



Child & Vulnerable Adult Protection Policy and Procedures

Updated January 2024
Next review due January 2026

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1. Introduction

The purpose of Kinetika's Child and Vulnerable Adult Protection Policy is:

- To inform staff, peer facilitators, freelancers, volunteers and Trustee's about Kinetika's responsibilities for safeguarding children and vulnerable adults.
- To enable everyone to have a clear understanding of how these responsibilities should be carried out.

Safeguarding is defined in this document as protecting children and vulnerable adults from maltreatment, preventing impairment of health and/or development, ensuring that children grow up in the provision of safe and effective care and optimising children's and vulnerable adult's life chances.

2. Statement of Intent

It is Kinetika's commitment to safeguard the welfare of all young people and vulnerable adults involved in our work by ensuring that they are protected, supported and experience positive outcomes.

3. Policy Framework

Kinetika refers to the London Child Protection Procedures more detailed and complex issues (e.g. unexpected death of a child) and the 'The Working Together to Safeguard Children' guidance. Copies of these procedures can be viewed here:

<http://www.londoncp.co.uk/>

<https://www.gov.uk/government/publications/safeguarding-children-and-young-people>

Kinetika recognises that different communities may require different approaches to make child protection a reality, while still making sure that all children and vulnerable adults should be supported in a consistent way, regardless of their ethnicity, ability or religion.

4. Designated Senior Officer

The designated Senior Officer for Child & Vulnerable Adult Protection at Kinetika is:

NAME: Ali Pretty, Artistic Director, ali@kinetika.co.uk (telephone 01708 202846)

It is the role of the Designated Senior Person for Child Protection to:-

- Ensure that they receive refresher training at two yearly intervals to keep their knowledge and skills up to date.
- Ensure that appropriate training and support is provided to all staff.
- Ensure that newly appointed staff, peer facilitators and freelancers receive a child protection induction.
- Ensure that temporary staff and volunteers are made aware of Kinetika's arrangements for child protection.
- Ensure that Kinetika operates within the legislative framework and recommended guidance.
- Develop effective working relationships with other agencies and services.
- Decide whether to take further action about specific concerns (e.g. referrals to the Local Authority).
- Provide guidance to parents, Young People and staff about obtaining suitable support.

5. The Board of Directors

The Board of Directors has overall responsibility for ensuring that there are sufficient measures in place to safeguard children and vulnerable adults whilst at Kinetika. In particular the Board of Directors must ensure:

- Child & Vulnerable Adult protection policy and procedures are reviewed annually
- Relevant child protection training for Kinetika staff, peer facilitators, freelancers and volunteers is attended. This information will be reported to the board via the staff team as part of the policy annual review.
- A member of the Board of Directors (usually the Chair) is nominated to be responsible in the event of an allegation of abuse being made against the Artistic Director.

The Artistic Director will be responsible for reporting to the Chair or the nominated Child Protection representative on the Board to ensure:

- Safe management of allegations
- Deficiencies or weaknesses in child protection arrangements are remedied without delay

6. Induction & Training

All staff, Peer Facilitators, freelancers and volunteers who will be working with young people or vulnerable adults will be given an induction into Kinetika's Child and Vulnerable Adults Protection Policy and the procedures for dealing with a disclosure within 2 weeks of engagement. Staff, peer facilitators, freelancers and volunteers are actively encouraged to discuss concerns with their line manager or an appropriate member of staff.

Kinetika follows an active programme of review and all staff will be asked to re-read the Child Protection and Vulnerable Adults Policy and Procedures at regular intervals.

All staff, peer facilitators, freelancers and volunteers working with children and vulnerable adults will be asked to undergo an enhanced Disclosures and Barring Service (DBS) check. DBS Checks will be updated every 3 years. Freelance workers will be asked to supply Kinetika with an up to date copy of their enhanced DBS check. Should this not be available appropriate steps will be taken to ensure that the freelance worker is always supervised by a member of Kinetika staff. Peer Facilitators will NOT commence work until an enhanced DBS check has been completed and received by the company.

7. Working with Schools & Communities

For work in educational establishments Kinetika will abide by the CHCSB policy and procedures. For the purposes of partnership work in out-of-school settings Kinetika will negotiate whose policy to follow as part of the planning process.

