



Safeguarding Policy



Derbyshire
Toy Libraries
The Greener Way to Play

Part 1: Introduction

Derbyshire Toy Libraries (DTL) has a duty to promote the welfare of everyone accessing the charities' services and to ensure that its policies and procedures promote safe working practices and a clear understanding of what to do if abuse or harm is suspected or disclosed.

Derbyshire Toy Libraries considers that:

- the welfare of the child, young person and vulnerable adult is paramount;
- all children, young people and vulnerable adults, whatever their age, culture, disability, gender, language, racial heritage, religious beliefs, sexual orientation or identity have the right to equal protection from all forms of abuse;
- some children are additionally vulnerable because of past experiences, their level of dependency, communication needs or other issues;
- all suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;
- staff and volunteers should be clear on how to respond appropriately.

Our staff and volunteers facilitate safe, child focused activities for children accompanied by a parent/carer. All children that access DTL's services must be under the direct supervision of a parent/carer.

Part 2: The purpose and scope of this policy

The purpose of this policy statement is:

- to protect children, young people and vulnerable adults who engage with DTL. This includes all those who use DTL's services.
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding (which includes child protection)

We will take all reasonable steps to ensure that as far as possible procedures are in place, which will a) prevent unsuitable people from working with children and that staff, whether paid, or working in a voluntary capacity and b) have a basic knowledge and understanding of safeguarding.

This document details DTL's position with regards to safeguarding. The implementation of the procedure will be sustained by ongoing training and support.

We use the term **safeguarding** to refer to the steps that DTL takes to protect children, young people and vulnerable adults from the risk of harm or abuse that might arise when they come into contact with DTL. When we refer to children or young people in this policy, we mean anyone under the age of 18.

Safeguarding Definitions and Descriptions

Safeguarding is a term which is broader than 'child protection' and relates to the action taken to promote the welfare of children and protect them from harm. Safeguarding is everyone's responsibility.

Safeguarding is defined in Working together to safeguard children as:

- protecting children from maltreatment
- preventing impairment of children's health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective
- care and
- taking action to enable all children to have the best outcomes

(The Charity commissioner, England and Wales 2014)

Definition of a child in child protection guidance?

England, Wales and Northern Ireland state a child is anyone who is under the age of 18. In Scotland a child legally becomes an adult when they turn 16, but statutory guidance which supports the Children and Young People Act 2014, includes all children and young people up to the age of 18. Where concerns are raised about a 16 or 17 year old, agencies will need to consider which legislation or guidance is appropriate to follow.

Part 3: Responsibilities and obligations

Designated Safeguarding Lead	Name: Ann Marie McMillan (Manager/Founder) Phone/email: manager.derbyshiretoylibraries@gmail.com
Deputy Safeguarding Lead(s)	Name(s): Rehana Reid (Chair) Phone/email (s): rehanareid@yahoo.com
Trustee Lead for Safeguarding	Name: As above (Rehana Reid Phone/email: rehanareid@yahoo.com
This policy applies to anyone working on behalf of Derbyshire Toy Libraries, including managers and the board of trustees, paid staff, volunteers, sessional workers, and students.	
This policy will form part of the induction process for anyone working on behalf of Derbyshire Toy Libraries.	

Designated Safeguarding Lead (DSL)

Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at DTL.

To promote the safety and welfare of children and young people involved in DTL's activities at all times.

Duties and responsibilities

1. Take a lead role in developing and reviewing DTL's safeguarding and child protection policies and procedures.
2. Take a lead role in implementing DTL's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in DTL's activities are responded to appropriately.

