



Safeguarding Children and Young People Policy

Policy	Date of approval by Triangular Board	Date of policy review
Safeguarding Policy.	21 April 2025	April 2026
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1. Introduction

Triangular was set up in 2014 to provide services to the refugee community living in the Newcastle Upon Tyne area. Starting as a community group, Triangular has grown and developed as an organisation as more services were provided to the refugee community. Currently Triangular provides a range of support services described below to adults and children.

Triangular is governed by a trustee board that ensures that the organisation complies with all local authority and charity commission regulations and requirements and all the necessary policies and procedures are in place. Triangular is a registered charity. (No. 1178903).

2. Triangular and safeguarding

Triangular provides support in three areas. The first is capacity building of small Refugee Community Organisations (RCO's). The RCO's are Triangular partners as well as beneficiaries. At least one RCO member is required to attend the training provided by the Newcastle Safeguarding Board.

The second area is direct services through the provision of advice/information/guidance/skills on employment, housing, volunteering, integration, language classes, education to adults.

The third area is activities for children and young people. These include football clubs for 7–18-year-olds, homework club, (children are always accompanied by parents) and arts and creative projects to motivate young people to continue education and to do well. A steering committee made up of young people with lived experience and previous service users, guide projects that focus on activities with children and young people.

Triangular's Child Safeguarding Policy is part of our commitment to preventing and protecting children from abuse and promoting safeguarding cultures and environments within and outside the home where children can grow up safely with their rights upheld.

This policy relates to safeguarding of children and young people who come into contact with us, face to face or virtually, through our work. The safeguarding of our staff and volunteers is managed through our human resource policies, and adult service users through our Safeguarding Adults Policy.

3. What is Safeguarding?

Triangular works to the "Working Together to Safeguard Children 2023"¹ definition of safeguarding, which states:

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm. This means:

- Protecting children from abuse and maltreatment.

¹ [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/115266/Working_together_to_safeguard_children_2023.pdf)

- Preventing impairment of children's mental and physical health or development.
- Ensuring children grow up with the provision of safe and effective care.
- Taking action if you identify or have concerns that children are suffering from or are at risk of harm.

Child protection is part of safeguarding and promoting the welfare of children and is defined as activity that is undertaken to protect specific children who are suspected to be suffering, or likely to suffer significant harm. This includes harm that occurs inside or outside the home, including online.

4. Policy Statement

Children and young people (C&YP) aged 18 years and under have a right to protection from being hurt, and from violence, abuse, and neglect, regardless of their age, disability, gender reassignment, race, religion or belief, sex, and sexual orientation, gender, gender identity, national origin, cultural background.

Safeguarding children and young people is everyone's responsibility. Triangular has a duty of care to safeguard all children and will not tolerate any form of abuse and exploitation by staff, volunteers, board members, or associated personnel, whether it is face-to-face or online.

Through this policy we aim to adopt the highest possible standards and take a reasonable steps in relation to the safety and welfare of the children/young person with whom we come into contact in relation to our work within Triangular.

Triangular recognises that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues, and extra safeguards may be needed to keep children who are additionally vulnerable, safe from abuse.

Triangular recognises that working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare and we will always strive to apply this in our working practices.

Triangular will not tolerate any form of bullying between children and young people, whether it is face to face or online.

Therefore, it is important that board members, staff, and volunteers and everyone associated with us through our work, are clear about their roles and responsibilities for safeguarding children and young people. This includes recognising and preventing risks of harm being alert to signs of possible child abuse and acting to safeguard children and young people where abuse and harm are reported.

All staff and volunteers have a responsibility to report concerns to the Designated Safeguarding Officer (DSO). All suspicions and allegations of abuse and exploitation will be taken seriously and responded to swiftly and appropriately. Triangular will cooperate fully with relevant authorities and agencies in any subsequent investigations.

Triangular's trustee board and senior management will promote a fair, open, and positive culture and ensure all involved feel able to report concerns, confident in the knowledge that they will be heard and responded to in a timely manner.

5. Scope

This policy applies to anyone acting on behalf of, or representing, Triangular (paid or unpaid) including all board members, staff, volunteers, students, or visitors to our activities.

6. Legal Framework

This policy is based on legislation and national guidance that seeks to protect children in the UK, including the Children Act 1989 and 2004 and Working Together to Safeguard Children, 2023².

7. Definitions

Child: Anyone under 18 years old.

Child Abuse: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear, or experience its effects. Children may be abused in a family or in an institutional or extra-familial contexts by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.³ Definitions of the four main categories of child abuse and examples of signs and indicators and other specific types of abuse can be seen in Attachment 1.

8. Safeguarding Framework

Triangular's safeguarding framework is supported by four key pillars – Prevention, Protection, Reporting and Responding. These are sustained by embedding a strong safeguarding culture throughout the organisation.

9. Prevention

Triangular will reduce the risk of harm through, safer recruitment principles and practices, a code of conduct for our expectation of appropriate behaviours with our service users, a Whistle Blowing policy, health, and safety risk assessments for all our activities and events where children and young people participate and guidance for using restraint with children and young people and safeguarding awareness raising with all stakeholders.

Triangular also ensures that there are always two adults for all activities with children and young people.

9.1. Safer Recruitment

Safer recruitment is an integral part of Triangular's commitment to reduce the risk of unsuitable people entering the organisation. Selecting the right staff and volunteers who are

² [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/106567/working-together-to-safeguard-children-2023-statutory-guidance.pdf)

³ [Working together to safeguard children 2023: statutory guidance \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/106567/working-together-to-safeguard-children-2023-statutory-guidance.pdf)

safe to work with children and young people is crucial to maintaining a safe and supportive environment. Triangular is fully committed to applying safer recruitment principles in the selection and vetting of all staff, volunteers, board members and people associated with our work.

Triangular will apply the following guidelines:

- a. Develop a clear job description with the roles and responsibilities of staff members and volunteers who will work directly with children and young people. Specify the necessary qualifications, skills, and experience required for the position.
- b. Include any specific requirements related to child protection and safeguarding, such as undergoing the relevant level of background checks or obtaining relevant certifications.
- c. All applicants will complete an application form and self-declaration form.
- d. All interviews will include questions on previous work with children and young people and awareness about safeguarding to assess the candidate's suitability to work at Triangular.
- e. Appropriate level Disclosure and Barring Scheme (DBS) background checks will be requested following verification of a candidate's identification through legally recognised documentation, such as a passport, driving licence, national identity card or equivalent.
- f. A right to work permit check will be carried out for staff recruitment.
- g. At least two written references have been obtained, one from the current/last employer, and followed up where appropriate. Open references and/or references from relatives and friends will not be accepted.
- h. A current Disclosure and Barring Service (DBS) certificate has been obtained and shown to Triangular, wherever relevant and appropriate before commencing work. Staff who start before the DBS certificate has been obtained will be supervised for activities involving children and young people.
- i. Ensure that any information obtained during the background check process is handled confidentially and in accordance with data protection regulations.
- j. The person appointed, receives a copy of this safeguarding policy and code of conduct as part of the induction for staff and volunteers and knows how to report concerns.
- k. An appropriate level of probationary period applies for all new recruits.