- For the purposes of extended (more than 10 sessions) work in schools, Kinetika will ask for copies of the school's visitor's policy, including their child protection policy.
- Schools will be asked to supply the name of the Child Protection Co-ordinator, as well as the deputy.
- Workers and Volunteers will be trained to abide by the school's policy on child protection, including how to deal with a disclosure. This policy will be followed within the school grounds and also in the event that an individual is approached, as a representative of Kinetika, outside the school grounds.
- For the purposes of short term projects (less than 10 sessions), Kinetika will inform the school that we operate a Child Protection Policy and ask them to notify us if there are any specific practices they wish us to implement.
- For the purposes of work in other organisations Kinetika will inform the other organisation that Kinetika has a Child Protection Policy and that this is followed at all times.

8. Working Practice

- No Kinetika worker will be alone on site when working with a group of young people or vulnerable adults, he or she will have support from at least one other worker, this may be a teacher or a representative from another organisation.
- For Kinetika staff only this rule may be varied for the purposes of small group sessions (up to 4) as long as there are other workers within sight or hearing distance and another member of Kinetika staff has been made aware of the meeting and can be contacted by phone.
- This rule may only be varied, for the purposes of one to one work with young people or vulnerable adults, where it is a necessary course of action and only with an appropriately qualified person. Kinetika's project leader must approve this course of action in advance
- When undertaking one to one work with young people or vulnerable adults Kinetika staff will notify their Line Manager who they are meeting and where and how they can be contacted. The meeting should happen in a public place and under no circumstances should the meeting happen at the workers home.
- Don't establish or seek inappropriate written or electronic communication with young people or vulnerable adults. This includes personal mobile phone texts, chat-rooms, social networking sites (inc. Facebook, twitter etc), email, photographs, etc.
- Kinetika staff, Peer Facilitators, Freelancers and volunteers should not arrange to meet a project participant outside of project time without the prior knowledge and agreement of their Line Manager.
- Written records of all meetings and discussions with young people must be kept at the office, filed in project folders. Where issues of confidentiality are involved these records must be kept only in the Child Protection folder, which must be kept in a secure place only accessible to responsible staff.
- Sessions evaluation forms and one to one de-brief will include space for discussion of any child protection concerns that the workers and volunteers have. Staff should bear in mind that abuse or neglect includes not only inflicting harm but also knowingly not preventing harm (Working Together to Safeguard Children, DoE 2013)
- The best practice guide for working with young people or vulnerable adults, (see Appendix 1) is to be used as a guide for Kinetika staff and volunteers working with young people or vulnerable adults.
- Kinetika will ensure that an appropriate member of staff is identified to support worker throughout.

9. When to be concerned

All staff and volunteers should be aware that the main categories of abuse are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

All staff, peer facilitators, freelancers and volunteers should be concerned about a child if he or she presents with indicators of possible significant harm (see Appendix 2 for details).

Generally, in an abusive relationship the child may:

- Appear frightened of the parent/s or other household members e.g. siblings or others outside the home
- Act in a way that is inappropriate to his/her age and development (full account needs to be taken of different patterns of development and different ethnic groups)
- Display insufficient sense of 'boundaries', lack stranger awareness
- Appear wary of adults and display 'frozen watchfulness'

10. Dealing with Disclosure

If a child discloses that he or she has been abused in some way, the member of staff/volunteer should:

- Listen to what is being said without displaying shock or disbelief.
- Accept what is being said.
- Allow the child to talk freely.
- Reassure the child, but not make promises which it might not be possible to keep.
- Not promise confidentiality; it might be necessary to refer to the Local Authority.
- Reassure her that what has happened is not her fault.
- Listen, rather than ask questions.
- Stress that it was the right thing to tell.
- Not criticise the alleged perpetrator.
- Explain what has to be done next and who has to be told.
- Make a written record (see Record Keeping).
- Non-action is not an option in child protection. You must act immediately: DO NOT assume someone else will.
- Pass information to the designated Senior Officer without delay.
- Do not under any circumstances attempt to provide counselling support or arrange to meet the young person or vulnerable adult outside of the peer education setting. Explain that you are not an expert in the area of need and that they will need to be put in touch with someone who can support them.