3. Make sure that everyone working or volunteering with or for children and young people at DTL, including the board of trustees, understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at DTL and their parents/carers know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Receive and record information from anyone who has concerns about a child who takes part in DTL's activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with DTL may present a risk to children or young people. This includes: a. assessing and clarifying the information b. making referrals to statutory organisations as appropriate c. consulting with and informing the relevant members of the organisation's management d. following the organisation's safeguarding policy and procedures.
7. Liaise with, pass on information to and receive information from statutory child protection agencies such as: a. the local authority child protection services b. the police. This includes making formal referrals to agencies when necessary.
8. Consult the NSPCC Helpline when support is needed, by calling 0808 800 5000 or emailing help@nspcc.org.uk.
9. Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
10. Work closely with the board of trustees and other safeguarding leads to ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
11. Report regularly to the board of trustees on issues relating to safeguarding and child protection, to ensure that child protection is seen as an ongoing priority issue and that safeguarding and child protection requirements are being followed at all levels of the organisation.
12. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.

13. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.

14. Attend training in issues relevant to child protection and share knowledge from that training and disseminate learning throughout the organisation.

Appointment to this role is subject to satisfactory DBS checks.

Part 3: Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and vulnerable adults in England.

Relevant statutory guidance: Working Together to Safeguard Children 2018 which sets out the roles and responsibilities of different agencies under the Children Act. More detailed information around legislation can be found [here](#)

Relevant statutory guidance: Mental Capacity Act 2005, local authority Local Safeguarding Adults Board Policies and Procedures, Care Act 2014, Care and Support Statutory Guidance under the Care Act 2014. More detailed information around legislation can be found [here](#).

In England, Northern Ireland, Scotland and Wales, the [Data Protection Act 2018](#) sets out how personal information should be processed under the General Data Protection Regulation (GDPR).

Part 4: We will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them
- appointing a nominated safeguarding lead, a deputy and a lead trustee/board member for safeguarding
- adopting safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes
- confidently and competently recruiting and selecting staff and volunteers safely, ensuring all necessary checks(including DBS checks) are made

- Recording, storing and using information appropriately and securely, in line with data protection legislation and guidance
- ensuring information about safeguarding and good practice is publicly available
- making sure that children, young people and their families know where to go for help if they have a concern using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers and vulnerable adults appropriately using our procedures to manage any allegations against staff and volunteers appropriately
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where all that engage with DTL including trustees, staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- Conducting regular risk assessments to help identify aspects of DTL's environment that need to be checked regularly, decide what should be done to prevent harm and make sure the relevant actions are taken and updated when necessary.

Part 5: Responding to Disclosure, Suspicions and Allegations

Responding to Disclosure about a child

The person receiving information concerning disclosure should:

- react calmly so as not to frighten the child;
- listen to the child/young person
- tell the child he/she is not to blame and that it was right to tell;
- take what the child says seriously, recognising the difficulties inherent in interpreting what a child who has a speech disability and/or differences in language says;

- keep questions to the absolute minimum to ensure a clear and accurate understanding of what has been said;
- reassure the child but do not make promises of confidentiality that might not be feasible in the light of subsequent developments;
- make a full record of what had been said, heard and/or seen as soon as possible.

It is not the role of the worker/volunteer to investigate any allegations (this would contaminate evidence if a situation went to court). Any disclosure by a child must be reported to the named designated safeguarding lead.

What you should not do:

- panic;
- allow your shock or distaste to show;
- probe for more information than is offered;
- speculate or make assumptions;
- make negative comments about the alleged abuser;
- approach the alleged abuser;
- make promises or agree to keep secrets
- discuss the matter with anyone except the correct people
- form your own opinions and decide to do nothing

Responding to Suspicions

It is not the responsibility of anyone working in a paid or voluntary capacity, or those working in affiliated organisations to take responsibility or to decide whether or not child abuse is taking place. However, there is a responsibility to protect children in order that appropriate agencies can then make enquiries and take any necessary action to protect the young person.

Social Services

Social Services have a statutory duty under The Children Act 1989 to ensure the welfare of children and work with the local area safeguarding children board (i.e. Derby and Derbyshire Safeguarding Children Partnership) to comply with its [procedures](#). When a child protection referral is made, social services staff have a legal responsibility to investigate. This may involve talking to the child and family, and gathering information from other people who know the child.

