (Trustee Legal & Compliance)

Akshar Abyankar (Trustee Partnerships)

Umer Ehsan (Trustee Digital)

### Board members

Tim Adelani

Samantha Massey

Richard Lloyd (Student Recruitment & Selection Lead)

Jaya Govindan

Zainab Zorokong (Designated Safeguarding Officer)

2. Insight Outreach is based at:

69 Grosvenor Avenue

London

N5 2NN

3. Insight Outreach is managed by its trustees and board members (together, the Board). One Trustee and a Board member have particular responsibility for safeguarding children.
4. The Board has adopted this safeguarding child policy and expects every adult working or helping at Insight Outreach to support it and comply with it. Consequently, this policy shall apply to all staff, managers, trustees, directors, volunteers, students or anyone working on behalf of Insight Outreach.

## 2 Purpose of the Policy

- 2.1 This policy is intended to protect children and young people who receive any service from us, including those who are the children of adults who may receive services from us.
- 2.2 As an organization we believe that no child or young person should experience abuse or harm and are committed to the protection of children and young people and this policy is intended to provide guidance and overarching principles to those who represent us as volunteers or staff, to guide our approach to child protection and safeguarding.
- 2.3 All students that receive mentoring support in full, or in part have been asked to confirm their understanding of minimum expectations as to behaviour and conduct to receive best benefit from our Insight Outreach's programmes and services.

### 3. The risks to children

Nearly every child grows up in a safe and happy environment and it is important not to exaggerate or overestimate the dangers. Nevertheless, there are situations where children need protection including (but not limited to):

- Sexual abuse
- Grooming
- Physical and emotional abuse and neglect
- Domestic violence
- Inappropriate supervision by staff or volunteers
- Bullying, cyber bullying, acts of violence and aggression
- Victimization
- Self-harm
- Unsafe environments and activities
- Crime
- Exploitation

Staff and Volunteers are well placed to observe any physical, emotional or behavioural signs, which indicate that a child may be suffering significant harm.

The relationships between staff, children, young adults fosters trust and can lead to disclosures of abuse.

We want to ensure that anyone working with children has sufficient knowledge and confidence to report any concerns that they might have for a child or about the behaviour of an adult or other young person, towards a child through an understanding of this policy and related training.

Some adults will try to groom children over a period of time while others may act opportunistically.

**A child:** in the Children Act's 1989 and 2004, defines a child as anyone who has not yet reached his/her 18<sup>th</sup> birthday.

**Harm:** means ill-treatment or impairment of health and development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another;

**Development:** means physical, intellectual, emotional, social or behavioural development;

**Health:** includes physical and mental health;

**Ill-treatment:** includes sexual abuse and other forms of ill-treatment which are not physical.

**Abuse and Neglect:** are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm or 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. They may be abused by an adult or adults, another child, children or young people. There are four categories of abuse; physical abuse, emotional abuse, sexual abuse and neglect.

**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 fabricates the symptoms of or deliberately induces illness in a child.

**Emotional Abuse:** is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

**Sexual Abuse:** involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include noncontact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food and clothing, shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate carers)
- Ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to a child's basic emotional needs

**Grooming:** is defined as developing the trust of an individual or his or her family for the purposes of sexual abuse, sexual exploitation or trafficking. Grooming can happen both online and in person.

**Online Abuse:** is any type of abuse that happens on the web, whether through social networks or playing games online. Sexual abuse can happen online too.

## 4 Universality of Protection

### 4.1 We recognise that:

- the welfare of the child is paramount.
- all children regardless of race, gender, religious belief, disability, age, sexual orientation or identity have a right to equal protection from harm.
- some children are more vulnerable to harm as a result of their circumstances, prior experiences, communication needs or level of dependency.
- working with children, young people, their parents and/or guardians, carers or other agencies is essential to protecting their wellbeing.

## 5 Safeguarding children at events / activities

### 5.1 There are three kinds of events/activities:

- (i) those open to adults and children of all ages
  - (ii) those for children accompanied by a 'parent'
  - (iii) those for unaccompanied children, which are sometimes run alongside other events/activities, such as online academic mentoring and virtual internships.
- 5.2 At events and activities open to all ages, children under 16 must be accompanied throughout by an adult over the age of 18 who not only brings the child but also takes the child home again afterwards. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
- 5.3 At events and activities for children accompanied by a 'parent', children under 16 must be supervised throughout the event by an adult over the age of 18 who not only brings the child to the event but also takes the child home again afterwards. If a lone adult brings more than one child, then the children will have to stay together, so that the one adult can supervise them. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
- 5.4 At events and activities for unaccompanied children, children under the age of 16 must be enrolled by a responsible adult before being left with the event leader. The enrolment must record the child's name, age and address, and the names and addresses of the child's parents, plus the parents' mobile telephone numbers. Young people aged 16 or 17 may attend unaccompanied if they bring the written consent and mobile telephone number of one of their parents.
- 5.5 Both events and activities are to be defined broadly to include any occasions where Insight Outreach will be providing a service.