Support

Dealing with a disclosure from a child, and a child protection case in general, is likely to be a stressful experience. The member of staff, peer facilitator, freelancer or volunteer should, therefore, consider seeking support for him/herself and discuss this with the designated Senior Officer.

11. Confidentiality

Child protection raises issues of confidentiality that must be clearly understood by all staff, Peer Facilitators, Freelancers and Volunteers.

- All staff, Peer Facilitators, Freelancers and volunteers both delivery and non-delivery staff, have a responsibility to share relevant information about the protection of children with other professionals, particularly the investigative agencies (Local Authority and the Police).
- If a child confides in a member of staff, peer facilitator, freelancer or volunteer and requests that the information is kept secret, it is important that the member of staff, peer facilitator, freelancer or volunteer tell the child in a manner appropriate to the child's age/stage of development that they cannot promise complete confidentiality – instead they must explain that they may need to pass information to other professionals to help keep the child or other children safe.
- Staff, peer facilitators, freelancers or volunteers who receive information about children and their families in the course of their work should share that information only within appropriate professional contexts.

12. Record Keeping

When a child has made a disclosure, the member of staff, peer facilitator, freelancer or volunteer should:

- Make brief notes as soon as possible after the conversation
- Not destroy the original notes in case they are needed by a court
- Record the date, time, place and any noticeable non-verbal behaviour and the words used
- Indicate on a diagram to indicate the position of any bruising or other injury
- Record statements and observations rather than interpretations or assumptions

- All records need to be given to the designated Senior Officer promptly. No copies should be retained by the member of staff or volunteer.

A Disclosure Form is available on the Kinetika shared file system (see Appendix 3 for an example.)

13. Allegations Involving Workers

Whenever it is alleged that a member of staff, peer facilitator, volunteer or freelancer has:

- Behaved in a way that has, or may have harmed a child
- Possibly committed a criminal offence against/related to a child
- Behaved toward a child in a way which indicates s/he is unsuitable to work with children

The person receiving the allegation must take it seriously and immediately inform the designated Senior Officer and the Artistic Director.

If the concerns are about the Artistic Director, then the Chair of the Directors should be contacted.

The Chair of Directors is:

NAME: Tony Witton, Tony.Witton@kent.gov.uk, 01622 696473

The Artistic Director will not investigate the allegation his/herself, or take written or detailed statements, but he/she will assess whether it is necessary to refer to the Local Authority Designated Officer.

If the Artistic Director decides that the allegation warrants further action through Child Protection Procedures she must immediately make a referral to the Local Authority Designated Officer in accordance with their Protection Procedures.

Multi Agency Safeguarding Hub (MASH)

Thurrock MASH, Civic Offices, New Road, Grays, RM17 6SL

Tel: 01375 652802

Thurrock Council Emergency Duty Team (for out of hours) 01375 372468

If it is decided that it is not necessary to make a referral to the Local Authority then the Artistic Director and the Local Authority Designated Officer will consider whether there needs to be an internal investigation.

The Artistic Director should, as soon as possible, following any briefing from the Local Authority Designated Officer inform the subject of the allegation.

14. Whistle Blowing

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 victimisation; 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:

Don't think what if I'm wrong - think what if I'm right.

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

If any member of staff, peer facilitator, freelancer or volunteer has reason to suspect that another member of staff, peer facilitator, freelancer or volunteer may have abused a child in a Kinetika session, or elsewhere, they must immediately inform the designated Senior Officer and/or Artistic Director. They should also make a written record of the allegation using the informant's words; including time, date and place where the alleged incident took place, what was said and anyone else present. This record should be signed and dated and immediately passed on to the designated Senior Officer/ the Artistic Director.

You may raise your concern by telephone, in person or in writing. The earlier you express your concern, the easier it is to take action. You will need to provide the following information:

- The nature of your concern and why you believe it to be true
- The background and history of the concern (giving relevant dates).

Although you are not expected to prove beyond doubt the truth of your suspicion, you will need to demonstrate to the person contacted that you are acting in good faith and there are reasonable grounds for your concern.