Visitors to Triangular will be always accompanied by a staff member/volunteer in compliance with this policy and a signing in and out record will be kept in the visitor's book. Information about the process for DBS checks can be seen in Attachment 2.

9.2. Code of Conduct

Triangular staff and volunteers have a duty of care towards all the children and young people that use our services. In part, this duty of care is exercised through the development of respectful and caring relationships. It is also exercised by workers taking all reasonable steps to ensure the safety and well-being of those they are responsible for in the course of their work.

Triangular Code of Conduct, which can be found in Attachment 3, describes the ethics and behaviour required of all stakeholders to ensure a robust safeguarding environment. It is designed to create a culture of best practice in keeping children safe. All staff and volunteers, and all those who represent us or act on our behalf, as well as visitors will read

and sign the Code of Conduct and are expected to adhere to its values and standards of behaviour.

Staff, volunteers or other representatives or visitors **MUST** report any breaches of the Code of Conduct that they see or become aware of, or their concerns about adult behaviour around children, by any person connected to Triangular, (see section below on Reporting).

Breaches of the Code of Conduct are grounds for disciplinary action as well as possible referral to relevant external bodies including statutory authorities, for example where a possible criminal breach is involved.

If concerns arise in this area, this must be recorded and reported to the DSO who will deal with it in accordance with the steps outlined below. The Code of Conduct will be uploaded on our website and can also be found in Attachment 3

A child-friendly version of the key points of our Code of Conduct will be available and provided to children and young people.

9.3. Whistleblowing

Triangular's Whistleblowing Policy is part of its Safeguarding Framework. A complaint handling framework managed by a named whistleblowing officer, ensures reports are examined and resolved quickly at the appropriate level. It identifies a clear process to follow if the concern is being raised against an individual in the organisation. The policy makes explicit that there can be no reprisals for the whistle-blower where concerns are reported in good faith and without malice.

9.4. Health and Safety

Triangular takes the health and safety of the young people we work with very seriously. Triangular ensures that every activity for children and young people is adequately risk assessed to minimise accidents and other risks of harm; and to maximise the benefits that children, young people and families get from our services. We have procedures in place to ensure:

- a. Children and young people are not left unattended.
- b. All our equipment is for activities is safe and checked regularly.
- c. Parental consent is obtained as necessary.
- d. Records about children's allergies, medical problems or any special needs are recorded.
- e. First aid facilities are readily available and adequate.
- f. There is access to a telephone at all times to call for help or to call emergency services if needed.
- g. Insurance cover is adequate and cover all necessary activities, transport, and public liability.
- h. All accidents, however minor, are recorded in an accident book.

Parental and child and young person consent for activities and photography and videography is sought from parents/carers and young people as part of the enrolment process. Attachment 4.

9.5. Guidelines for restraining children and young people

Restraint is where a child is being held, moved, or prevented from moving against their will. The purpose of using restraint is to prevent injury to themselves, to others, or significant damage to property. Triangular recognises that there may be rare occasions, when staff may need to use physical intervention or restraint in order to safeguard a child/young person from harming themselves or others. Physical intervention and restraint on the child/young person should only be used as a last resort, normally when de-escalation strategies have failed, and when there is a clear risk of serious harm to the child or others or serious damage to property or to deal with serious disruption during activities.

At Triangular restraint should only be used by staff who have had training. Decisions on when to use physical intervention is a matter of professional judgement and any intervention or restraint should be proportionate and reasonable in the context of the perceived risk and in the child's best interests. Restraint would normally be used after de-escalation strategies have failed. Should such an intervention be required staff should follow the guidance in Attachment 5 and record the details, including any injury, and contact their manager and the parent/carer on the same day to explain the circumstances involved.

9.6. Safeguarding training and awareness

Triangular recognises the importance of providing access to good quality safeguarding training. Triangular will seek training from the local authority safeguarding partnership, as well as local and national providers who meet its standards for good quality training.

Triangular require all staff members and volunteers to undergo comprehensive training on child protection, safeguarding, and awareness of its policy framework. Board members will receive training to raise awareness of their safeguarding responsibilities.

Triangular will ensure that safeguarding training includes topics such as categories of child abuse, specific vulnerabilities, online abuse, recognising signs of abuse, responding to disclosures, code of conduct, maintaining boundaries, reporting procedures and sources of support.

Triangular will share reputable online resources articles, and publications related to safeguarding children, and encourage staff members and volunteers to participate. A list of recommended websites, blogs, or online forums where individuals can access the latest information and discussions on child protection issues will be developed and maintained by the DSO.

Triangular will ensure that the DSO has access to specialised training, attends relevant conferences, seminars and has opportunity to participate in networks or forums dedicated to safeguarding children and young people in the local area.

Triangular will keep records of the training completed by each individual and provide opportunities for refresher courses to stay up to date with best practice.

10. Media and Communication

As part of our duty of care to children, Triangular will always put the child's needs first in any communication that it uses to show its work. Triangular has arrangements in place to ensure that the children and young people who are shown in any of the images or communications we use are portrayed positively and with dignity, and consent is always sought from parents and care givers as well as children and young people. If a person does not want to be photographed, we will not take their photo. We will actively ensure that no child is put at risk by the way we share their story online. Absolutely no payments or any other form of compensation are to be provided to any person being photographed in exchange for an image or to encourage consent. Access to images is limited to the DSO. Videography and photography consent is sought when children and young person first apply to the join the group using the parent consent form.

11. Protection

Getting help early for children, young people and families can prevent problems from escalating and children suffering serious harm. Therefore, it is important for all workers, volunteers and everyone associated with our organisation to be observant about possible harm to children and the reporting procedure. They also have a responsibility to ensure that activities and supports for children and young people within the organisation are safe.

11.1. Protection - Becoming aware or concerned about harm to a child.

Staff and volunteers working directly with children and young people are in a unique position to identify any abuse or neglect or changes in behaviour which may indicate a child or young person is being abused or neglected. Therefore, they must always:

- a. Be alert to any possible signs of abuse, neglect, or harm.
- b. Question any behaviour that may appear unusual.
- c. Take seriously anything that is said to them by children and young people, however this may be expressed.
- d. Take careful notes of what is said without leading them (see Attachment 6 for guidance on the procedure to follow in the event of a disclosure).
- e. Report the matter to the DSO.
- f. Contact the police by dialling 999 or other emergency services if a child or young person is in imminent danger.

12. Reporting

Those working with or representing Triangular may become aware or concerned about a child at risk participating in our activities in a number of ways:

- There is suspicion or evidence that a child is being abused by a member of staff or another person associated with Triangular.
- A child makes an allegation about a member of staff, or another person associated with Triangular of abusing them.
- Child/young person's behaviour suggests harm.
- Abuse is alleged or is suspected on Triangular premises or at a Triangular event by individual(s) unrelated to Triangular.
- Being told of something happening to the child by another person (child or adult).
- Direct disclosure by a child of abuse at home or elsewhere.