## 6 Disclosure and barring

### Types of DBS Check

- 6.1 **Basic checks:** These can be requested for any role. A basic check will show all unspent convictions. It will not highlight spent convictions or someone being on a Barred List like the Sex Offenders' Register. Due to recent changes to the Rehabilitation of Offenders Act, the length of time for a conviction or caution to be spent has been reduced. If a custodial sentence was less than 6 months, it is now spent after 2 years after the sentence is completed. Custodial sentences of 6 months – 2.5 years are spent after 4 years, and custodial sentences of 2.5 - 4 years are spent after 7 years. Sentences over 4 years are never spent. Disclosure Scotland or Access NI will process applications.
- 6.2 **Standard checks:** These are suitable for eligible roles that involve regular regulated activity with children or vulnerable groups, or specific positions such as traffic wardens or probation officers. It will show any unspent convictions, cautions, warnings or reprimands along with any spent convictions and cautions that are not eligible for filtering.
- 6.3 **Enhanced checks:** These are suitable for eligible roles that involve regular regulated activity with children or vulnerable groups. It will show any unspent convictions, cautions, warnings or reprimands along with any spent convictions and cautions that are not eligible for filtering. Intelligence held by the police may also be included if the Police "reasonably believe it is pertinent to a recruitment decision"

- 6.4 **Enhanced with DBS Barred List checks:** These are suitable for eligible roles that involve regular regulated activity with children or vulnerable groups. It will show the same information as an enhanced check along with any information held on the barred list(s) being checked. The Sex Offenders' Register i.e. Protection of Children Act List (PoCA) and/or Protection of Vulnerable Adults (PoVA) will fall under these lists.

see: [DBS checks: detailed guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/db-checks-detailed-guidance)

### Eligibility for DBS checks for Roles inside IO

- 6.5 Standard and enhanced DBS checks can only be undertaken if the specific role, or the specific activities carried out within the role, are included in the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 (access to standard DBS certificates), and are also covered by the Police Act 1997 or Police Act 1997 (Criminal Records) regulations (access to enhanced DBS certificates). These laws only provide eligibility for DBS checks, they do not make them a requirement.
- 6.6. Decisions on when and whether to undertake a DBS check are for the relevant employer or regulator to make based on what the law allows. It is not discretionary as such, but a matter of considering the nature of the activities undertaken and if they are eligible for DBS checks. DBS provides an electronic eligibility tool which can help you with this. The Police Act 1997 (Criminal Records) (Amendment No.2) Regulations 2013/2669 (the legislative definition of work with children) and the Department for Education (DfE) factual note on regulated activity with children will also help.
- 6.7 When you request a DBS certificate to assess someone to carry out regulated activity with children this means that you are a regulated activity provider (RAP). This brings obligations under the Safeguarding Vulnerable Groups Act 2006.
- 6.8 As a RAP, you have a legal duty to refer an individual to DBS when you believe a person has caused harm or poses a future risk of harm to vulnerable groups, including children. You must also provide information to DBS when we ask you to and may be fined unless you have a reasonable excuse for not providing the information. The conditions you must consider before making a referral or providing information to us can be found on the DBS website.
- 6.9 An employer or volunteer manager is breaking the law if they knowingly employ someone in a regulated activity with a group from which they are barred from working.
- 6.10 A barred person is breaking the law if they seek, offer or engage in regulated activity with a group from which they are barred from working.
- 6.11 It is a criminal offence to request a person to obtain or submit to a DBS check for a level which the relevant person's role is ineligible for under the level of check requested or required.
- 6.12 Therefore IO will assess each role to determine which level of check is required if any. The guidance for such determinations will be applied:

#### Stage 1

Q. Is the role a regulated Activity?

In particular does role involve or is reasonably foreseeably to involve Advice or guidance provided wholly or mainly for children relating to their physical, emotional or



educational well-being if carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period or overnight.  
see Regulated activity test [Department for Education \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/424242/Regulated_activity_test.pdf)

## Stage 2

Q. Does the role require a DBS check? if yes then what level of DBS check is the role eligible for?

(a) Standard

A GUIDE TO ELIGIBILITY FOR STANDARD CERTIFICATES FOR REGISTERED BODIES AND EMPLOYERS This will help you work out whether IO can legally request a standard DBS check for potential or existing staff.  
[Standards eligibility guide v1.0 051118.pdf \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/424242/Standards_eligibility_guide_v1.0_051118.pdf)

(b) Enhanced

A GUIDE TO CHILD WORKFORCE ROLES FOR REGISTERED BODIES AND EMPLOYERS This will help you identify whether the position IO are recruiting for falls into the child workforce and where IO can legally request access to a check of the children's barred list. These are roles which relate specifically to working with children.  
[Child workforce guide v10 0 28052019.pdf \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/424242/Child_workforce_guide_v10_0_28052019.pdf)

6.13 **Processing Applications** should take between 2-4 weeks, but could take up to 3 months.