Self-reporting

There may be occasions when an employee has a personal difficulty, maybe a physical or mental problem, which they know to be impinging on their professional competence. Staff have a responsibility to discuss such a situation with their line manager so professional and personal support can be offered to the member of staff concerned. Confidentiality cannot be guaranteed where personal difficulties realise concerns about the welfare of safety of children.

What happens next?

- You should be given information on the nature and progress of any enquiries
- Your line manager has a responsibility to protect you from harassment or victimisation
- 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 a disciplinary offence

Further advice and support

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from your line manager; you can also seek advice from the Designated Officer for child protection.

15. Social Networking

Staff, peer facilitators, freelancers and volunteers should at all times maintain a professional relationship with young people and vulnerable adults in their charge and should not place themselves in a position where they are alone with a pupil or where their actions could be misinterpreted.

It is therefore strongly enforced that staff, freelancers, peer facilitators and volunteers **DO NOT** link with young people on social networking sites or text message using their personal mobile phones to conduct friendships.

In the rare occasions that staff, freelancers, peer facilitators or volunteers, have established friendships or connections with current Kinetika participants outside of Kinetika sessions then it is the responsibility of the member of staff, freelancer, peer facilitator or volunteer to speak to their line manager to look at strategies to mitigate risk.

16. Supporting Young People & Vulnerable Adults

If a young person or vulnerable adult is not at risk of “significant harm or of harming themselves” but is in need of more support around issues such as sex, relationships, drug use, bullying etc. there are a number of organisations which can support them. Please ask Kinetika staff to provide a list of appropriate agencies and information/referral options.

Appendix 1 - Do's & Don'ts - Working with Young People and Vulnerable Adults

Do's...

Do Call 999 if you are concerned someone needs immediate protection

Do treat everyone equally and with respect.

Do provide an example you would wish others to follow; work in an open and transparent way.

Do plan activities with young people and vulnerable adults which involve more than one adult being present, or which at least take place within sight and hearing of others.

Do respect a young person's and vulnerable adult's right to personal privacy.

Do provide opportunities for young people and vulnerable adult's to talk about any concerns they may have with a range of adults.

Do encourage young people and vulnerable adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like.

Do avoid situations that compromise your relationship with young people and vulnerable adult's and are unacceptable and illegal within a relationship of trust (such as a sexual relationship between a leader and a young person, whether or not they are above the age of consent)

Do remember than someone else might misinterpret your actions, no matter how well intentioned.

Do recognise that caution is required, even in sensitive moments when you are counselling a young person or vulnerable adult over issues such as bullying, bereavement or abuse.

Do dress appropriately for your role.

Do have separate sleeping accommodation for workers and young people and vulnerable adult's.

Don'ts...

Don't permit abusive activities among young people or vulnerable adults (such as initiation ceremonies, ridiculing or bullying).

Don't play physical contact games (such as wrestling, or rough and tumble games) with young people or vulnerable adults.

Don't establish or seek inappropriate written or electronic communication with young people or vulnerable adults (including mobile phone texts, chat-rooms, social networking sites, email, photographs, etc)

Don't establish or seek unprofessional relationships with any participants.

Don't arrange to meet a project participant outside of project time without the prior knowledge and agreement of their Line Manager.

Don't have any unnecessary or inappropriate physical or verbal contact with others.

Don't jump to conclusions about others without checking facts; but remember not to 'investigate' an allegation of abuse about an adult, especially if the issue is alleged sexual abuse.

Don't allow yourself to be drawn into responding at an emotional level to any inappropriate attention -seeking behaviour from young people and vulnerable adults, such as tantrums or crushes.

Don't show favouritism to any individual.

Don't put yourself in a position where your version of events cannot be independently corroborated.

Don't make suggestive remarks or gestures, even in fun.

Don't let any suspicion, disclosure or allegation of abuse go unrecorded or unreported.

Don't rely on just your good name to protect you &

Don't believe 'it could never happen to me.'