Triangular recognises that reporting concerns/allegations is not easy, especially if these involve colleagues or people we know in the community, but it is important that everyone working with or for Triangular understands the need and their obligation to report a safeguarding concern as soon as they become aware.

It is mandatory to report to the DSO/your manager of what has been alleged, suspected, or observed about possible harm to a child or breach of the Code of Conduct - regardless of whether harm to a child/adult appears to have resulted or not.

- a. All allegations/concerns should be reported verbally or in writing to your manager/the DSO within 24 hours using the Reporting Form which can be found in Attachment 7. The DSO/manager should inform the Chief Executive of the situation as soon as possible.
- b. It is not the responsibility of the person with the concern to investigate further but simply to report. It is important that this is observed so that the child, you, or alleged perpetrator is not put at risk, that evidence is not compromised (in the event of a criminal investigation).
- c. Staff and volunteers should be aware that a failure to report something they knew and later comes to light could result in disciplinary action e.g., knowing a staff/volunteer has made unsupervised home visits or invited children to stay at their home and not reported this.
- d. All reports will be treated confidentially involving only those who need to know and handled according to the procedures in this policy with the best interests of the child being paramount and taking due care to the needs of any subjects of concern (people about whom allegations are made) and any witnesses and person making the report.
- e. If the matter concerns the DSO, then the report should go to the designated safeguarding lead at board level.

13. Responding

Triangular is committed to responding effectively, sensitively, and swiftly to all allegations and suspicions of any type of harm, violence, and harassment.

13.1. Initial Assessment

Upon receiving the safeguarding report the DSO will conduct an initial assessment of the reported concern to determine the level of risk and the appropriate response. The assessment may involve gathering additional information from relevant sources, such as other staff members, volunteers, or external agencies.

If the concern presents an immediate risk to the child's safety, the DSO will take immediate action to ensure the child's welfare and involve the relevant authorities.

The safety and wellbeing of the individual(s) affected is the paramount consideration. Immediate steps in consultation, where required, with the Local Authority Multi-Agency Safeguarding Hub (MASH) and the Local Authority Designated Officer (LADO) will be taken by the DSO to protect the individual(s) affected, and to address any possible urgent medical needs. Where it appears that a criminal offence may have taken place, the matter will be referred to the statutory authorities.

All referrals to external agencies concerning the well-being of a child/youngperson must be confirmed in writing within 24 hours.

See Attachment 8 for contact details of the MASH, LADO and other key sources for advice and information. The DSO will maintain accurate and detailed records of all child protection concerns, actions taken, and outcomes. Triangular will contribute to a common assessment where requested by Newcastle Children's Services.

13.2. Internal enquiries and suspension

- a. Internal enquiries refer to allegations against staff, volunteers and other people representing Triangular.
- b. Triangular's Human Resources and DSO will follow any advice/guidance given by the MASH/LADO to support an investigation and or manage safeguarding concerns related to staff/volunteers. Based on their advice a decision will be made about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.
- c. If necessary, the DSO may involve senior management or the governing body of the organisation for further guidance and decision-making, and keep the chief executive informed in any case, whilst observing confidentiality.
- d. Where there is a complaint against a member of staff/volunteer there may be three possible types of investigation:
 - e. criminal investigation
 - f. a child protection investigation
 - g. a disciplinary or misconduct investigation.
- h. During an investigation due regard will be paid to the rights of the vulnerable child or young adult; the person alleged to have carried out the abuse and the person making the allegation (if it is not the person being abused). All those involved can expect to be treated in a fair and unbiased way and to receive the appropriate level of support and information throughout the

13.2 Possible actions

Irrespective of the findings of the social services or police inquiries, the TRIANGULAR will apply appropriate disciplinary measures to team members found in breach of the safeguarding policy and code of conduct.

13.3. Serious Incident Reporting

The Charity Commission, England and Wales requires charities to report actual or alleged serious incidents that have been reported internally. Triangular defines a serious incident in line with the Charities Commission definition as 'an adverse event, whether actual or alleged, which results in or risks significant:

- Harm to your charity's beneficiaries, staff, volunteers, or others who come into contact with your charity through its work (who are collectively referred to throughout this guidance as people who come into contact with your charity through its work).
- Loss of your charity's money or assets.
- Damage to your charity's property.
- Harm to your charity's work or reputation.

Triangular will follow the Charity Commission's guidance on what to report⁴. Whilst the responsibility for reporting rests with the designated safeguarding lead trustee, this responsibility is delegated to the DSO at Triangular. The report to the charity commission will be made in consultation with the board level safeguarding lead trustee. A serious incident report will also be made to Triangular's donors.

13.4. Support to deal with the aftermath of the referral.

The DSOs will provide appropriate support to the child involved in the concern, ensuring their welfare and well-being is prioritised. Referrals may be made to external agencies, such as child protection services, for further investigation or support services. Young people will be involved in decision making for referrals to support services.

The DSO will maintain communication with relevant agencies and provide any necessary information or documentation required for the investigation or support process.

Consideration will be given to support the needs of other people impacted by the safeguarding incident. Supervision and support will be provided to staff and volunteers as required.

13.5. Action if bullying is suspected.

Triangular service users come from diverse backgrounds. If Triangular suspects bullying, we will work with the bully/bullies as well as the victim(s). Our staff and volunteers will receive appropriate training and support, so they can take the following action.

Action to help the victim and prevent bullying:

- Take all signs of bullying very seriously.
- Encourage all young people to speak and share their concerns. Help the victim to speak out and tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Support self-advocacy and empowerment.
- Explain the process of confidentiality (risk and response).
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the DSO or Local Authority where appropriate.
- If required, contact alternative services (e.g., youth offending)
- Ensure that Triangular remains a safe place for all to participate.

Action towards the bully(ies)

- Talk with the bully(ies), explain the situation, and try to get the bully(ies) to understand the consequences of their behaviour. Facilitate an apology (if appropriate) to the victim(s).
- Explain the process and code of conduct.
- Impose sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Inform all staff working with the involved young people of action taken.
- Keep a written record of action taken. Information for social services or the police about suspected abuse

⁴ [How to report a serious incident in your charity - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity)

- Ensure that this information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern. Follow the checklist in Attachment 5 for type of information to record and share with appropriate agencies.

14. Confidentiality and Information Sharing

Safeguarding children raises issues of confidentiality which must be clearly understood by everyone. All personal information regarding all our service users and staff, volunteers and trustees must be kept confidential in compliance with the Data Protection Act 2018.

However, staff, volunteers and board members have a professional as well as a statutory responsibility to share relevant information with other professionals to safeguard children when requested⁵. All such requests must be passed on to the DSO/manager to be dealt with. All information related to child protection concerns will be handled confidentially and shared on a need-to-know basis, following data protection regulations.

The DSO will ensure that where possible, consent is obtained from the child or young person or parents before sharing personal information with others; and an explanation is provided as to why it is important to share this information.

However, in some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the child or young person should be the priority. Such an instance might be if a child is being harmed deliberately at home and seeking parental consent might put the child at further risk.