6.14 **Excluded Application** DBS checks are unavailable for those under 16.

6.15 **Activities must be regulated, regular and day to day** The DBS guidance says that regulated activity with children (i.e. caring for or supervising a child) that is unsupervised must be "carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period or overnight."

6.16 **Costs** Rolling DBS checks will keep your DBS check updated for an annual fee. Volunteers are exempt from paying a fee for DBS checks. see: [DBS check application process for volunteers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/424242/DBS_check_application_process_for_volunteers_-_GOV.UK_(www.gov.uk))

6.17 **Filtering of convictions and cautions** "Filtering" is the process the DBS use to determine whether information should be removed from a person's DBS certificate:

If over 18 at the time of the offence, a conviction will be filtered 11 years after the date of the conviction, and a caution 6 years after the date of the caution, provided that the applicant did not go to prison, has not committed any other offence and the offence was not of a violent or sexual nature.

If under 18 at the time of the offence, a conviction will be filtered 5.5 years after the date of the conviction, and a caution 2 years after the date of the caution, provided that the applicant did not go to prison, has not committed any other offence and the offence was not of a violent or sexual nature

see: [New filtering rules for DBS certificates \(from 28 November 2020 onwards\) - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/424242/New_filtering_rules_for_DBS_certificates_(from_28_November_2020_onwards)_-GOV.UK_(www.gov.uk))

Certificates for previous roles

6.18 IO may accept a certificate that was requested for a previous role where:

- the person's identity matches the details on the certificate;
- the certificate is the right level and type for the role applied for; and
- Changes can be checked under the update service.

Read Guidance:| [DBS barring referral form - GOV.UK](#)

Apply Online : | [Disclosure and Barring Service - GOV.UK](#)

6.19 Insight Outreach offers the following activities for children

- Oxbridge-style mock interviews with comprehensive feedback
- Teaching and practice of mnemonics to help students hone essay-writing and problem-solving
- Recommendations on wider reading based on first year of chosen Oxbridge course
- Brainstorming and advice to produce top caliber UCAS personal statement
- Online Oxbridge-style tutorials to hone critical thinking and problem-solving and practice skills required by entrance tests and academic interviews
- Insight on courses and colleges from Oxford and Cambridge students and graduates
- learning frameworks widely available;
- Provision of online education via a dedicated teaching platform to run classes across multiple subjects;
- Lessons, seminars, conferences, lectures and cultural experiences to bring learning to life and help achieve educational goals; and
- Work experience opportunities to develop leadership, entrepreneurial and problem-solving skills, build a CV and improve future employment prospect.

6.20 Our activities will therefore require adult participants or adult leaders to undergo DBS and/or police checks under the Safeguarding Vulnerable Groups Act 2006. The required level of checking (if any) will broadly reflect the degree and frequency of unsupervised access given to other people's children.

6.21 Insight Outreach will take very seriously any allegation of impropriety on the part of any member of Insight Outreach. A member of Insight Outreach who discovers anything amiss should get in touch immediately with Zainab , Safeguarding Officer.

6.22 The Board will review the allegation and the likely risk to children and, if appropriate, will consider banning the relevant person from future events or revoking the relevant person's participation or both, but only in full accordance with the rules and procedures of Insight Outreach.

## 7. Training

7.1 Level 1 safeguarding course and a Level 1 Prevent Duty course will be made available to the responsible Child Safeguarding officers and Insight Outreach operational team as part of their training:

- [Accreditation UK](#)
- [Prevent Training](#)

- Inhouse Training video exercises (in production)

## 8. Health and safety aspects of safeguarding children

- 8.1 Before starting any event for unaccompanied children, the Board will carry out a risk assessment and then take steps to minimize all risks to health and safety. Parents and children will be made aware of any particular risks and of the steps to be taken to minimize those risks. The Board will keep a record of all risk assessments.
- 8.2 Sufficient adults must be present at any event for unaccompanied children to enable one adult to deal with any emergency while another adult supervises the children not directly affected by the emergency.

## SAFEGUARDING CHILDREN: WHISTLE BLOWING GUIDANCE

## 9. Whistle-blowing

- 9.1. It is the clear responsibility of all members of Insight Outreach staff and volunteers to act on any concerns or information that gives them concern about the safety and wellbeing of a child arising from circumstances or events under Insight Outreach's OMS or outside of this environment e.g., at school or in the home.
- 9.2. Equally it is the responsibility of all members of staff and volunteers to act on any concerns or information that gives them concern about the safety and wellbeing of a child or children under OMS and Insight Outreach. Such a concern in a whistle blowing context may be related to:
- The conduct or behaviour of a member of staff or volunteer towards an individual child or children.
  - Information that suggests a member of staff or volunteer is unsuitable to work with children.
  - Belief that the Safeguarding Lead, senior managers or Trustee have failed to take appropriate action in response to safeguarding concerns raised.
- 9.3. All persons must acknowledge their individual responsibility to bring matters of concern to the attention of management and/or relevant agencies. Although this can be difficult this is particularly important where the welfare of children may be at risk. You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimization. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young person who is targeted. These children need someone like you to safeguard their welfare.
- 9.4. Concerns should be raised with the Designated Safeguarding Officer / Lead who will immediately investigate concerns.

