



Safeguarding Children and Adults at Risk

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Introduction

It might be difficult to accept, but *Children and Adults at Risk* from every community can be hurt, put at risk of *harm* or *abused*, regardless of their age, religion or ethnicity. As we work with children and Adults at Risk, we have a responsibility to keep them safe from harm. Safeguarding is about trying to make sure children and Adults at Risk do not get harmed and knowing what to do if anyone employed by Nene Park Trust is worried about a child or Adult at Risk.

It is not the responsibility of anyone working for Nene Park Trust, in a paid or unpaid capacity, to decide whether or not abuse has taken place. However, there is a responsibility for all to act on any concerns through contact with the appropriate authorities. Nene Park Trust will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a child/Adult at Risk may have been abused.

The following document sets out the measures we have in place to ensure the welfare of Children and Adults at Risk who make use of the facilities at Nene Park.

Safeguarding Policy Statement

Nene Park Trust believes that it is always unacceptable for a child or Adult at Risk to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and Adults at Risk who receive Nene Park Trust's services, by a commitment to practice which protects them.

We recognise that:

- The welfare of the child/Adult at Risk is paramount.
- All children and Adults at Risk, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, Adults at Risk, their parents, carers and other agencies is essential in promoting welfare.

The purpose of the policy is:

- To provide protection for the children and Adults at Risk who receive Nene Park Trust's services
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or Adult at Risk may be experiencing, or be at risk of, harm

This policy applies to all staff, including senior managers and the Board of Trustees, paid staff, volunteers and seasonal workers, agency staff, students or anyone working on behalf of Nene Park Trust.

We will seek to safeguard children and Adult at Risks by:

- Valuing them, listening to and respecting them
- Adopting child and Adult at Risk protection guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made to prevent individuals on the *ISA Barred List* from participating in *regulated activity*
- Ensuring all staff have received appropriate training to equip them to carry out their responsibilities effectively and keep this up to date by refresher training at three year intervals
- Identifying a named *Safeguarding Officer* to be responsible for dealing with worries or concerns about children and Adults at Risk and passing this information on to the relevant authorities
- Ensuring all other organisations that operate in Nene Park have appropriate safeguarding policies and procedures in place and carrying out regular audits to ensure that DBS checks have been obtained where necessary

We are also committed to reviewing our policy and good practice annually.

Code of Conduct

Purpose

This section outlines the behaviour expected of Nene Park Trust staff and Volunteers. This code has been developed to provide advice which will not only help to protect children and Adults at Risk, but will also help identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse being made against individuals.

Following this good practice code will also help to protect Nene Park Trust by reducing the possibility of anyone using their role within the organisation to gain access to children and Adults at Risk in order to abuse them.

When working with children and Adults at Risk for the Trust, all staff and volunteers are considered to be acting in a position of trust. It is therefore important that staff and volunteers are aware that they may be seen as role models by children and must act in an appropriate manner at all times and follow the code of conduct.

The Trust will ensure that staff and volunteers are aware that sexual relationships with children and young people aged under 18 are unlawful and could result in legal proceedings taken against them under the Sexual Offences Act 2003 (Abuse of position of trust).

Sexual relationships between any member of staff or volunteer and an Adult at Risk using the Trusts services represent a serious breach of trust and are not permissible in any circumstances.

All members of staff and volunteers are expected to report any breaches of this code to the Education and Activities Manager in her role as Safeguarding Officer for Nene Park Trust. Staff who breach this code of conduct may be subject to Trust disciplinary procedures. Serious breaches of this code may also result in a referral being made to a statutory agency such as the Police or Children's Services Department.

When working with children and Adults at Risk it is important to:

- Always follow the Nene Park Trust safeguarding policy statement.
- Devise activities so that staff do not work alone in a one to one capacity with Children or Adults at Risk for long periods or in isolated locations Listen to and respect children and Adults at Risk at all times.
- Always avoid favouritism.
- Treat children and Adults at Risk fairly and without prejudice.
- Value and take children's and Adults at Risk contributions seriously.
- Ensure any contact with children and Adults at Risk is appropriate and in relation to the activity.
- Always ensure language is appropriate and not offensive or discriminatory.