Where consent has been sought but this is refused, an explanation must be offered as to why a report to the relevant authorities must be made.

Safeguarding information will be shared with consent where possible with:

- Designated Safeguarding officer
- Children's Social Care/Police
- The parents/young person (following a risk assessment)

15. Recording and storage

Accurate and detailed records will be maintained for all safeguarding concerns, incidents, and actions taken. All records relating to child abuse disclosures or safeguarding concerns must be treated as confidential. The transfer of this information (verbally or in writing) should be done securely and shared on a "need to know basis". Records (electronic and paper), confidential notes will be kept in locked files accessible only by the DSO and shared with those who "need to know" and then securely archived. All reports should be signed and dated so that the origin and date of the information is clear.

Records will be retained according to legal requirements and Triangular policy.

16. Accountability

Accountability is a fundamental principle underpinning Triangular's commitment to

⁵ [Information sharing: advice for practitioners \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/625422/information-sharing-advice-for-practitioners.pdf)

safeguarding. Triangular recognises and accepts its responsibility to be accountable upwards to our trustee board and through them to the Charity Commission and our donors and supporters and downwards to our service users and beneficiaries.

The role of the DSO is to report any concerns or allegations to statutory agencies by contacting the Multi-Agency Safeguarding Hub (MASH). Where an allegation of abuse implicates a member of staff, volunteer or board member, the DSO must also report the matter to the Local Authority Designated Officer (LADO).

Triangular's DSO will report all safeguarding matters to her / his line manager and to the designated safeguarding trustee on the board.

At the strategic level, the Designated Safeguarding Trustee Lead is responsible for ensuring that the board is fully informed of the situation and will recommend the appropriate course of action to it.

The designated safeguarding trustee lead will determine if an incident meets the Charity Commission criteria for reporting. If so – and with the agreement of the senior management team (SMT) and board - Triangular's DSO will report any such [serious safeguarding incident](#) to its donors and the Charity Commission.

At the operational level, Triangular's SMT is responsible for ensuring a working environment and organisational culture conducive to the implementation of all aspects of its safeguarding framework. The implementation strategy of Triangular's safeguarding framework and subsequent reviews will be presented by the DSO and the designated safeguarding trustee lead, to the full board for approval.

The DSO is accountable for identifying the training, support and resources required to implement our safeguarding framework effectively. This will include ensuring that staff are appropriately trained in recognising signs and indicators of child abuse, responding to a disclosure, Triangular's code of conduct, and reporting procedures.

All staff, volunteers, and anyone associated with Triangular are accountable for following the procedures for reporting safeguarding concerns, making appropriate records, and observing the code of conduct expectations.

17. Implementation and Review

The Triangular trustee board is responsible for ensuring the implementation and review of this policy. All staff and volunteers have a responsibility to familiarize themselves with this policy and adhere to its principles.

The Designated Safeguarding Officer (DSO) in consultation with the CEO is responsible for earmarking or securing adequate resources in relation to the effective implementation of the safeguarding framework and any further strategy in relationship to safeguarding set by the board.

Children and young people will be informed about Triangular safeguarding arrangements when joining the organisation.

The effectiveness of our child safeguarding measures will be monitored and evaluated regularly by:

- a. conducting regular internal audits to evaluate the implementation and effectiveness of our safeguarding children and young people policy and procedures.
- b. reviewing records, documentation, and practices to ensure compliance with policies and legal requirements.
- c. seeking feedback from staff members and volunteers regarding their experiences with the safeguarding children and young people arrangements.
- d. using anonymous surveys, focus groups, or suggestion boxes to gather feedback from service users.
- e. identifying any gaps, weaknesses, or areas for improvement and developing action plans to address them.

This policy will be reviewed annually or as required to ensure its relevance, effectiveness, and compliance with evolving legislation and best practices.

TRIANGULAR

February 2024

Attachment 1 – Categories and Definitions of Child Abuse

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

Protection from physical punishment in all settings, including in the family home, is a basic human right of every child and is enshrined in international human rights law. The Convention on the Rights of the Child and other international and regional instruments place an obligation on ratifying states to ensure that their citizens are protected from physical punishment and other cruel and degrading treatment.

It is sometimes difficult to spot non-accidental injuries, as most cuts and bruises are

part and parcel of everyday life.

1.1. Some physical signs to be aware of

- Injuries that the child cannot explain or explains unconvincingly.
- Cuts, bruises, and burns situated on parts of the body where accidental injury is unlikely, such as cheeks, thighs.
- Bruising that resembles hand or finger prints.
- Cigarette burns
- Bite marks.

1.2. Some behavioural signs to be aware of:

- Fear of the parent/carer being approached about injuries.
- Covering arms and legs, even in hot weather, unless for religious reasons.
- Fear of going home.
- Flinching when touched or approached.
- Depression or mood swings that are out of character.

2. Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child 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 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. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

2.1. Some physical signs to be aware of:

- Delayed emotional or physical development.
- Sudden speech disorders.
- Failure to thrive and grow.

2.2. Some behavioural signs to be aware of:

- Self-harming.
- Excessive need for approval, attention, and affection.
- Incontinence.
- Reports of young people frequently visiting a particular home.
- Excessive lack of confidence.

3. Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, 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 in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child 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.

3.1. Some physical signs to be aware of

- Pain, itching, bruising, or bleeding to genital or anal areas.
- Stomach pains or discomfort when the child is walking or sitting.
- Sexually transmitted diseases

3.2. Some behavioural signs to be aware of

- Sexually explicit behaviour, including the use of inappropriate language.
- Sudden or unexplained changes in behaviour.
- Reluctance to change clothes for sports etc unless for religious reasons.
- Fear of being left with a specific person.

4. Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

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

It is important to remember that children/young people may exhibit some of these signs, and their presence should not be taken as proof of abuse. There may be other reasons for changes in behaviour and physical appearance, such as moving house, a new baby, parental separation, bereavement, a medical condition, or other events in their life.

5. Bullying is intentional behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening, or undermining someone. It can happen anywhere – at school, at home, or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally⁶.
6. Cyber Bullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social media networks, gaming, and mobile phone. A person can be bullied online and offline at the same time⁷.
7. Child Sexual Exploitation (CSE) is a form of sexual abuse where children or young people are sexually exploited for various reasons such as money, power, or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection, or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child

⁶ [Helping Children Deal with Bullying & Cyberbullying | NSPCC](#)

⁷ [Helping Children Deal with Bullying & Cyberbullying | NSPCC](#)

sexual exploitation doesn't always involve physical contact and can happen online. A significant number of children who are victims of sexual exploitation go missing from home, care, and education at some point. If concerned that a child or young person is or may be sexually exploited, refer immediately to MASH team, and also contact the Safeguarding Lead for CSE in Milton Keynes. The referrer will need to attend the meeting to present the case to the panel.