### Reasons for whistle blowing

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour
- To prevent the problem worsening or widening

- To protect or reduce risks to others
- To prevent becoming implicated yourself

#### What stops people from whistle blowing

- Fear of starting a chain of events which spirals out of control
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

#### How to raise a concern

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken
- Try to pinpoint exactly what practice is concerning you and why
- Approach your manager, Designated Safeguarding Officer
- If your concern is about your immediate manager/Designated Safeguarding Officer/Lead, speak to a Trustee.
- Make sure you get a satisfactory response - don't let matters rest
- Ideally, you should put your concerns in writing, outlining the background and history, giving names, dates and places wherever you can
- The person making a disclosure is not expected to prove the truth of an allegation, but will need to demonstrate sufficient grounds for the concern.

#### What happens next

- You should be given information on the nature and progress of any enquiries
- IO has a responsibility to protect you from harassment or victimization.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered as a disciplinary offence

#### Self reporting

There may be occasions where a member of staff has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence.

Staff have a responsibility to discuss such a situation with management so professional and personal support can be offered to the member of staff concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

#### Further advice and support

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from the company.

## 10 Procedures for reporting

### 10.1 The steps for reporting allegations of child abuse, irrespective of learning or home environment are:

If you have concerned about the welfare of a child for a number of reasons. For example: you may have observed an injury; witnessed or heard an interaction between children or between an adult and a child; you may be concerned about bullying or inappropriate use of mobile phones; you may know of someone who has been, or is,

accessing or sharing child sex abuse images; a child may exhibit inappropriate sexualised behaviour or awareness, or look neglected or withdrawn in their behaviour; or a child might make a disclosure to you that they or someone they know is being abused.

If a child says they want to tell you a 'secret' or they disclose information that may suggest they are at risk of, or have been, abused it is important that you tell them that you cannot keep secrets and that, depending upon what they tell you, you may have to tell someone else in order to keep them safe. In the majority of cases the child will disclose to you anyway as, quite often, a child will have prepared themselves to make a disclosure.

It is important that you:

- Remain calm and do not show shock or disbelief
- Listen carefully to what is being said
- Do not ask detailed, probing or leading questions
- Tell them that you take what they are saying seriously
- Tell them what you are going to do next and that you will only tell people who you think need to know.
- Tell them that when you have spoken to someone they will be told what is going to happen next.

In most situations the child is unlikely to be in immediate danger, but if they are you must contact the police on 999, and once you have done that refer to the DSO immediately.

Whatever your concern Do not ignore a concern and do nothing. We do not expect you to decide what is significant or whether abuse has happened, but you are expected to share information. Do not delay in taking whatever action is necessary to safeguard the child.

Once you have shared your concern the DSOL will decide what the next course of action should be and they will be responsible for taking this forward

In some circumstances children may present with injuries or behaviours. It is advisable to record (using the form in the appendix 1) when children present with unexplained injuries, behaviours etc., as, over a period of time, a picture may emerge that raises concern and this should be dealt with by following this policy.

If the parent is not aware of the disclosure, or they are the alleged abuser, where possible it is better to wait for guidance from the police or child protection agency as to how much information can be shared.

Where the parent can be informed this is likely to be distressing for them so you will need to think about who is best placed to do this. If the child is in the care of a chaperone you will need to consider the child's right to confidentiality, unless it is the chaperone that has approached you.

Depending on the seriousness of your concern it may not be possible to maintain your anonymity, but this will be discussed with you and you will be offered support throughout. Social workers will always consider how best to protect the referrer, but ultimately such decisions must be made in the best interests of the child and it is always possible that the alleged perpetrator may guess who made the referral.

## STEP 1:

OMS staff or volunteers must report to Insight Outreach management concerns or allegations of abuse immediately.

Where an allegation is made against any person working with, in or on behalf of IO that he or she has:

- Behaved in a way that has harmed a child or may have harmed a child;
- Possibly committed a criminal offense against or related to a child; or
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children made against teachers and other staff)

We will apply the same principles as in the rest of this document, as well as always follow the procedures outlined in this document. This includes allegations against the relevant person in their personal lives.

Whilst we acknowledge such allegations, (as all others), may be false, malicious or misplaced, we also acknowledge they may be founded. It is, therefore, essential that all allegations are investigated properly, in line with agreed procedures and outcomes recorded.