- Recognise that special caution is required when you are discussing sensitive issues with children or Adults at Risk.
- Provide examples of good conduct you wish others to follow
- Challenge unacceptable behaviour and promptly report all allegations/suspicions of abuse.

You must not:

- Patronise children or Adults at Risk.
- Allow allegations to go unreported.
- Develop inappropriate relationships such as contact with children and Adults at Risk that is not a part of the work of the Trust and agreed with the manager.
- Let children and Adults at Risk have your personal contact details (mobile number, address or social networking details).
- Use sarcasm or insensitive comments to children and Adults at Risk.
- Act in a way that can be perceived as threatening or intrusive.
- Make inappropriate promises to children and Adults at Risk, particularly in relation to confidentiality.
- Make suggestive or derogatory remarks or gestures in front of children or Adults at Risk.
- Jump to conclusions about others without checking facts.
- Either exaggerate or trivialise child abuse issues.
- Rely on your good name or that of the Trust to protect you from allegations.
- Take a chance when common sense, policy or practice suggests another more prudent approach.

Action Plan

In order to ensure that everyone, including children and Adults at Risk who work at Nene Park Trust or who use its facilities are aware of and understand the safeguards we have put in place, Nene Park Trust will:

- Ensure all relevant members of staff receive a safeguarding briefing as part of their induction.
- Ensure that the safeguarding Officer receives relevant training to fulfil this role.
- Make this document available to all staff on the shared network spaces.
- Make our Safeguarding Policy Statement available to members of the public through links on the Trust's web site.
- Include a reference to our Safeguarding policy in the terms and conditions for event bookings and ask all users to confirm that they have read the Policy Statement and Code of Conduct on the Trusts website and agree to meet the same behaviour standards as those expected of Trust staff and volunteers.
- Operate safe recruitment practices including ensuring appropriate DBS and reference checks are undertaken according to government and safeguarding board guidance

Child/Adult at Risk Protection Procedures

Purpose and aim of the procedures

A child protection procedure is a set of detailed guidelines that tell everyone what to do if they are concerned about a child or Adult at Risk . It is very important to have clear instructions to ensure that there is a speedy and effective response for dealing with concerns about a child or Adult at Risk . The procedures detailed in this section apply to all members of Trust staff and volunteers.

Recognising Abuse

It is vital for all staff and volunteers who are involved in groups or projects that work with children and Adults at Risk to have a basic understanding of child protection issues. This requires staff to have an understanding of the different categories of abuse and how to recognise the signs of abuse.

The term abuse is used to describe a range of ways that people harm children and Adults at Risk. They can be inflicted on a child/Adult at Risk or knowingly not prevented. In many cases, children and Adults at Risk are subjected to a combination of forms of abuse. There are four main categories of abuse

1. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child/Adult at Risk . Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child/Adult at Risk .

Physical signs to look out for include:

- injuries which a child/Adult at Risk cannot explain, or explains unconvincingly
- injuries which have not been treated or treated inadequately
- injuries on parts of the body where accidental injury is unlikely (eg cheeks, chest or thighs)
- bruising which reflects hand or finger marks
- cigarette burns or human bite marks
- broken bones (particularly in children under the age of two)
- scalds, especially those with upward splash marks where hot water has been deliberately thrown over the child, or “tide marks” – rings on the child’s arms, legs or body where they have been made to sit or stand in very hot water.

Behavioural signs to look out for include:

- reluctance to have their parents/carers contacted
- aggressive behaviour or severe temper outbursts
- running away or showing fear of going home
- flinching when approached or touched
- reluctance to get undressed for sporting or other activities where changing into other clothes is normal
- covering arms and legs when this is not usually done

- depression or moods which are out of character with the child's general behaviour
- unnatural compliance with parents or carers.

2. Sexual abuse involves forcing or enticing a child/Adult at Risk to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child/Adult at Risk is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children/Adults at Risk in looking at, or in the production of, sexual images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways, or grooming a child/Adult at Risk in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Physical signs to look out for include:

- pain, itching, bruising or bleeding in the genital or anal areas
- any sexually transmitted disease
- recurrent genital discharge or urinary tract infections without apparent cause
- stomach pains or discomfort when the child/Adult at Risk is walking or sitting down.