8. Child Trafficking is when children are coerced or deceived by the person arranging their relocation. They are forced into exploitation by the trafficker or person under whose control they are delivered or sold. Most but not all children are from overseas. Any child transported for exploitation is considered to be a trafficking victim. Child Trafficking links with other forms of exploitation such as child sexual exploitation, trafficking of adults, gangs, and criminal activity (begging, theft, tending illegal cannabis farms, benefit fraud) and economic exploitation at home or in a work place. Child Trafficking is also linked to inter-country adoption, private fostering, and unaccompanied children.
9. Forced Marriage is defined as a marriage which is conducted without the valid consent of at least one of the parties and where duress is a factor; it is different from a consensual 'arranged' marriage. Duress cannot be justified on religious or cultural grounds, and forced marriage is an abuse of human rights. Forced marriages of children must be regarded as a child protection issue. You would not contact the parents in this situation and you should make a direct referral to the Police Child Abuse Investigation Team who will liaise with social care. For further advice contact the Forced Marriage Unit on 020 7008 0230 or 020 7008 0151 www.fco.gov.uk
10. Female Genital Mutilation (FGM) is a collective term for procedures involving the partial or total removal of the external female genitalia or other injury to the female genital organs for non-medical reasons. FGM is child abuse and a form of violence against girls and women. FGM is typically performed on girls aged between 4 and 13 years of age. In some cases it is performed on new-born infants or on young women before marriage or pregnancy. There is a significant number of girls who come from communities where Female Genital Mutilation has been traditionally practiced. FGM is illegal in the UK and carries a custodial sentence. The FGM Act 2003 makes it an offence for UK nationals or permanent UK residents to carry out FGM abroad, or to aid, abet, counsel, or procure the carrying out of FGM abroad, even in countries where the practice is legal. 13 It is now mandatory for any NHS healthcare professionals to record within a patient's clinical record and report cases of FGM in the under 18 to the police. It is also mandatory for all acute hospitals, mental health services and GP to collate and submit data about the number of patients identified with FGM to the Department of Health. Everyone working with children and young should be alert to the risk of FGM and must report any suspicion and concern about a child or young person being at risk or being a victim of FGM to MASH and/or the Police.
11. The Prevent Strategy was reinforced by the Prevent and Channel statutory duties set out in the Counterterrorism and Security Act (2015). This strategy sets out how the UK Government aims to stop people becoming terrorists or supporting terrorism. Prevent aims to deliver early intervention to protect and divert people away from the risks of radicalisation and being drawn into terrorist-related activity. Channel is a supportive multi-agency process, designed to safeguard those individuals who may be vulnerable. Channel works by identifying individuals who may be at risk, assessing the nature and extent of the risk, and where necessary, providing an appropriate support package tailored to their needs. A multi-agency panel, chaired by the local authority, decides on the most appropriate action to support an individual after considering their

circumstances. Anyone who becomes aware of a young person who is at risk of radicalisation or who may be about to commit an act of terrorism must contact the Prevent Team and/or Police, or the MASH.

12. A gang is usually considered to be a group of people who spend time in public places. This group of people see themselves and are seen by others as a noticeable group. Members of the group engage in a range of criminal activity and violence. They may also have any or all of the following features:
 - Identify with or lay a claim over territory.
 - Are in conflict with other, similar gangs However, if the majority of offending is of a lower nonviolent level, then they would be considered a peer group not a gang.
13. A criminal network (which is different to a gang) is a group of individuals involved in persistent criminality for some form of personal gain. This includes profit and/or to gain or demonstrate status) which is causing significant harm to the community, for example:
 - A group that keeps breaking the law to make money.
 - This law-breaking is either:
 - causing harm to the community.
 - or is a problem internationally (e.g. people trafficking).
 - Violence is used in order to make money (e.g. to scare people into giving them money).
 - They are running an illegal business (e.g. drug trafficking)
14. Domestic Violence: is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. But it is not just physical violence – domestic abuse includes emotional, physical, sexual, financial, or psychological abuse. It can happen in any relationship, and even after the relationship has ended. Both men and women can be abused or abusers. Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse, and teenagers can suffer domestic abuse in their relationships. In relationships where there is domestic violence and abuse, children witness about three-quarters of the abusive incidents. About half the children in such families have themselves been badly hit or beaten. Sexual and emotional abuse is also more likely to happen in these families.
15. Specific Vulnerabilities. Children and young people may be particularly vulnerable if they:

Are disabled, have special educational needs, are young carers, are showing signs of engaging in antisocial or criminal behaviours, live in difficult family situations that present challenges for them, e.g. parental substance misuse, parental mental health problems, domestic violence, or poverty, have returned home to their family from care, are showing early signs of abuse and neglect, are being privately fostered, are groomed through the internet and social media.

Attachment 2 – Guidelines for background checks for job applicants

1. All individuals appointed to posts which involve regular, substantial, or unaccompanied contact with children/young person will be subject to relevant pre-appointment checks aimed at assuring TRIANGULAR of their suitability to work with children/young person.
2. These will include the applicant being asked permission to use their unique ISA reference number or to apply to be ISA registered and to complete a DBS application for the Criminal Records Bureau (DBS), for an Enhanced Disclosure. For all posts which are known as Controlled Activities and Regulated Activities an Enhanced disclosure will be required.
3. Controlled Activity is defined as covering the work of: ancillary support workers in Further Education, NHS, and adult social care (e.g. cleaner, caretaker, catering staff, receptionist) which is done frequently and gives the opportunity for contact with children/young person or vulnerable adults.
4. Regulated Activity is when the activity is frequent (once a month or more) or “intensive” (Takes place on three or more days in a 30-day period.) Any activity of a specified nature that involves contact with young people or vulnerable adults frequently, intensively and / or overnight including schools and care homes, foster care and child care, any activity that involves people in certain defined positions of responsibility (such positions include school governor, director of social services and trustees of certain charities).
5. For all posts which are known as Controlled Activities and Regulated Activities an enhanced disclosure check will be required. Triangular will request permission of the applicant to use their unique Independent Safeguarding Authority (ISA) reference number or to apply to be ISA registered and to complete a DBS application for the Criminal Records Bureau (DBS), for an Enhanced Disclosure. The applicant will be required to show the DBS certificate to Triangular as a condition of the job offer.
6. The appointment will only proceed if:
 - The pre-employment checks prove satisfactory, and,
 - The Disclosure provides no cause for concern as to the candidate’s suitability to work with children and young people.
7. If DBS check administered by the Independent Safeguarding Authority brings up any issues of concern TRIANGULAR will follow procedure in line with ISA requirements. Triangular is aware that it is against the law to employ someone or allow them to volunteer in regulated activity if we are aware, they are barred from working with children and/or vulnerable adults. Likewise, candidates will be breaking the law if they seek to work in regulated activity with a group in which they are barred. Triangular will make a police report if the applicant has knowingly applied to work for job that required an enhanced DBS check. This applies whether the appointment is the result of external recruitment or an internal personnel movement. Managers must also be mindful of these requirements as the content of posts develop over time and new tasks are assigned.
8. Successful candidates who commence work before the DBS certificate has been

obtained must be supervised until their certificate has been received and shared with Triangular.