### Initial Response to an allegation or concern:

(1) Initial Action by person receiving or identifying an allegation or concern:

- Treat the matter seriously and keep an open mind
- Make a written record of the information, using the form at (Appendix 1) including the time, date and place of incident/s, persons present and what was said and sign and date this
- Immediately report the matter to the DSO or Safeguarding Trustee in their absence. Where the DSO is the subject of the allegation, this should be reported to the Safeguarding Trustee.

## STEP 2:

The Safeguarding Lead will immediately investigate the allegation.

Initial Action by the Designated Safeguarding Officer/Lead. If the DSO is the subject of the allegation, then the safeguarding trustee will take the following action.

- Obtain written details of the concern or allegation, but do not investigate or interview child, adult or witnesses
- Inform the next most senior unaffected Trustee of the allegation
- Conduct a disciplinary investigation, if an allegation indicates the need for this
- Contribute to the child protection process by attending professional meetings
- Maintain contact with the police and child services where relevant
- Ensure clear and comprehensive records regarding the allegation, and action taken and outcome are retained on the crew member's personnel file

- Conduct a safeguarding meeting/discussion.

This safeguarding discussion/meeting should take place within two working days of the allegation being made. The nature of the allegation will be discussed between the above parties and will consider:

- The seriousness of the allegation and the evidence provided to support the allegation at that point;
- Whether a criminal offense may have been committed;
- The potential risk to the child and whether a referral to the police, Children's Services or the Designated Officer should be made;
- The action, from an employment perspective, that should be taken to investigate the allegations and provide support to the employee and alleged perpetrator;
- What actions are to be taken if the individual is freelance or a contractor;
- Whether the alleged perpetrator should continue in their role, be given alternative duties or be suspended;
- Where an allegation relates to online sexual abuse a referral to the Child Exploitation Online Protection Centre (CEOP) will be necessary. They will also need to consider how the parents/carers of the child are to be informed and what support will be required for the child;
- Any referral to the police or Child Protection Services should be made within one working day of the allegation; and
- A record will be kept of the allegations made, how the allegations are to be followed up, the agreed actions, timescales and who will take the lead in the process.

### STEP 3:

If necessary, the allegation will be referred to an outside agency (NSPCC or police etc).

- 10.2 All Child Protection records will be dated and signed and will describe the action taken. Where there are concerns about the safety of a child, sharing of information in a timely and effective manner between organizations can reduce the risk of harm. Insight Outreach reserves the right to share concerns with outside agencies (i.e. the police).

We recognize that the harm caused to children by the harmful and bullying behaviour of other children can be significant.

Children who harm others should be held responsible for their harmful behaviour and the company should be alerted to the fact that they are likely to pose a risk to other children in IO activities. Where this harm involves sexual abuse, serious physical or serious emotional abuse, the safeguarding procedures set out in this policy will be applied.

IO recognizes that children who harm others are likely to have considerable needs themselves and may have experienced or be experiencing significant harm themselves.

### Referrals

Where a child has caused significant harm to another child, through sexual abuse or

serious physical or emotional abuse, the company will make separate referrals to children's services of the victim(s) and perpetrator(s).

### Procedure for closing a case

10.3 The procedure to be followed by the relevant IO officer for closing a safeguarding report/ Investigation case is:

Once the investigation, decisions and/or referrals have been exhausted or a closing report will be required from the relevant IO officer.

The closing report should summarise the investigation to date and justify the reasons for closure.

There are many reasons for closing a case, however the most common is: Insufficient evidence to proceed – all available leads have been exhausted and there is no evidence to support the investigation.

The following form of words are examples of how a closing assessment may look:

- [ Investigation Complete ]
- [ Based on my assessment of material available no further investigation is required.]
- [The reason behind this is: –] (*include who, what, why, where, when investigation is complete, document what is proportionate and reasonable in the investigation and why they make the decision of closing the investigation*)
- [I have informed the relevant parties about this decision.]
- [Investigation closed.]



## 11. Policy on the prevention of bullying

- 11.1 We will not tolerate the bullying of children either by adults or by other children. If any incident of child-on-child bullying should arise at an Insight Outreach event, those involved will be separated immediately and the parents of the children involved will be asked to deal with the matter. In the absence of parents, Insight Outreach will deal with matters in the most practical way. using measured judgment.
- 11.2 The Board will review all incidents of child-on-child bullying and assess the likely future risk to children. If appropriate, the Board will consider banning a child from future events, but only in full accordance with the rules and procedures of Insight Outreach. Allegations of adults bullying children will be dealt with under paragraph 6.3 above.

## 12. Photographing children

No photos will be taken or published of any child attending an event or activity unless prior written permission is sought from a person with parental responsibility. If any person has any concerns regarding any person taking photos at an event or activity, that person should contact Insight Outreach immediately.

## 13. Managing behaviour, discipline and acceptable restraint

- 13.1 Adults supervising children at Insight Outreach events must never use any form of corporal punishment. If physical restraint is absolutely necessary to prevent injury to any person or to prevent serious damage to property, then the minimum necessary restraint may be used — but for that purpose only.
- 13.2 Unacceptable behaviour at Insight Outreach events for unaccompanied children will generally be stopped by separating the children from each other and from the group. The miscreants will be suitably supervised and will be returned as soon as possible to the care of their parents.
- 13.3 Insight Outreach may apply a further disciplinary sanction; namely the banning of the child from one or more future events for a period determined at the decision maker's discretion. Any such sanction would be determined and applied by the Designated Safeguarding Officer/ Lead.
- 13.4 A parent who is aggrieved by this ban may appeal to Insight Outreach who will hear the views of all relevant persons. The decision of Insight Outreach is then final. Any such appeals should be made to, and will be determined, by Joyce Connell (Chair of Insight Outreach Board) at [joyce@insightoutreach.org](mailto:joyce@insightoutreach.org)

## 14. Restoration, mediation and disciplinary procedure between OMS participants

- 14.1 OMS participants have agreed to the OMS Mentee Behaviour Code and Conduct ("the Code") . Therefore, in the event that they have any personal or general welfare or safeguarding concerns during their participation in the OMS or any other Insight Outreach activities, participants are encouraged to speak with their OMS Mentor in the first instance. Alternatively, we encourage them to contact us directly at [omswelfare@insightoutreach.org](mailto:omswelfare@insightoutreach.org).

14.2 In the event that an OMS participant contacts either their OMS Mentor (and informs Insight Outreach) or the OMS Welfare Team regarding a welfare or safeguarding matter with another participant, the procedure to address the matter the following procedure will usually be applied:

- Level 1: Insight Outreach will encourage the participants to speak with each other to resolve the matter and put any concerns to rest.
- Level 2: Where the above is not feasible, Insight Outreach will seek a restorative justice or mediation meeting to resolve any concerns raised. The OMS participants must confirm and agree that this meeting is something they would like to have. Each OMS participant involved will have a chance to share from their perspective what happened and will convey the impact of the actions of the responsible participant. The participants will be encouraged to acknowledge their impact on each other. The responsible participant will take the necessary steps to put right any concerns.
- Level 3: The OMS Welfare Lead or Team will promptly act to document the incident from the perspectives of the OMS participants involved and ask what steps can be taken to resolve the matter via a call or email. A resolution could include all or one of the following: (i) a request for an apology, (ii) a reminder of the Code, (iii) a restorative justice meeting (see level 2), or (iv) any other form of resolution to be facilitated by Insight Outreach.
- Level 4: Where the Insight Outreach Leads in Welfare and Safeguarding and Trustees will decide if the issue require any OMS participant to be reprimanded for failing to maintain the Code. Insight Outreach will document the incident from the perspectives of the participants involved and ask what steps can be taken to resolve the matter. The procedure will include a letter of warning [signed by the Safeguarding Lead and an IO Trustee], to the responsible participant, and if said behaviour is repeated, it could lead to them being removed from the programme permanently. Insight Outreach will also encourage the responsible participant to embark on self-education to learn why their conduct was unacceptable and remind them of their agreement to the Code.
- Level 5: In the most serious incidents, Insight Outreach will permanently remove the responsible OMS participant from the programme and any future activities. All decisions regarding a participant's removal will be determined after (i) documenting the incident from the perspectives of all involved, (ii) speaking with all the participants involved, and (iii) reaching out to any witnesses. Next, the Insight Outreach Leads in Welfare, Safeguarding and [number?] of Trustees will meet to determine whether the participant should be removed (or the appropriate response level). The participant removed will be told the decision via a call and/or a letter, both specifying the reasons for removal and the actions Insight Outreach has taken, to be signed by an OMS Trustee. (For the appeal process, see 13.4).

14.3 At each stage, the OMS participants will be reminded of the Code, and if necessary, sent a copy and their agreement to it.

14.4 Insight Outreach aims to respond within 48 hours of becoming aware of such incidents.

## 15 Responsibilities of Insight Outreach staff and volunteers

All Insight Outreach staff and volunteers have a responsibility to provide a safe learning environment in which children can learn and will be required to confirm that they have read and understood this policy that abides by NSPCC principles [for the code of conduct for adults](#).

## 16 Special Procedure

In the event of (1) the receipt of a safeguarding complaint; (2) circumstances outside the control of IO taking place: and (3) which significantly halts, impairs or otherwise prevents the normal operational functioning of IO, the Chair or Vice Chair of the Board of Trustees may exercise this procedure to temporarily:

- (a) suspend or amend part or all of this policy; and/or
- (b) appoint such person/s from within the organization who is willing and considered suitably experienced, to act as an emergency DSO/L and/or Designated Trustee/s.