Enquiries may be carried out jointly with the police. If action needs to be taken urgently and out of office hours, then the police will deal with the enquiry sensitively and effectively. Local authorities will need to link in closely with their respective Local Safeguarding Children Board and cross-reference the guidance produced by them. For advice on situations where there is concern, the Derby and Derbyshire Safeguarding Children Partnership can be contacted on 01629 533190. Up to date contact details can be found at www.ddscp.org.uk.

Sharing Concerns with Parents

There is always a commitment to work in partnership with parents or carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents or carers to help clarify any initial concerns. For example, if a child seems withdrawn, there may be a reasonable explanation. He/she may have experienced an upset in the family, such as a parental separation or divorce or bereavement.

When it is Not Appropriate to Share with Parents

However, there are circumstances in which a young person might be placed at even greater risk if such concerns were shared (e.g. where a parent or carer may be responsible for the abuse or not able to respond to the situation appropriately). In these situations, or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the person in charge as soon as possible and recorded.

Expert Advice

If you are not sure what to do, in addition to social services, you can also obtain advice by telephoning the NSPCC 24 hour free phone Helpline; the number is 0808 800 5000. The police also have specially trained child protection teams who will give guidance and support and they will deal with out of office hours enquiries when

social services are not available. If you need to find out the details of the duty social services officer urgently, they will be kept on file in the department or, alternatively, the Samaritans hold these details.

Records and Information

See appendix 4 for DTL's Safeguarding Record Form

Information passed to social services or the police must be as helpful as possible, hence the necessity for making a detailed record at the time of the disclosure/concern.

Information should include the following:

- the date and time of the incident/disclosure
- the date and time of the report
- the name and role of the person to whom the concern was originally reported
- and their contact details
- the name and role of the person making the report (if this is different to the above) and their contact details
- the names of all parties who were involved in the incident, including any witnesses
- the name, age and any other relevant information about the child who is the subject of the concern (including information about their parents or carers and any siblings) what was said or done and by whom
- any action taken to look into the matter
- any further action taken (such as a referral being made)
- the reasons why the organisation decided not to refer those concerns to a statutory agency (if relevant).

Make sure the report is factual. Any interpretation or inference drawn from what was observed, said or alleged should be clearly reported as such. The record should always be signed and dated by the person making the report.

Reporting the matter to the police or social services department should not be delayed by attempts to obtain more information. If a parent is not the alleged abuser, they should be advised of the referral to social services. Wherever possible, referrals telephoned to the social services department should be confirmed in writing within 24 hours. A record should also be made of the name and designation of the social services member of staff or police officer to whom the concerns were passed, together with the time and date of the call, in case any follow-up is needed.

Record Keeping

Records about safeguarding concerns are confidential and should be kept in a secure location where the alleged abuser will not have access to the record. Access should not be given to any unauthorised personal for accessing confidential information including the sharing of passwords.

- Records will be kept confidential and stored securely. There should be limited access to designated people, in line with Data Protection Laws, e.g. that information is accurate (and is regularly updated), relevant and secure. Further guidance is available from the ICO (see their [10 step guide to sharing information to safeguard children](#))
- Electronic files will be password protected and stored on computers with protection against hackers and viruses.
- Information about child protection concerns and referrals will be kept in a separate child protection file for each child, rather than in one 'concern log'.
- All staff and volunteers need a clear agreement from DTL's designated safeguarding lead to use their personal computers to make and store records securely

Allegations Against Staff or Volunteers

This includes anyone working with children in a paid or voluntary capacity. Child abuse can and does occur outside the family setting. Although it is a sensitive and difficult issue, child abuse has occurred within institutions and may occur within other settings. Recent inquiries indicate that abuse that takes place within a public setting is rarely a one-off event. It is crucial that those involved in the delivery of activities to children are aware of this possibility and that all allegations are taken seriously and appropriate action taken. It is important that any concerns for the welfare of the child, arising from abuse or harassment by a member of staff or volunteers, should be reported immediately.