9. Staff/volunteers who are not required to have an enhanced DBS check but wish to volunteer for activities with children and young people occasionally will always be accompanied and supervised by workers who have been DBS checked.
10. External agencies, partners supplying staff/volunteers are required to demonstrate principles of safer recruitment and show evidence of DBS checks for personnel
Triangular Human Resources manager

Attachment 3 – Triangular - Code of Conduct

Introduction

This behaviour code outlines the conduct that Triangular expects from all our staff and volunteers. This includes board members, students on work placements consultants and anyone who is undertaking duties for our project, whether paid or unpaid. The behaviour code is there to help us protect children and young people from abuse. Triangular is responsible for making sure everyone taking part in our activities has seen, understood, and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour, which include disciplinary action and making a report to statutory authorities. It applies to staff, volunteers, board members, consultants, visitors, and anyone associated with us through our work.

In your role at Triangular, you are acting in a position of trust and authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model by young people and are expected to act appropriately. We expect people who take part in our services to always display appropriate behaviour. This includes behaviour that takes place outside our organisation and behaviour that takes place online.

1. Responsibility of staff and volunteers

You are responsible for:

- Fostering an open and respectful communication, promoting active listening, empathy, and understanding.
- Communicating clearly, honestly, and transparently, ensuring information is shared appropriately and accurately.
- Collaborating with others, valuing their contributions, and working towards common goals.
- Engaging in ongoing learning and professional development related to child protection, safeguarding, and relevant policies and practices.
- Reflecting on one's actions and behaviours, seeking feedback and opportunities for growth and improvement.
- Prioritising the welfare of children and young people.
- Providing a safe environment for children and young people.
- Ensuring equipment is used safely and for its intended purpose.
- written consent from parent or guardian when children/young person are under 18 years of age to participate in supervised offsite activities and events without the presence of the parent/guardian.
- Ensuring that parents/carers are informed about parental consent for providing first aid and/or other medical treatment, or other situations that may arise on or off-site.
- Keeping a written record of any injury that occurs, along with the details of any treatment given with named people.

- Obtaining written consent from parent or guardian for permission when children/young person are under 18 years to use IT equipment, access the internet and for the taking of photographs or video for publicity purposes.
- Having good awareness of issues to do with safeguarding and child protection and acting when appropriate.
- Following our principles, policies and procedures for safeguarding and child protection, whistleblowing, and online safety and guidelines for good practice when working with children and young people.
- Always staying within the law.
- Modelling good behaviour for children and young people to follow.
- Challenging all inappropriate behaviour and reporting any breaches of the behaviour code to the Designated Safeguarding Officer.
- Reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures.
- Cooperating fully with investigations or inquiries related to child protection concerns.

2. Diversity and inclusion.

You should:

- Treat children and young people fairly with respect and without prejudice or discrimination whilst encouraging respect and care for others.
- Understand that children and young people are persons with individual needs.
- Respect differences in gender, sexual orientation, culture, race, ethnicity, disability, and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation.
- Use inclusive language and avoid discriminatory or offensive comments or behaviours.
- Challenge discrimination and prejudice.
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

3. Respecting children and young people

You should

- Listen to and respect children at all times.
- Value and take children's contributions seriously, actively involving them in planning activities wherever possible.
- Respect a young person's right to personal privacy as far as possible. If you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

4. Appropriate relationships

You should:

- Be identifiable – always wear a form of identification.
- Aim to ensure in as many situations as possible that no adult is in a one-to-one situation with a child. Safety in numbers should be the golden rule, whether the numbers are other children/young person or adults.

- As far as is possible conduct all dealings with children/young person in a public environment in full view of others, in order that all behaviour can be observed.
- Be aware of situations that can be manipulated by others.
- Promote relationships that are based on openness, honesty, trust, and respect.
- Respect personal boundaries and consent of others.
- Do not engage in any form of physical, emotional, or sexual misconduct.
- Seek consent and permission when interacting with children or young people.
- Be professional and maintain the highest standards of personal behaviour at all times, giving an example we would wish others to follow. Remember that children/young person regard adults as role models and ensure your behaviour, language, gestures etc. are appropriate and above reproach.
- Take all reasonable steps to ensure the health, safety, and welfare of any child or young person in contact with Triangular.
- Prevent any other member of Triangular from putting any child in a situation in which there is a significant risk to their health and safety. Take appropriate action if you become aware of anyone physically, emotionally, or sexually abusing a child or acting in ways that might be misconstrued.
- Avoid showing favouritism.
- Be patient with others.
- Exercise caution when you are discussing sensitive issues with children or young people.
- Ensure your contact with children and young people is appropriate and relevant to the nature of the activity you are involved in. Be aware that someone might misconstrue our actions even if they are well intentioned.
- Ensure that there is always more than one adult present during activities with children and young people.
- Avoid private or unobserved situations and far as is possible conduct all dealings with children/young person in a public environment in full view of others, in order that all behaviour can be observed.
- In a situation arises where you are alone with a child or young person, ensure that you are within sight or can be heard by other adults.
- If a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are.
- Only provide personal care in an emergency and make sure there is more than one adult present if possible.
- Report any safeguarding concerns (physical, emotional, sexual or neglect) in confidence and without delay, to your line manager or the designated safeguarding officer. This includes issues of bullying. Do not discuss an allegation or suspicion with another person.
- When reporting an allegation or suspicion, record information, including relevant details. This includes the nature of the allegation, background information of the parties involved, the period of time to which the allegation relates and the degree to which the information is known to be fact rather than opinion or hearsay.

5. Inappropriate behaviour

When working with children and young people, you must not:

- Spend time alone with children and young people away from other staff members or volunteers.

- Take or drop off a child to an event in your own transport on your own.
- Develop co-dependent relationship.
- Develop inappropriate relationships with children and young people.
- Take unnecessary risks.
- Invite or allow young people to stay with you at your home unsupervised.
- Allow concerns or allegations to go unreported.
- Smoke, consume alcohol or use illegal substances.
- Let children and young people have your personal contact details (mobile number, email, or postal address) or have contact with them via a personal social media account.
- Make a home visit when the child is on their own at home.
- Take a child/young person to your home.
- Act in a way that can be perceived as threatening or intrusive.
- Patronise or belittle children and young people.
- Make sarcastic, insensitive, derogatory, or sexually suggestive comments or gestures to or in front of children and young people.
- Make inappropriate promises to children and young people.
- Engage in behaviour that is in any way abusive, including having any form of sexual contact/making, sexually suggestive comments to a child or young person.
- Engage in any inappropriate physical contact.
- Share a room with a child.
- Allow or engage in any form of inappropriate touching or ignoring inappropriate touching between peers.
- Allow young people to use inappropriate language unchallenged.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded, or not acted upon.
- Do things of a personal nature for children and young people or disabled adults that they can do for themselves. It may occasionally be necessary for staff to do things of a personal nature for children/young person, particularly if they are very young or disabled. These tasks should only be carried out under full consent from the parent/carer. If an emergency occurs that requires this type of help without prior consent, the parent/carer must be fully informed as soon as possible.
- Mislead young people into thinking that information they share will be kept totally confidential.
- Make comment to the media at any time. Your line manager should be made aware of any media interest in relation to this policy.