Examples of 'Circumstances outside of the control of IO halts, impairs or otherwise prevents IO normal operational functioning' may include (but is not limited to) the following:

- Absence of both the Designated Trustee and DSO at the relevant time whether by reason of illness, holiday, resignation or removal ;
- Epidemic;
- Pandemic;
- Lockdowns;
- Cyber Attack;
- relevant disruptions experienced following a Terrorist Attack in the UK ;
- relevant disruptions experienced during Civil Unrest ,
- Complete failure of IO computer systems / network access;
- a request from a supervising authority or body
- by an order of a competent Court of England and Wales

## 17 Approval

This Policy was updated and approved by the Trustees and the Safeguarding Lead on Jan 16, 2023 and is due for review at the Apr 25, 2024 meeting of the Insight Outreach Board prior to being approved out-of-committee by Trustees.

Document Presented by: Simon McMaster

Document Approved by:

- Joyce Connell (Founding Trustee & Chair)
- Nik Cerutti (Founding Trustee & Vice-chair)
- Zainab Zorokong (Designated Safeguarding Officer)

Date: XX May 2023

## Policy Appendices

APPENDIX 1

CHILD PROTECTION & SAFE-GUARDING REPORT FORM  
(to be completed ASAP after but not during your conversation with the child)

Child's Name:

DOB:

Gender:

Production Title and Role:

Date: Time: Place:

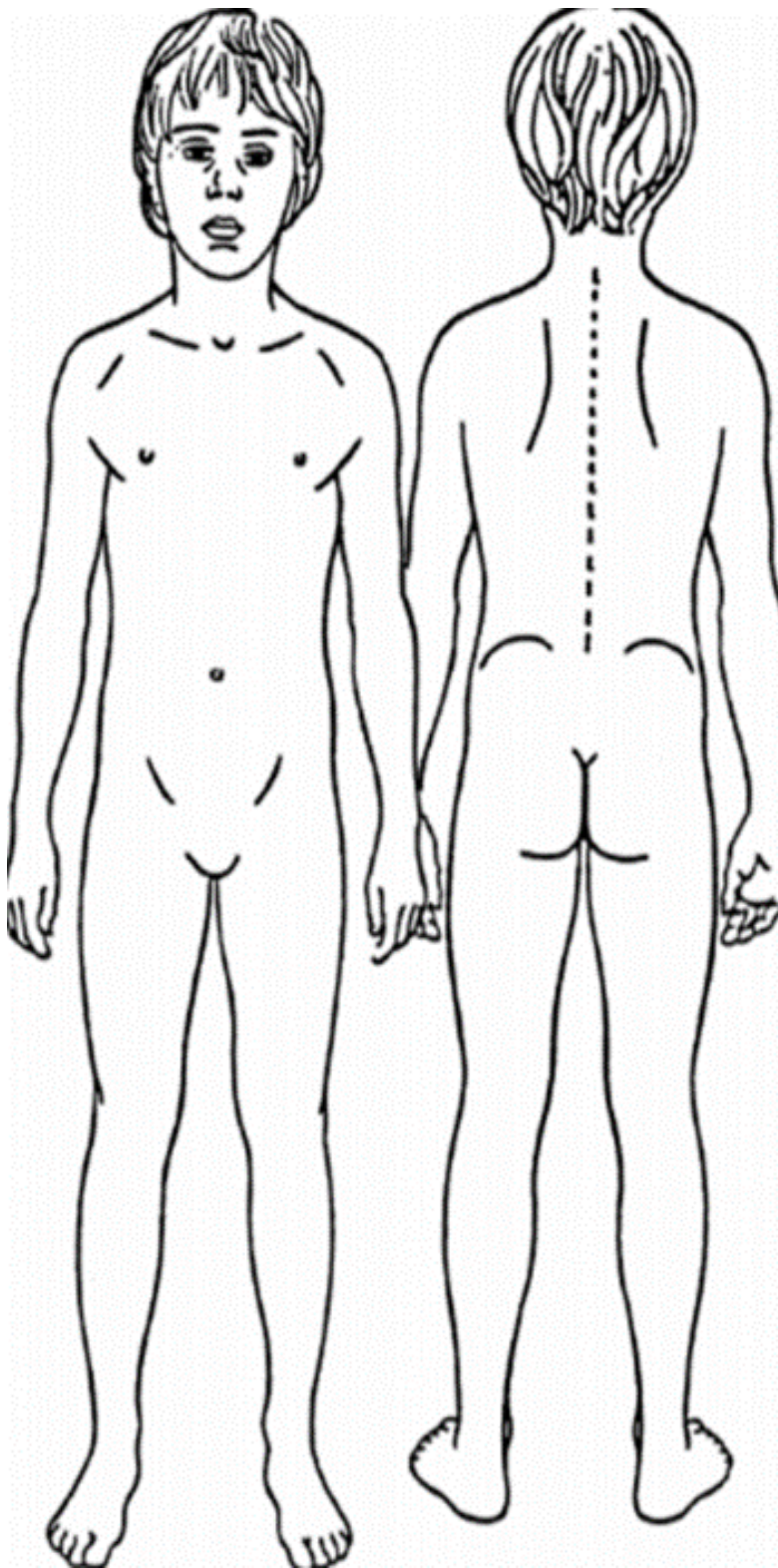
Name of person completing this form & Role/Job Title (please print):