Appendix 2 - Possible Signs of Abuse

POSSIBLE SIGNS OF PHYSICAL ABUSE

Unexplained injuries or burns, particularly if they are recurrent
Injuries not typical of accidental injury
Frequent injuries even with apparently reasonable explanations
Improbable or conflicting explanations for injuries
Refusal to discuss injuries
Admission of punishment which appears excessive
Fear of parents being contacted
Bald patches
Withdrawal from physical contact
Arms and legs kept covered in hot weather
Fear of returning home
Fear of medical help / parents not seeking medical help
Self-destructive tendencies
Aggression towards others
Chronic running away
Frequently absent from school/ sessions.

POSSIBLE SIGNS OF EMOTIONAL ABUSE

Probably the most difficult type of abuse to recognise; an emotionally abused child is often withdrawn, introverted and depressed.

Admission of punishment which appears excessive
Over-reaction to mistakes
Sudden speech disorders
Fear of new situations
Inappropriate emotional responses to painful situations
Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)
Self mutilation
Fear of parents being contacted
Extremes of passivity or aggression
Drug/solvent abuse
Chronic running away
Compulsive stealing
Scavenging for food or clothes
Continual self depreciation
Air of detachment – ‘don’t care’ attitude
Social isolation – does not join in and has few friends
Desperate attention-seeking behaviour
Eating problems, including over-eating or lack of appetite
Depression, withdrawal

POSSIBLE SIGNS OF SEXUAL ABUSE

Demonstrate sexual knowledge or behaviour inappropriate to age/stage of development, or that is unusually explicit
Wetting or other regressive behaviours e.g. thumb sucking
Inexplicable changes in behaviour, such as becoming aggressive or withdrawn
Stop enjoying previously liked activities
Be reluctant to undress for PE

Become fearful of, or refuse to see, certain adults for no apparent reason; show dislike of a particular baby-sitter, relative or other adult
Draw sexually explicit pictures
Urinary infections, bleeding or soreness in the genital or anal areas
Soreness or bleeding in the throat
Chronic ailments, such as stomach pains or headaches
Take over the parental role at home; seem old beyond their years
Develop eating disorders, such as anorexia or bulimia
Depression, suicidal thoughts
Poor self-image, self-harm, self-hatred
Physical discomfort
Use drugs or drink to excess
Unexplained pregnancy
Memory loss
Frequent running away
Restricted social activities
Find excuses not to go home or to a particular place
Have recurring nightmares/be afraid of the dark
Be unable to concentrate; seem to be in a world of their own
Have a 'friend who has a problem' and then tell about the abuse of the friend
Sudden changes in school work habits, become truant
Withdrawal, isolation or excessive worrying
Outbursts of anger or irritability
Unexplained sums of money
Act in a sexually inappropriate/harmful or seductive way towards others

POSSIBLE SIGNS OF NEGLECT

Constant hunger
Poor personal hygiene
Inappropriate clothing, clothing in a poor state of repair
Frequent lateness or non-attendance at school
Untreated medical problems
Low self-esteem
Poor social relationships
Compulsive stealing
Constant tiredness
Emaciation
Destructive tendencies.
Neurotic behaviour (e.g. rocking, hair twisting, thumb sucking)
Chronic running away
Scavenging for food or clothes

Appendix 3 – Disclosure Form

Date of incident		
Time of incident		
Location of incident		
PEOPLE INVOLVED / WITNESSES		
Name	Contact details	Involved/Witness
Description of Incident ([This is an OBJECTIVE document so please refrain from using opinions and record what happened only])		
Follow Up actions:		
Referred To		
Contact Name		
Contact Number		

Lead worker involved in follow up work

--

Other workers involved

--

Signed

Print Name

Date

Participants Record Number (<i>if applicable</i>)	Record Number:
<p>Please mark any injuries or marks you have seen/shown and describe symptoms. Subject does NOT require to undress and no assumptions should be made about injuries all VISIBLE injuries should be recorded.</p> <p>MALE / FEMALE</p> <p>AGE:</p> <div data-bbox="576 562 976 981" data-label="Image">Two line drawings of a human figure, one facing forward and one facing backward, for marking injuries. The front view shows the torso, arms, and legs. The back view shows the spine, shoulders, and legs. Small letters 'L' and 'R' are placed near the shoulders to indicate left and right sides.</div>	
SIGNATURE OF PERSON WHO SUSTAINED INJURIES	