6. Upholding this code of behaviour.

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you. If you have behaved inappropriately, you will be subject to our disciplinary procedures. Depending on the seriousness of the situation, you might be asked to leave Triangular. We might also make a report to statutory agencies such as the police and/or the local authority child protection services. If you become aware of any breaches of this code, you must report them to. If necessary, you should follow our whistleblowing procedure and safeguarding children and young people procedures.

I _____ accept and declare that by appending my signature herein on this document, I confirm that I have read and understood the Code of Conduct and its

standards. I understand that any divergence from these standards may result in disciplinary measures, up to termination of my employment contract with Triangular, and, where an act of criminality is concerned, a referral to the appropriate legal authorities.

Signature: _____ Date: _____ Time: _____

Attachment 4 – Parental Consent for activities and photographs and videography with children and young people

Triangular aims to provide a safe, helpful, and enjoyable experience for every child or young person attending our activities. To help us do this, please note the following important information.

- All questions in the consent form must be completed and signed by the parent or carer before your child joins our activities.
- Parents and carers must ensure they notify us of any changes to the information given on the form.
- Parents and carers must arrange for children and young people to be brought to and from the activity safely and on time. If a parent or carer is not able to collect their child, they need to let us know in advance who will be doing so.
- We cannot take responsibility for any damaged clothing and/or personal items during the activity.
- Parents and carers should ensure children and young people have sufficient water, food, clothing, sun lotion and medication (where appropriate) for the duration of the activity.

1. Activities are provided daily / weekly (select which is appropriate).

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2. Child or young person's details

Child or Young Person's details	
Name:	Date of birth:
Home address:	Post Code:
Telephone number:	Email:
Additional needs:	
Do we need to provide any extra help, for example because of a disability, or are there any activities that your child cannot participate in?	
Child's medical details	
GP Name:	GP Address
Telephone:	Email:

Child or Young Person's details	
Do we need to know about any medical conditions or allergies? (If yes, please provide details of the condition(s) and any medication needed).	
Is there anything else you think we should know?	

3. Parents/Carers

Name:	Date of birth:
Home address:	Post Code:
Telephone number:	Email:
Additional needs:	
Contact in an emergency if different from above:	
Name: Telephone Number: Email:	

I agree to (please tick):

- ☒ My child taking part in the stated activity.
- ☒ Triangular keeping a record of this form for health and safety reasons.
- ☒ Any medical treatment that my child may need to be given in an emergency.
- ☒ My child being filmed or photographed during the activity, with the possibility that photographs/media recordings may be used for publications or marketing publicity.

(Triangular will take all steps to ensure these images are used solely for the purposes for which they are intended.)

Note: if consent is not given, Triangular will not use any images taken during the activity that contain the child/young person.

I understand that my child needs to follow the behaviour code and any safety rules so that Triangular can keep them and other children safe.

Print name: _____
Signature: _____
Date: _____

4. Child or young person name:

I agree to (please tick):

- ☒ Taking part in the activity
- ☒ Talk to the designated safeguarding officer if I am not comfortable at any time during the activity so they can help me or arrange for me to do something else.
- ☒ Triangular keeping a record of this form so they have the information they need to keep me safe during the activity.
- ☒ Receiving any emergency medical treatment that I may need.
- ☒ Being filmed or photographed during the activity. I understand that the photographs or film might be used to tell other people about what Triangular does.

Note: If I do not agree to this, Triangular will not use any images of me.

I understand that enjoying the activity and being safe means, I need to follow the behaviour code and safety rules.

Print name: _____

Signature: _____

Date: _____

Attachment 5 – Guidelines for using restraint with children and young people.

Restraint is where a child is being held, moved, or prevented from moving against their will. The purpose of using restraint is to prevent injury to themselves, to others, or to property.

Staff and volunteers should follow these guidelines when restraining children and young people.

1. Any restraint action should only be carried out by staff and volunteers who have received training.
2. Restraint must always be used as a last resort when all other methods of controlling the situation have been tried and failed.
3. Restraint must never be used as a form of punishment.
4. The child/young person should be restrained for the shortest amount of time needed to bring the situation under control.
5. Any incident of restraint must be recorded, detailing:
 - a. Events that led to the behaviour. The situation must not be exaggerated in any way.
 - b. All the facts of the behaviour.
 - c. Names of any witnesses
 - d. Who restrained the child and how.
 - e. What other methods to control the situation had been tried previous to restraining.
 - f. What was the impact of the restraint on the child/young person, other young people if relevant and the staff member.
 - g. Any follow up action that took place
 - h. This record must then be passed to your line manager and the child's/young person's parent/carer is informed immediately.
6. Debrief with a manager and identify any support needs for people involved in the restraining action.
7. Identify any lessons learnt and feedback to staff and volunteers to prevent similar situations from occurring again.

Attachment 6 – Guidelines for Responding to a Disclosure

It is important that children are protected from abuse. All complaints, allegations or suspicions must be taken seriously and this procedure must be followed whenever an allegation is made that a child has been abused or when there is a suspicion that a child has been abused. Where a child/young person discloses abuse, the guidelines below should be followed.

- a. Stay calm and listen carefully to what is said.
- b. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others.
- c. Do not promise confidentiality as this may conflict with the need to ensure the safety and welfare of the child.
- d. Allow the child to continue at her/his own pace.
- e. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer. The use of leading questions can cause problems for the subsequent investigation and any court proceedings. Do not make notes whilst the child is speaking.
- f. Reassure the child that they have done the right thing in telling you.
- g. Tell them what you will do next, that the matter will only be disclosed to those who need to know about it.
- h. Record in writing what was said as soon as possible, using the child's own words, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated. Include any discussion and actions taken.

The record should include the following details as far as practical:

- Name of child or young person
- Age
- Home address (if known)
- Date of Birth (if known)
- Name/s and address of parents or carers with parental responsibility.
- Telephone numbers if available.
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details
- The nature of the allegation. Include dates, times, any special factors, and other relevant information.
- Make a clear distinction between what is fact, opinion, or hearsay.
- What has prompted the concerns? Include dates and times of any specific incident.
- Has the child or young person been spoken to? If so, record details.
- Has anybody been alleged to be the abuser? If so, record details
- Who has this been passed on to, in order that appropriate action is taken? E.g. Designated Safeguarding Officer.
- Has anyone else been consulted? If so, record details
- A description of any visible bruising or other injuries. Do not take photographs.
- Also, any indirect signs, such as behavioural changes.
- Details of witnesses to the incidents.

- Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded.

Attachment 7– Triangular – Safeguarding Concerns Reporting Form

Safeguarding Concerns Reporting Form	
Your name:	Name of organisation:
Your role:	Name of your Manager:
Contact information: Address: Postcode: Telephone numbers: Email address:	
Child/Young Person's name:	Date of birth:
Child/Young Person's ethnic origin:	Does the child have a disability: If yes, please state type of disability:
Child/ Young Person's gender:	
Parent's / carer's name(s): Contact information (parents/carers): Address: Postcode: Telephone numbers: Email address:	
Have parent's / carers been notify of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, please state the reason	
Are you reporting your own concerns or responding to concerns raised by someone else? <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else. If reporting on behalf of someone else please state: Name: Position within Triangular/outside: <input type="checkbox"/> Telephone numbers: Email address:	
Category of safeguarding concern (where relevant please state if it is online or offline) <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Emotional Abuse <input type="checkbox"/> Neglect <input type="checkbox"/> Sexual Abuse <input type="checkbox"/> Bullying <input type="checkbox"/> Radicalisation <input type="checkbox"/> FGM <input type="checkbox"/> Child Criminal Exploitation	

Safeguarding Concerns Reporting Form
<input type="checkbox"/> Child Sexual Exploitation <input type="checkbox"/> Other (please specify)
<p>Details of the incident or concerns. If you heard a disclosure please report it here.</p>
<p>Date and time of incident:</p>
<p>Please provide any witness accounts of the incident:</p>
<p>Please provide contact details of any witnesses to the incident:</p> <p>Name:</p> <p>Position within TRIANGULAR or relationship to the child:</p> <p>Date of birth (if child):</p> <p>Address: Postcode: Telephone number: Email address:</p>
<p>Please provide details of any person involved in this incident or alleged to have caused the incident / injury:</p> <p>Name:</p> <p>Position within Triangular or relationship to the child:</p> <p>Date of birth (if child):</p> <p>Address: Postcode: Telephone number: Email address:</p>
<p>Please provide details of action taken to date:</p>
<p>Has the incident been reported to any external agencies?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No.</p>
<p>If YES, please provide further details:</p>
<p>Name of organisation / agency:</p> <p>Contact person:</p> <p>Telephone numbers:</p> <p>Email address:</p>

Safeguarding Concerns Reporting Form
Agreed action or advice given:

Attachment 8 – Child Protection Network – Newcastle

Agency	Location	Contact
Newcastle Safeguarding board	Newcastle	<p>0191 277 3658 Newcastle</p> <ul style="list-style-type: none"> • Initial Response Service – 0191 277 2500 • Emergency Duty Team – 0191 278 7878 • Northumbria Police – 101 (in an emergency always dial 999) • NSPCC Helpline – 0808 800 5000 <p>https://www.newcastlesafeguarding.org.uk/report-a-concern/</p> <p>General -Safeguarding Boards - 0191 277 3658 Children- NSCP Co-ordinator - Sue Kirkley - 0191 277 7426 Adults- NSAB Co-ordinator- Claire Nixon - 0191 278 8156</p>
Children- NSCP Co-ordinator	Newcastle	<p>Sue Kirkley 0191 277 7426</p>
Together for Children - Sunderland	Sunderland	<p>If you have a concern about the safety of a CHILD or YOUNG PERSON (aged under 18) then you should talk to someone immediately. You can contact 0191 5205560 (available 8.30am to 5.00pm Monday - Thursday, 8.30am to 4.30pm Friday); or the Out of Hours Team on 0191 520 5552 (also available 24 hours Saturday and Sunday) In an emergency always call 999</p>
Children's services	Gateshead	<p>Phone Gateshead Council's Children's Services (in confidence)</p>

Agency	Location	Contact
		<p>on: 0191 433 2653 (office hours: Monday - Friday, 8.30am to 5pm) 0191 477 0844 (out of hours, at night, at weekends and bank holidays) The Emergency Duty Team will help with personal or family problems that reach a crisis at these times. All calls go through to the Gateshead Care Call Service where a telephone operator takes all the calls. This service is the contact point for all council services out of hours. If the phone isn't answered straightaway, please be patient as they will be dealing with another call. In an emergency always call 999</p>
Adults- NSAB Co-ordinator-	Newcastle	Claire Nixon - 0191 278 8156
Adults	Gateshead	GATESHEAD ADULT SAFEGARDINGTEAM 0191 433 7033
Northumbria Police	Home Northumbria Police	101 (emergency always dial 999)
Referrals or other communications via secure e-mail	https://www.newcastlesafeguarding.org.uk/report-a-concern/	
Early Help Team		Tel: 0191 211 5805 Email: earlyhelp@newcastle.gov.uk
Referrals outside office hours are handled by the Out of Hours Social Worker	Emergency Social Work Team – Outside normal working hours	Emergency Duty Team Newcastle: 0191 278 7878 Gateshead: 0191 477 0844 Sunderland: 0191 561 7007

Agency	Location	Contact
Concerns involving an allegation against staff or volunteers in Newcastle	Local Authority Designated Officer (LADO) Allendale Road Depot Allendale Road, Byker, Newcastle upon Tyne, NE6 2SZ	Melanie Scott Tel: 0191 277 4636 Email: lado@newcastle.gov.uk
Concerns involving an allegation against staff or volunteers in Gateshead	Local Authority Designated Officer (LADO) Civic Centre, Gateshead NE8 1HH	Tel: 0191 433 8031 E-mail: LADO@gateshead.gov.uk
Concerns involving an allegation against staff or volunteers in Sunderland	Local Authority Designated Officer (LADO)	Tel: 0191 561 3901 Email: Lado@togetherforchildren.org.uk
Newcastle Voluntary Sector	Connected voice	0191 232 7445 connect@connectedvoice.org.uk
National Resources		
NSPCC	Weston House, 42 Curtain Rd, London EC2A 3NH. https://www.nspcc.org.uk/	020 7825 2505
	NSPCC Helpline If you're worried about a child, you can contact our helpline for advice and support.	Call 0808 800 5000 Email help@nspcc.org.uk
	Whistleblowing Advice Line Support for professionals who are worried about children in the workplace.	Call 0800 028 0285 Visit nspcc.org.uk .
	Using social media safely with children and young people	Social media and online safety NSPCC Learning
	Childline www.childline.org.uk www.childline.org.uk/pages/yourplace.aspx Free 24/7 service for children and young people.	Call 0800 1111
	Example behaviour code for children and young people (nspcc.org.uk)	
Anti-bullying alliance	23 Mentmore Terrace, London E8 3PN	aba@ncb.org.uk
National Bullying Helpline	National Bullying Helpline contact information	Helpline:0300 323 0169 Telephone:0845 225 5787
National Crime Agency	Units 1 - 6 Citadel Place, Tinworth Street,	communication@nca.gov.uk

Agency	Location	Contact
	London SE11 5EF Contact us - National Crime Agency	0370 496 7622 (available 24/7)
Child Exploitation and Online Protection (CEOP)	CEOP Safety Centre	https://www.ceop.police.uk/Safety-Centre/How-can-CEOP-help-me-YP/
Think You Know	www.thinkuknow.co.uk www.ceop.gov.uk/reportabuse/index.asp	
National Council for Voluntary Organisations - NCVO	Society Building, 8 All Saints Street, London N1 9RL https://knowhow.ncvo.org.uk/safeguarding	