Behavioural signs to look out for include:

- sudden or unexplained changes in behaviour
- apparent fear of someone
- running away from home
- nightmares or bed-wetting
- self-harm, self-mutilation or attempts at suicide
- abuse of drugs or other substances
- eating problems such as anorexia or bulimia
- sexualised behaviour or knowledge in young children
- sexual drawings or language
- possession of unexplained amounts of money
- taking a parental role at home and functioning beyond their age level
- not being allowed to have friends (particularly in adolescence)
- alluding to secrets which they cannot reveal
- reluctance to get undressed for sporting or other activities where changing into other clothes is normal.

3. Emotional abuse is the persistent emotional maltreatment of a child/Adult at Risk such as to cause severe and persistent adverse effects on the child/Adult at Risk's emotional development.

Emotional abuse may involve conveying to children/Adults at Risk that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child/Adult at Risk opportunities to express their views, deliberately silencing them or 'making fun' of what they say or

how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children/Adults at Risk. These may include interactions that are beyond the child/Adult at Risk's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child/Adult at Risk participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyberbullying), causing children/Adults at Risk frequently to feel frightened or in danger, or the exploitation or corruption of children/Adults at Risk. Some level of emotional abuse is involved in all types of maltreatment of a child/Adult at Risk, though it may occur alone.

Physical signs to look out for include:

- a failure to grow or thrive (particularly if the child/Adult at Risk thrives when away from home)
- sudden speech disorders
- delayed development, either physical or emotional.

Behavioural signs to look out for include:

- compulsive nervous behaviour such as hair twisting or rocking
- an unwillingness or inability to play
- an excessive fear of making mistakes
- self-harm or mutilation
- reluctance to have parents/carers contacted
- an excessively high regard or level of admiration towards others, especially adults
- an excessive lack of confidence
- an excessive need for approval, attention and affection
- an inability to cope with praise

4. Neglect is the persistent failure to meet a child/Adult at Risk's basic physical and/or psychological needs, likely to result in the serious impairment of the child/Adult at Risk'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, failing to protect a child/Adult at Risk from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-givers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child/Adult at Risk's basic emotional needs.

Physical signs to look out for include:

- being constantly hungry and sometimes stealing food from others
- being in an unkempt state, frequently dirty or smelly
- loss of weight or being constantly underweight
- being dressed inappropriately for the weather conditions
- untreated medical conditions – not being taken for medical treatment for illnesses or injuries.

Behavioural signs to look out for include:

- being tired all the time
- frequently missing school or being late
- failing to keep hospital or medical appointments
- having few friends
- being left alone or unsupervised on a regular basis
- compulsive stealing or scavenging of food

Source: Working Together to Safeguard Children 2010

How to respond if a child or Adult at Risk reports abuse to you

It is not the responsibility of anyone working for Nene Park Trust, in a paid or unpaid capacity, to decide whether or not abuse has taken place. However, there is a responsibility for all to act on any concerns through contact with the appropriate authorities. Nene Park Trust will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a child/Adult at Risk may have been abused

If a child/Adult at Risk reports abuse to you, you should:

- React calmly
- Reassure the child/Adult at Risk that they were right to tell you and that they are not to blame
- Take what the child/Adult at Risk says seriously
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said.
- Don't ask about explicit details.
- Reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments
- Inform the child/Adult at Risk what you will do next
- **Do not attempt to discuss the matter with parents/carers**
- Make a full and written record of what has been said/heard as soon as possible

The report should include as much of the following as possible:

- The child/Adult at Risk's name, age and date of birth
- The child/Adult at Risk's home address and telephone number
- Whether or not the person making the report is expressing their own concerns or those of someone else.
- The nature of the allegation, including dates, times other relevant information. Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child/Adult at Risk's account, if it can be given, of what has happened and how bruising or other injuries occurred
- Have the parents/carers been contacted? If so what has been said?
- Has anyone else been consulted? If so, record details

The report should be passed to the Education and Activities Manager in her role as Safeguarding Officer she will then make a referral to **Peterborough City Council 01733 747474 or 01733 234724 (out of hours)** who will pass the information on to the relevant body.