Seek Advice

The designated safeguarding lead may be informed of situations where there is uncertainty about whether the allegation constitutes abuse or not and therefore unclear about what action to take. There may be circumstances where allegations are about poor practice rather than abuse but those responsible should always consult senior colleagues and gain advice from social services, police or the NSPCC

if there is any doubt. This is because it may be just one of a series of other instances which together cause concern.

Support for the Reporting of Suspected Abuse

It is acknowledged that feelings generated by the discovery that a member of staff or volunteer is, or may be, abusing a child, will raise concerns among other staff or volunteers. This includes the difficulties inherent in reporting such matters.

Derbyshire Toy Libraries assures all staff/volunteers that it will fully support and protect anyone who, in good faith, reports his or her concern about a colleague's practice or the possibility that a child may be being abused.

Types of Investigation

Further information on the potential actions of social services, etc. may be found in the [Derby and Derbyshire Safeguarding Partnership](#) guidelines.

Action if there are Concerns

The following action should be taken if there are concerns:-

Poor Practice

- If, following consideration, the allegation is clearly about poor practice, the designated person will deal with it as a misconduct issue.
- If the allegation is about poor practice by the designated person, or if the matter has been handled inadequately and concerns remain, it should be referred to the Local Authority Designated officer (LADO) / department's child protection liaison officer. The LADO will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings. For up-to-date contact details visit <https://derbyshirescbs.proceduresonline.com/contacts.html>
- If the incident of poor practice is suspicious, all details should be recorded and reported to the CPO.

Suspected Abuse

- Any suspicion that a child has been abused or harmed by either a member of staff or a volunteer should be reported to the designated person, who will take

such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

- The designated person will refer the allegation to the social services department who may involve the police, or go directly to the police if “out of hours”.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- If the designated person is the subject of the suspicion/allegation, the report must be made directly to the CPO, who is then responsible for taking the action outlined above.

Internal Enquiries and Suspension

Derbyshire Toy Libraries’ committee should make an immediate decision about whether any individual accused of abuse should be temporarily suspended from voluntary duties pending further police and social services inquiries.

Irrespective of the findings of social services or police inquiries, Derbyshire Toy Libraries’ Committee must assess all individual cases under the appropriate misconduct/disciplinary procedure, to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled with other staff or volunteers. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Committee must reach a decision based on the available information that could suggest, on a balance of probability, it is more likely than not that the allegation is true. The welfare of children should always remain paramount.

Responding to a disclosure about an adult

There are some differences in responding to a disclosure about an adult as follows:

If abuse is disclosed to you, however partially, then:

- If you are not the appropriate person to assist further, offer the assistance of the appropriate colleague or manager. If the adult asks that no further action is taken, you will need to explain your own need to discuss this matter with the identified colleague or manager.

- You must make it clear to the adult that you have an obligation to breach confidentiality should the disclosure raise any implications for the safety of a child, another person or the adult themselves.

Where appropriate provide emergency assistance and/or contact emergency services to ensure the immediate health and safety of the person concerned, yourself and others. Listen carefully to what the adult wants to happen as a result of talking to you. With permission and where appropriate to the disclosure, check out these immediate safety issues:

- Does the person at risk have emergency contact numbers?
- If the person at risk has children at school or in nursery, does the school/nursery know of his/her circumstances?
- Is the person in contact with any other support agencies such as health visitor or children's centre and are they aware of his/her circumstances?
- If there is someone the person at risk can talk to and trust?
- If the person at risk has pets, can they be left with someone?
- Can the person at risk leave some emergency money, keys and important documents with anyone safe in case they need to leave in an emergency?
- If not, does the person at risk need to make their home more secure?
- Does the person at risk need to move to a place of safety?
- Does the person at risk have a safe means of contacting emergency services?

Consider whether the person is an adult at risk and requires a vulnerable witness interview.

In all cases:

- Offer a gender appropriate person and a safe and private place for further discussion. Do not ask about domestic abuse or sexual violence in the presence of partners or other family members. Provide a trained interpreter if necessary. Do not suggest using family or friends to interpret for you.
- Explain that no information will be provided about what has been discussed to family, friends or alleged perpetrator.
- In every case information leaflets should be offered, which contain details of specialist support and available housing services.