[Redacted area]

Nature of Concern/Conversation (continue on a separate sheet if necessary)

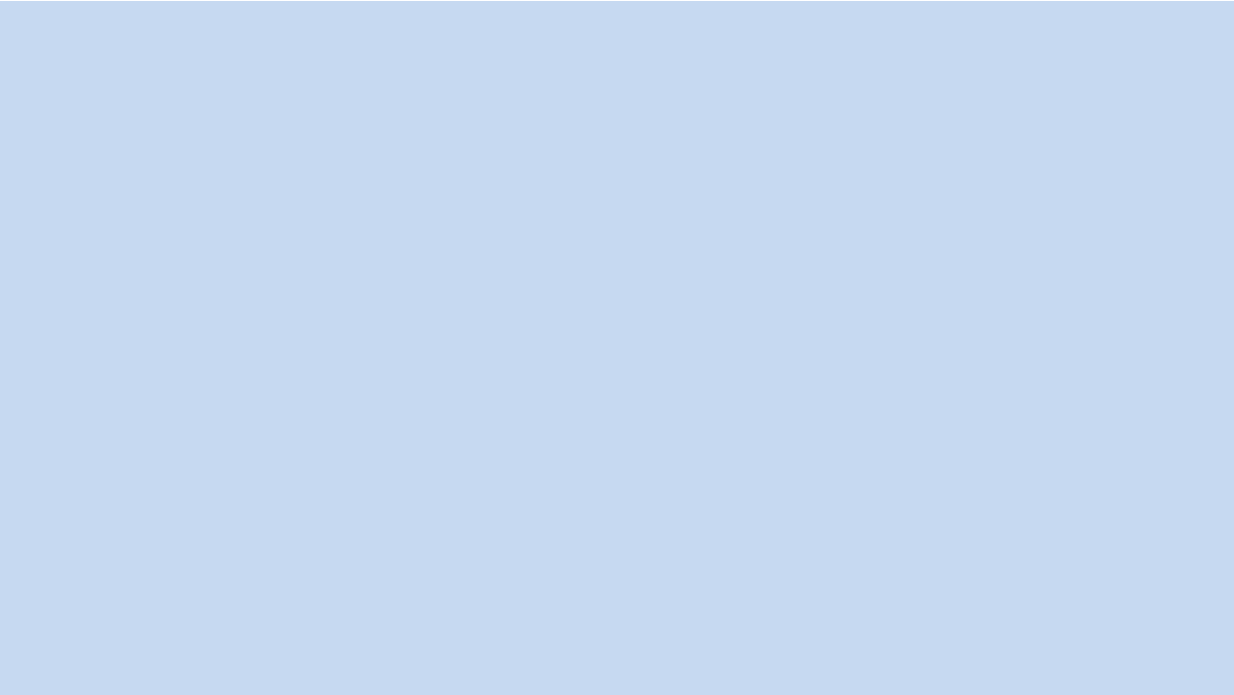
[Redacted area]

Describe any marks you may have seen – noting size and position (refer to body map)



Name of person you reported your concerns to

Action to be taken / recommendations from the Designated Safeguarding Officer/Lead



Signed:

Position:

Date:

Return the completed form to the Designated Safeguarding Officer ASAP

## APPENDIX 2

### Key contacts for child protection issues

The following details relate to key personnel in Child Protection who can be contacted should any child protection issues arise.

Name	Agency	Contact Details
DSO/L	Insight Outreach	Ms Zainab Zorokong 07956 635940
Safeguarding Trustee	Insight Outreach	Mr Simon McMaster 07831 719136
Police Referral	Metropolitan Police Child Abuse & Investigation Team (CAIT)	Call 999 now. If you're deaf or hard of hearing, use our text phone service 18000 or text us on 999 if you've pre-registered with the emergency SMS service External Link.  If it isn't an emergency, please call our non-emergency, 24/7 number: 101. If you're deaf or hard of hearing, use our textphone service on 18001 101 <a href="#">How to report possible child abuse   Metropolitan Police</a>
Police Referral	The Child Exploitation and Online Protection Centre (CEOP).	The UK's national police agency for dealing with child protection, particularly online abuse <a href="#">CEOP</a>
Children's Safeguarding reporting for London	London Safeguarding Children Board	<a href="#">Children's Safeguarding Contacts London</a>
Child abuse reporting to the local council	Local Authority Children's Social Care Team	<a href="#">Report child abuse to a local council - GOV.UK</a>
Trauma Support and Counseling	The National Association for People Abused in Childhood (NAPAC)	0808 801 0331 10am-9pm Mondays to Thursdays & 10am-6pm on Fridays <a href="#">NAPAC</a>
Reporting Child Abuse, Advice, Support and Counselling	The National Society for the Prevention of Cruelty to Children (NSPCC)	0808 800 5000 <a href="#">NSPCC</a>

- DOCUMENT END -