If it is not possible to report to the Education and Activities Manager then information should be passed on to a member of the Senior Management Team. The name of the contact who took the referral should be recorded and the referral should then be confirmed in writing within 24 hours

How to respond to signs or suspicions of abuse

It is not the responsibility of anyone working for Nene Park Trust, in a paid or unpaid capacity, to decide whether or not abuse has taken place. However, there is a responsibility for all to act on any concerns through contact with the appropriate authorities. Nene Park Trust will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a child/Adult at Risk may have been abused

If you suspect that a child/Adult at Risk is being abused you should:

- React calmly
- Make a full and written record of what has been observed as soon as possible
- **Do not attempt to discuss the matter with the parents/carers**

The report should include as much of the following as possible:

- The child/Adult at Risk's name, age and date of birth
- The child/Adult at Risk's home address and telephone number
- Whether or not the person making the report is expressing their own concerns of those of someone else
- The nature of the allegation, including dates, times other relevant information. Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child/Adult at Risk's account, if it can be given, of what has happened and how bruising or other injuries occurred
- Has anyone else been consulted? If so, record details

The report should be passed to the Education and Activities Manager in her role as Safeguarding Officer she will then make a referral to **Peterborough City Council 01733 747474 or 01733 234724 (out of hours)** who will pass the information on to the relevant body.

If it is not possible to report to the Education and Activities Manager then information should be passed on to a member of the Senior Management Team. The name of the contact who took the referral should be recorded and the referral should then be confirmed in writing within 24 hours

How to respond to allegations of abuse against a member of staff

It is not the responsibility of anyone working for Nene Park Trust, in a paid or unpaid capacity, to decide whether or not abuse has taken place. However, there is a responsibility for all to act on any concerns through contact with the appropriate authorities. Nene Park Trust will assure all staff/volunteers that it will fully support and protect anyone who in good faith reports his/her concern that a child/Adult at Risk may have been abused

If you receive an allegation of abuse against a member of staff you should:

- React calmly
- If allegations are made by the child/Adult at Risk , reassure the child/Adult at Risk that they were right to tell and that they are not to blame
- Take what they report seriously
- Keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said.
- Don't ask about explicit details
- Reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments
- Inform the person making the report what you will do next
- Do not attempt to discuss the matter with the member of staff involved, the child/Adult at Risk , parents/carers, or other members of Trust staff
- Make a full and written record of what has been reported as soon as possible and pass this to the Safeguarding Officer

The report should include as much of the following as possible

- The name of the member of staff who is the subject of the allegation
- The child/Adult at Risk's name, age and date of birth
- The child/Adult at Risk's home address and telephone number
- The name home address and telephone number of the person making the report
- Whether or not the person making the report is expressing their own concerns of those of someone else.
- The nature of the allegation, including dates, times other relevant information
- Make a clear distinction between what is fact, opinion or hearsay
- A description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes
- Details of witnesses to the incidents
- The child/Adult at Risk's account, if it can be given, of what has happened and how bruising or other injuries occurred
- Have the parents/carers been contacted? If so what has been said?
- Has anyone else been consulted? If so, record details

Action to be taken by the Safeguarding Officer

- All allegations should be reported to the Safeguarding Officer who will consult with the appropriate authority without delay in order to agree the need for further action including information sharing
- Cases involving children will require a consultation with the Local Authority Designated Officer (LADO) Tel: 01733 864038

- Cases involving Adults at Risk will require a referral to Adult Social Care Tel: 01733 747474
- The Trust will adhere to the relevant procedures set out in the Local Safeguarding Board Procedures
- The Trust will not investigate an allegation, advise the member of staff or interview children or Adults at Risk until consultation has taken place with the relevant authority as doing so may compromise any police investigation
- The Safeguarding Officer will take such steps as considered necessary to ensure the safety of the child/Adult at Risk in question and any other child/Adult at Risk who may be at risk. This is likely to include raising the incident with the relevant member of Senior Leadership Team who may instigate the temporary suspension of the member of staff who is the subject of the allegation according to the NPT disciplinary process.
- The parents or carers of the child/Adult at Risk will be contacted as soon as possible following advice from the relevant agency
- If the Safeguarding Officer is the subject of the suspicion/allegation, the report must be made to the Chief Executive of the Trust.
- If, following consultation with the relevant authority, the allegation is agreed to be about poor practice, the Trust will deal with the incident as a misconduct issue.