- Be clear about what you will do and who, if anyone, you will be contacting on behalf of the adult.
- Be clear what the contact arrangements will be if further contact with you is requested.

Part 7: If you need more advice

You can contact the NSPCC Helpline by calling 0808 800 5000 or emailing help@NSPCC.org.uk.

For all safeguarding adult referrals in Derbyshire (excluding Derby City) or if you're concerned that a child is suffering or is at risk of significant harm please contact Call Derbyshire (Derbyshire County Council) immediately.

8am to 8pm on Monday to Friday and from 9:30am to 4pm on Saturdays tel: 01629 533190. outside office hours tel: 01629 532600

If a child or young person is in immediate danger tel: 999.

Part 8: Confidentiality

To keep these children safe, information needs to be shared appropriately so that decisions can be made to protect them. Clear boundaries around information sharing are important to maintain confidentiality where appropriate and to ensure that only those who need the information are made aware of it.

Every effort should be made to ensure that confidentiality is maintained for all concerned.

Information should be handled and disseminated on a “need to know basis” only. This includes the following people:

- Social services/police.
- The designated person in charge.
- The person making the allegation's parents/carers.

- The parents of the person who is alleged to have been abused (as appropriate).
- The person making the allegation.

Social services or the police will approach the alleged abuser.

Part 9: Monitoring

This policy will be monitored and reviewed, in conjunction with other relevant Derbyshire Toy Libraries policies, on an annual basis or as necessary to ensure that it is being applied correctly. A summary of safeguarding concerns and a review of policy and procedures and any necessary amendments should be reported to the Trustees at the Annual General Meeting (AGM) or as and when necessary.

As a registered charity, DTL is also required to report all serious safeguarding incidents to the Charity Commission

Evaluation will be an ongoing process of policy implementation and review with the following being used as the framework:

- Do employees / volunteers understand the procedure?
- Is the procedure able to be implemented or is further advice, support or training required?
- Are the necessary resources available to implement the procedure?
- How can the procedure help in practice?
- Who or what might help with concerns?
- Are any concerns not covered by the procedure?

Part 10: Safeguarding Procedure

Our People

DTL is committed to the safe recruitment, selection and vetting of staff, trustees and volunteers. We will take all reasonable steps to ensure unsuitable people are prevented from working with children, young people and vulnerable adults.

We follow safe recruitment procedures to ensure appropriate checks are carried out:

- Checks on prospective trustees to ensure that they are not disqualified under charity automatic disqualification rules. Trustees in post will be asked to sign a fresh declaration every year at DTL's AGM.
- Role profiles - highlight key responsibilities of the role, including any specific safeguarding duties and obligations.
- Asking specific questions at interview to explore attitudes and values in relation to safeguarding children and young people and vulnerable adults.
- Inviting an open and measured discussion with applicants at interview about any offences or other matters that might be relevant to the position applied for, including questioning any gaps in employment.
- Undertaking identity checks prior to commencement of the engagement by obtaining relevant documentation (such as passport, driving licence etc.).
- DBS checks to be carried out, where appropriate, determined by the level and nature of the role.
- Taking up references for all successful candidates.
- Appropriate and proportionate due diligence checks, determined by the level and nature of the role.

The Safeguarding Lead is responsible for ensuring that safe recruitment measures are applied rigorously and consistently.

Appendix 1

Practice to be avoided

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable, they should only occur with the full knowledge and consent of someone in charge in the organisation or the child's parents/guardian. For example, a child sustains an injury and needs to go to hospital.

- Avoid spending time alone with children away from others.

The following should **never** be sanctioned. You should never:

- engage in rough, physical or sexually provocative games, including horseplay;
- share a room with a child;
- allow or engage in any form of inappropriate touching;
- allow children to use inappropriate language unchallenged with a parent or carer;
- make sexually suggestive comments to a child, even in fun;
- allow allegations made by a child to go unchallenged, unrecorded or not acted upon;
- do things of a personal nature for children they can do for themselves;
- invite or allow children to stay with you at your home unsupervised;
- constantly shout at and/or taunt a child to 'keep control'.

Be aware

It may sometimes be necessary for volunteers to do things of a personal nature for children, particularly if they are young or disabled. These tasks should only be carried out with the full understanding and consent of parents and the players involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices,

where possible. This is particularly so if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

If you accidentally hurt a person, he/she seems distressed in any manner, appears to be sexually aroused by your actions, or misunderstands or misinterprets something you have done, report any such incident as soon as possible to another colleague and make a brief written note of it. Parents or carers should be informed of the incident.

Physical Contact

At times, it is inevitable that physical contact will occur between yourself and a child. Instances of when contact may take place include:

- administering first aid - be aware of sensitive and delicate areas of a child's body. Always tell a child what you are going to do and ask permission to touch or expose covered areas. If possible, have an additional volunteer with you and always inform your Chairperson/Vice Chairperson immediately an accident has occurred. Complete an accident/incident report form. In the case of major injuries call 999 for emergency assistance and contact local Doctors Surgery(Crich Medical Practice on 01773 852035)

Appendix 2

RECOGNITION OF POOR PRACTICE, ABUSE AND BULLYING

Introduction

Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Staff, whether in a paid or voluntary capacity, are not experts at such recognition. However, they do have a responsibility to act if they have any concerns about the behaviour of someone (an adult or another child) towards a young person. Staff should therefore be encouraged and expected to discuss any concern they may have about the welfare of a person immediately with the designated person.

Poor Practice

Poor practice would include any behaviour that contravenes Derbyshire Toy Libraries's Code of Conduct. The Code of Conduct specifies general principles of behaviour expected of Toy Library employees / volunteers relating to honesty, leadership, openness, accountability, integrity, selflessness and objectivity.

Abuse

Abuse can happen wherever there are young people and young people and disabled adults of any age can be abused. The effects of abuse can be damaging and if untreated, may follow a person into adulthood. For example, a person who has been abused as a child may find it difficult or impossible to maintain stable, trusting relationships, may become involved with drugs or prostitution, may attempt suicide or even abuse a child in the future.

Disabled People

There have been a number of studies that suggest children (or adults) with disabilities are at increased risk of abuse. Various factors contribute to this, such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves, or adequately communicate that abuse has occurred. Children from ethnic minorities, who may also be experiencing racial discrimination, may be doubly powerless.

Main Forms of Abuse

Neglect – where adults fail to meet a child's basic needs like food or warm clothing, fail or refuse to give children love, affection and attention. Children might also be constantly left alone or unsupervised.

Physical abuse – where adults physically hurt or injure children by hitting, shaking, squeezing, burning and biting, or by giving them alcohol, inappropriate drugs or poison. Attempted suffocation or drowning also comes within this category.

Sexual abuse – where girls and boys are abused by adults (both male and female) who use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing children pornographic material (books, videos, pictures) is also a form of sexual abuse.

Emotional abuse – where a child may be constantly shouted at, threatened or taunted which may make the child very nervous and withdrawn. It may also involve a persistent lack of love and affection or constant over-protection that prevents a child from developing socially, as well as within cases of neglect, physical or sexual abuse.

Indicators of Abuse

Indications that a child may be being abused include the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which the explanation seems inconsistent.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expresses concern about the welfare of another child.
- Unexplained changes in behaviour (e.g. becoming very quiet, withdrawn or displaying sudden outbursts of temper).
- Inappropriate sexual awareness.

- Engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Has difficulty in making friends.
- Is prevented from socialising with other children.
- Displays variations in eating patterns, including overeating or loss of appetite.
- Loses weight for no apparent reason.
- Becomes increasingly dirty or unkempt.

It should be recognised that this list is not exhaustive and the presence of one or more of the indicators is not proof that abuse is actually taking place. It is **not** the responsibility of those volunteering for Derbyshire Toy Libraries to decide that child abuse is occurring but it is their responsibility to act on any concerns (see Part 5).