Confidentiality

- 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.
- Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Internal enquiries and suspension

- The Trust will make an immediate decision in consultation with relevant authorities about whether any individual who is the subject of an allegation should be temporarily suspended pending further police and social services inquiries.
- Irrespective of the findings of the social services or police inquiries the Trust Disciplinary Committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the Trust Disciplinary Committee must reach a decision based upon the available information, which could suggest that on a balance of probability it is more likely than not that the allegation is true. The welfare of the child/Adult at Risk should remain of paramount importance throughout.

- The Trust will ensure that any disciplinary proceedings against staff relating to safeguarding matters are concluded in full even when the member of staff is no longer employed. Notification of any concerns will be made to the Independent Safeguarding Authority and any other relevant professional bodies and included in references where applicable. This notification responsibility will apply even if the Trust ceases to use the services of an agency worker or volunteer when there have been concerns as to unsuitability

Support to deal with the aftermath of abuse

- Consideration should be given to the kind of support that children, parents and members of staff may need. Use of help lines, support groups and open meetings will maintain an open culture and help the healing process.
- Consideration should be given to what kind of support may be appropriate for subject of an allegation.

Allegations of previous abuse

- Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child by a member of staff who is still currently working with children). Where such an allegation is made the procedures detailed above should be followed. This is because other children, either within or outside the activity of the Trust, may be at risk from this person.

How to respond to finding a lone child or Adult At Risk

1. **Stay with the Child/Adult at Risk** - If you are on your own with the child/Adult At Risk(AAR) stay with them in a clearly visible location close to where they were found. DO NOT attempt to move the child/AAR away from the location where they were found.
2. **Get information about Parents/Carers** - Find out from the child/AAR who they were with, get a description if possible (e.g hair colour, clothing).
3. **Radio for help** – If you can't see the Parents/carers from your location, radio to all staff informing them to move to an area where they won't be over heard by the public and wait for a further message. After one minute radio all staff to make them aware that a child /AAR has been found and ask for help from any one available. Give a description of the parents/carers if possible. If alone with the Child/AAR ask that another member of staff joins you immediately. DO NOT give a description of the child/AAR over the radio.
4. **Staff begin search** - On hearing the message all staff should keep an eye out for the parent/carers while continuing with their usual duties. Any staff who are available may be requested to search particular areas where the parent/carers are likely to be found (e.g. toilets, cafes, play areas)
5. **Return to Visitor Centre** - When at least two members of staff are present, begin to walk with the Child/AAR towards the Visitor Centre following the most direct route. The Child/AAR may then be left in the care of the Visitor Centre staff provided two members of staff remain present at all times. If the child/AAR is reluctant to accompany you to the Visitor Centre or if you are too far away for this to be practical (e.g Orton Mere/Thorpe Meadows) then you should inform the Visitor Centre staff of your location and at least two members of staff stay with the Child/AAR until the Parents/Carers have been found or the police have arrived.
6. **Inform the Police** - If the Parent/carers have not been found after all reasonable steps have been taken to locate them, the police should be called and the Nene Park Trust Safeguarding Officer informed. If it is not possible to inform the Safeguarding Officer, another member of the Senior Management Team should be informed. At least two members of staff should then remain with the child/AAR until the police arrive or the parent/carers are found.
7. **Reunite with Parent/Carer** - if a member of public comes forward claiming to be the parent/carer then staff should use the response of child/AAR to judge whether they are known to the child/AAR. If you are in any doubt whether or not to allow the child/AAR to leave with the person claiming to be the parent/carer, then the police should be called and at least two members of Trust staff should remain with the child/AAR until the police have arrived.
8. **Record incident on Ranger diary**

When dealing with a lost child/AAR you should avoid unnecessary physical contact. However you may offer a hand to hold if the child/AAR appears distressed or likely to wander off, causing a risk to themselves or others.

If at any time during the incident you become suspicious that the child/AAR is a victim of abuse you should follow the procedure “**How to respond to signs or suspicions of abuse**” found in the Nene Park Trust Safeguarding policy.

How to respond to a report of a missing child or Adult At Risk

1. **Get a description** - Ask the parent/carer for a description (e.g hair colour, clothing, approximate age) of the missing child/Adult At Risk (AAR).
2. **Radio for help** – Radio to all staff informing them to move to an area where they won't be over heard by the public and wait for a further message. After one minute radio all staff to make them aware that a child /AAR has been lost and ask for help from any one available. Give a description of the child/AAR if possible. DO NOT give out the name of the child/AAR over the radio.
3. **Staff begin search** - On hearing the message all staff should keep an eye out for the child/AAR while continuing with their usual duties. Any staff who are available may be requested to search particular areas where the child/AAR is likely to be found (e.g. toilets, cafes, play areas)
4. **Stay with Parent/carer** - If an initial search of the immediate area fails to locate the child/AAR, accompany the parent/carer as you widen the search area. Use your radio to remain in contact with other searchers and inform them of your location.
5. **Inform police** - If the child/AAR has not been found after all reasonable steps have been taken to locate them, or if you have an immediate concern for their safety the police should be called and the Nene Park Trust Safeguarding Officer informed. If it is not possible to inform the Safeguarding Officer, another member of the Senior Management Team should be informed. You do not need to have the permission of the parent/carer to call the police.
6. **Reunite with child/Adult at Risk** – If the missing child/AAR is found then staff should take the parent/carer to the child/AAR and use the response of child/AAR to judge whether the parent/carer reporting the missing child is known to them. If there is any doubt as to whether or not to allow the child/AAR to leave with the person claiming to be the parent/carer, then the police should be called and at least two members of Trust staff should remain with the child/AAR until the police have arrived.
7. **Record incident in the Ranger Diary.**

If at any time during the incident you become suspicious that a child/AAR is a victim of abuse you should follow the procedure “**How to respond to signs or suspicions of abuse**” found in the Nene Park Trust Safeguarding policy.

Classification of Jobs at Nene Park Trust

Certain jobs at Nene Park Trust are classified as regulated activity because staff working in those roles have the *potential* to be carrying out regulated activity on three or more days in any 30 day period. The following roles require staff to have a DBS check:

- Education and Activities Manager
- Senior Education and Activities Officer
- Education and Activities Officer
- Chief Watersports and Activity Instructor
- Senior Watersports and Activity Instructor
- Watersports Instructor

Employers duties and responsibilities

Regulated activity (see definition in glossary)

- It is a criminal offence for an employer to take on a person in a regulated activity if they are barred from working with children or Adults at Risk.

Glossary of terms

Abused Abuse and neglect are forms of maltreatment of a child/Adult at Risk . Somebody may abuse or neglect a child/Adult at Risk by inflicting harm, or by failing to act to prevent harm. Children/Adults at Risk may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Adult at Risk An Adult at Risk is a person aged 18 years or over who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or maybe unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.

Allegation An allegation is defined as being when a member of staff or volunteer has

- behaved in a way that has harmed or may have harmed a child or Adult at Risk
- possibly committed a criminal offence against or related to a child or Adult at Risk
- behaved towards a child or Adult at Risk in a way that indicates s/he is unsuitable to work with children or Adults at Risk

Children A child is defined as a person under the age of 18

Harm 'harm' means ill-treatment or the impairment of health or 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' means physical or mental health

'ill-treatment' includes sexual abuse and forms of ill-treatment which are not physical

Where the question of whether harm suffered by a child/Adult at Risk is significant turns on the child/Adult at Risk's health

and development, the health or development shall be compared with that which could reasonably be expected of a similar child/Adult at Risk e.g. of similar age, gender, culture etc

DBS Barred List A list of people who have been barred by the Disclosure and Barring Service from taking part in Regulated activities

Regulated activity Regulated activity is work a barred person must not do. In summary this comprises

- unsupervised activities: teach, train, instruct, care for or supervise children or provide advice/guidance on well being, or drive a vehicle only for children.
- Work for a limited range of establishments with opportunity for contact: e.g. schools, children's homes, childcare premises
- Relevant personal care, e.g. washing or dressing: or health care by or supervised by a professional
- Registered childminding: and foster carers

*Source: Regulated activity in relation to children:scope.
Factual note by HM government*

Safeguarding Officer The Safeguarding Officer will have contacts with the statutory agencies in their area and are the point for making referrals to the Police or Children's Social Care Services/ Adult Social Care Services in most circumstances. They will keep records securely and will have active links with local statutory agencies.