Appendix 3

Code of Conduct & Ethics for Paid Workers / Trustees / Volunteers

Any paid worker / trustee / volunteer working with young children must comply with the principles of good ethical practice.

You must:

- respect the rights, dignity and worth of every young person and treat everyone equally within his/her activity.
- ensure that the safety of each child is placed above the development of performance.
- develop an appropriate working relationship with children based on mutual trust and respect.
- never ridicule or belittle children. Ensure that every child is valued.
- ensure that the activities carried out are appropriate for the age, maturity, ability and experience of each individual.
- ensure that where physical contact is required between the volunteers and the child, the volunteers actions cannot be mistaken.

Appendix 4

Safeguarding Concern / Incident Report Template

Safeguarding incident or concern: Template report form

This form is designed to report any safeguarding incidents or concerns. It should be completed by the worker/volunteer who has been disclosed to, who witnessed the incident, was most directly involved or who provided first aid if relevant. Once completed it must be submitted as per DTL's reporting protocols.

**REFERENCE
NUMBER**

Name & role of person completing this form:	
Session name:	Date form is completed:

Details of child, young person or adult at risk:

Name:	Address:
Contact number:	Gender (if known):
Date of birth:	Any further information that may be useful to consider:

Parents/carers details:

Name:	Address:
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Contact number:	Email address:
Have parents/carers been notified of the incident?: Yes / No	If yes, please provide details:

Details of reportee:

Are you reporting your own concerns or responding to concerns raised by someone else?	Reporting my own concerns	.
	Responding to someone else's concerns	.
If responding to someone else's concerns, please provide their details below:		
Name:		
Relationship to child, young person or adult at risk:		
Email address:		
Contact number:		

Incident Details:

Date/ Time:	Group name (if applicable):
Location of incident:	

Description of the incident or concern: (continue on separate sheet if necessary & include reference number):

(Include relevant information such as what happened and how it happened, description of any injuries sustained, behaviour witnessed and whether the information provided is being recorded as fact, opinion or hearsay)

Details of any previous concerns, incidents or relevant safeguarding records:

Child, young person or adult at risk account of the incident or concern: *(use their own words)*

<p>Witness account of incident or concern: <i>(include further accounts on separate sheets as necessary. Include reference number on each accompanying account)</i></p>		
<p>Details of any witnesses:</p>		
<p>Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i></p>	<p>Relationship to child, young person or adult at risk:</p>	<p>Contact details:</p>
<p>Details of any persons involved in the incident or alleged to have caused the incident, injury or presenting risk:</p>		

Name(s): <i>(Consider anonymising where this will not negatively impact the ability to take immediate response actions)</i>	Relationship to child, young person or adult at risk:	Contact details:
Outcome of incident & immediate actions taken: (tick box where relevant)		
<ul style="list-style-type: none"> · Ambulance required? Y/N · Name of hospital / medical facility attended if applicable: · Police/fire/rescue services attended? Y/N 	First aid treatment provided: and by whom	Medication given:
Notes:		

Any resulting change of plans or disruption to the programme, if applicable:	Disciplinary procedures enacted:	Were any immediate changes to risk management procedures made?
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Signed By Author:	Name:	Date:
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Reporting to the Designated Safeguarding Lead (DSL) section: (to be completed by DSL)

Date & time DSL notified of incident/concern:
Date & time this form passed on to DSL (if different from above):
DSL comments: (<i>actions taken / impact on rest of programme / external agency involvement / initial lessons learned / follow-up actions required</i>):
External agency referral: (tick box where relevant)

Social services notified	LADO notified	Other referral made
Date & time of referral:	Date & time of referral:	Agency:
Name of contact person:	Name of contact person:	Date & time of referral:
Contact number / email:	Contact number / email:	Name of contact person:
Agreed action or advice given:	Agreed action or advice given:	Contact number / email:
		Agreed action or advice given:

Signed By DSL:	Name:	Date:
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For Office Use Only:

Follow-up action required:		
Action:	Due date:	Whom responsible: