



York Civic Trust

# Safeguarding Policy 2023

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# 1. Introduction

This policy and procedure explains York Civic Trust (YCT) provisions for safeguarding children, young people and vulnerable adults during their visit to any YCT site and the approach the Trust will take with children, young people and vulnerable adults' protection issues. (Definitions of terms found in Appendix 1).

Safeguarding and protecting children, young people and vulnerable adults from abuse is everyone's responsibility.

## 2. Scope

This policy and procedure applies to all YCT contracted staff, trustees, casual workers, volunteers, work experience placements and freelancers.

### 2.1 YCT Staff and Casual Workers

#### 1.1.1 Training

The Designated Safeguarding Lead (DSL) will ensure that staff, volunteers and the public have access to the Policy and Procedures documents. These can be located on the shared 'T' Drive and YCT website.

YCT will ensure that all staff have access to training sessions. Managers will ensure that all new staff, as part of their induction, will read the YCT Safeguarding Policy: Children, Young People and Vulnerable Adults and sign the Policy Confirmation. (See Appendix 2).

Staff are not expected to work unsupervised with children, young people and vulnerable adults. However, if there was an occasion that this occurred, it would not be 'regular' and 'frequent' contact. 'Regular' and 'frequent' contact is defined as (once a week or more often), or on 4 or more days in a 30-day period.

#### 1.1.2 DBS check

Some YCT roles will have been defined as Regulated Activity; these are roles which involve:

- a) Unsupervised activities: teaching, training, instructing, caring or supervising children, young people or vulnerable adults or driving a vehicle for children/vulnerable adults.
- b) Attending outreach groups in schools, community centres, care homes, etc.

All new members of staff expected to be regularly involved with children at YCT will have enhanced DBS checks carried out as part of their pre-employment checks. Existing members of staff moving into such a role will have enhanced DBS checks prior to commencing with their new roles.

### 2.2 Trustees

"Trustees are responsible for safeguarding" even if aspects of safeguarding are delegated to staff.

The Chair of the Board is responsible for informing LADO (with the support of the Designated Safeguarding Officer and/or Chief Executive) should a concern relate to a trustee.

The Chair of the Board is responsible for informing LADO (with the support of the Designated Safeguarding Officer and/or Appropriate Manager) should a concern relate to the Chief Executive. Trustees and the Chief Executive are responsible for informing LADO with the support of the Designated Safeguarding Officer and/or Appropriate Manager) should a concern relate to the Chair of the Board.

The CEO will share a Safeguarding report with the Trustees on an annual basis which they will review.

## 2.3 Volunteers

Volunteers are not expected to work unsupervised with children, young people and vulnerable adults. However, if there was an occasion that this occurred, it would not be 'regular' and 'frequent' contact. 'Regular' and 'frequent' contact is defined as (once a week or more often), or on 4 or more days in a 30-day period.

Volunteers will receive training for YCT Child, Young People and Vulnerable Adults Protection Policy from the [Fairfax House Staff or Appropriate Training Provider].

They will be asked to read, understand and agree to adhere to the YCT Child, Young People and Vulnerable Adults Protection Policy and Procedures, and sign to affirm that they have. (See Appendix 2)

## 2.4 Work Experience Placements

YCT currently welcomes students on work experience placements, some of whom will be under the age of 18. Work Placements are organised by the [Formerly Director]; they will ensure that only employees of YCT, who have DBS Checks, are allowed to have regular and frequent contact with children, young or vulnerable adults. Regular and frequent contact is defined as (once a week or more often), or on 4 or more days in a 30-day period.

Work Placements will be asked to read, understand and agree to adhere to the YCT Child, Young People and Vulnerable Adults Protection Policy and sign to affirm that they have. (See Appendix 2)

They will be made aware that they can report concerns or suspicions directly to a member to the DSL

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## 2.5 Freelancers

Freelancers who deliver, workshops to children, young people and vulnerable adults will not be able to work unsupervised without undergoing a satisfactory Enhanced DBS with list checks, or be able to supply details if subscribing to the DBS update service.

They will be asked to read, understand and agree to adhere to the Safeguarding Policy and sign Policy Confirmation document (Appendix 2) to affirm that they have.

## 3 Freelancers

The DSL will ensure that the staff, volunteers and the public have access to the policy and procedure. This will be achieved by placing this policy and procedure on the internal shared Drive and York Civic Trust's website.

YCT will ensure that all staff and volunteers have access to training sessions. Line Managers will ensure that all new staff and volunteers, as part of their induction, will be asked to read and understand procedures and receive training. Line Managers will also put in place a process for ensuring all temporary members of staff and work placements are briefed on the safeguarding procedures as they start in post.

## 4 Standards of Behaviour for staff, casual workers, trustees and volunteers

### 4.1 Do:

- Approach any child, young person or vulnerable adult who appears to be in distress and ask if you can help.
- Seek assistance from colleagues where appropriate.
- Question situations that you find suspicious
- Look out for unaccompanied children and young people and follow the Lost/ Found children procedure appropriate to the site you are working in.
- Avoid situations where you are likely to be in a one-to-one situation with a young child/young person or vulnerable adult by remaining in a public area.
- Remember that the primary responsibility for care, safety and welfare rest with the child/ young person's supervision adult or carer.
- Report any allegation (even if it is just a suspicion) of abuse or inappropriate conduct immediately to your Line Manager or contact the DSL . If they are not available, you can go directly to the local authority Children's Social Care Department or the Police or call the NSPCC for advice. All contact details are in Appendix 9.
- Always act appropriately, professionally and consider, 'How would my behaviour look to anyone else and can I justify my actions?'

### 4.1 Do Not:

- Physically restrain a child, young person or vulnerable adult except in exceptional circumstances, e.g. to prevent injury, damage to property or collections or to prevent theft. In these circumstances minimum restraint should be used.
- Commit or attempt to commit any act which may endanger persons or property, or which breaches any safety rule, organisational policy or legislation
- Engage in any form of physical or verbal abuse, threatening behaviour or harassment on the organisation's premises or when working on the organisation's business off site.
- Provide personal telephone numbers/ social media address or other contact details to any child, young person or vulnerable adult encountered through work.
- Communicate with any child, young adult or vulnerable adult encountered through work, through social networking sites (with the exception of official and approved social network channels, e.g. YCT's Facebook page).
- Provide lifts in a personal vehicle to children, young adults or vulnerable adults.
- Put yourself in a position where you take on the role of being the individual with primary responsibility for the care, safety or welfare of a child.

- Do things of a personal nature for children, young people and vulnerable adults that they can do for themselves or their supervising adult can do for them e.g. taking them to the toilet.
- Allow or engage in inappropriate touching of any kind. The main principles of touch are
  - The designed touch should always be initiated by the child, young person or vulnerable adult.
  - Touch should always be appropriate to the age and stage development.

Failure to adhere to the above will be regarded as misconduct or gross misconduct depending on the severity of the case and will trigger York Civic Trust's Disciplinary Policy or other relevant processes.

## 5 Recognition of Signs and Indicators of Abuse

All staff and volunteers should be able to recognise signs and indicators of abuse and this requires recognition that disabled children are more likely to be abused than children without disabilities.

Appendix 3 offers a range of indicators and signs of abuse. If a member of staff believes that a child, young person or vulnerable adult is at immediate risk of harm or abuse, they will take immediate and reasonable steps to protect the child; however, such situations are very rare and in most circumstances staff will raise a concern following the process below.

## 6 Raising a Concern

Staff will raise a concern by reporting directly and without delay to the DSL . If no DSL is available, they should report to their concern to their Line Manager. Immediately after raising a concern, staff will also make a detailed written account of what they have seen, observed or heard using the Safeguarding Reporting Form, See Appendix 4.

If the account has been given by a child, young person or vulnerable adult the guidance of listening can also be found in Appendix 5.

## 7 Recording a Concern

The keeping of accurate and prompt recording (a maximum of 2 hours after the event occurred), is fundamental to effective safeguarding. All staff, workers and volunteers have a responsibility to ensure all concerns are recorded appropriately and on a Safeguarding Reporting Form, Appendix 4. The DSL can provide support in completing the form.

Records should be factual and clear and, where opinion is expressed, it should be recorded as such and distinguished from fact.

If appropriate, the DSL will inform the local authority and make them aware that a written record of the concern is available.

If at any stage, YCT or the local authority decide that no further action is to be taken then the reason for this and who made the decision will be recorded.

All subsequent actions/events following the reporting of a concern should be recorded by the DSL and documentation received from the local authority, Police or other agencies will be stored electronically in a locked file.



## 8 Confidentiality and Storage of Safeguarding Concerns

For YCT, the DSL has responsibility to ensure all concerns across the sites are recorded, monitored and secured.

Electronic records, including emails, will be saved to a secure folder on the T drive. Paper records will be scanned and kept within the secure folder on the T drive. Access to these records will be strictly limited on a 'need to know' basis and controlled by the DSL and the Chief Executive.

## 9 Responding to concerns that a child, young person or vulnerable adult has been harmed or is at risk of harm by a stranger or member of the public, including abuse and neglect

Refer to flow chart Appendix 6

The procedures for raising a concern, recording, storage and initial fact finding must be followed. If the initial fact finding suggests that the concerns relate to a member of the public, the DSL or Chief Executive (as appropriate) should report the matter to Children's Services, and where it appears that crime has or may have been committed, also to the Police. In some circumstances the Police may need to interview staff or volunteers as witnesses.

## 10 Responding to concerns that a member of staff or volunteer may have abused a child, young person or vulnerable adult

Refer to flow chart Appendix 6

All staff, workers and volunteers are responsible for raising concerns about colleagues; these concerns could be about: the behaviour, actions or attitude of a member of staff towards a child, young person or vulnerable adult; inappropriate use of restraint actions or behaviour towards a child, young person or vulnerable adult outside of YCT, accessing or making use of inappropriate online data including child, young person or vulnerable adult pornography. The concern could be any that raise significant questions about their suitability to work with children, young people or vulnerable adults.

Concerns should be reported without delay, and always on the same day, directly to the DSL. If the concern relates to a DSL then the Chief Executive should be informed. If the concerns are related to the Chief Executive then the Chair of the Board of Trustees must be informed in these circumstances.

When there are concerns about a member of staff, initial fact finding requires a high level of confidentiality. The DSL or Chief Executive will lead on initial fact finding and not delegate this responsibility to others, however they will inform the and the Line Manager and Health and Safety Officer at YCT.

Initial fact finding should never involve asking a child, young person or vulnerable adult to discuss the concerns or repeat a disclosure or allegation that has been made.

Initial fact finding can lead the DSL or Chief Executive deciding that there are no protection concerns which warrant a referral to the Local Authority Designated Officer (LADO). In such circumstance, when no further action is being taken, then the decision needs to be recorded on the Safeguarding

Report Form and conveyed to the Chief Executive.

## 11 Contacting the Local Authority Designated Officer (LADO) of concerns that a member of staff may or has harmed a child, young person or vulnerable adult or has possibly committed an offence against a child, young person

If the DSL or Chief Executive decide it is appropriate to contact LADO they must do so without delay. The DSL, Chief Executive and Chair of the Board of Trustees will all be informed of the referral and agree on the next steps to be taken and how all risks are to be managed as appropriate to the circumstances. They will be kept updated as the situation develops.

Discussions with the LADO should include taking advice on, and ideally reaching agreement on, a decision about suspension, or not, as well as an agreement about informing parent/carers, or not. The LADO will decide whether the incident fits the criteria of an allegation against staff. Confirmation will be made in writing to the LADO detailing the concern and the discussions with the LADO and at all stages a full record is kept.

## 12 Workplace Arrangements Post LADO Contact

The LADO will advise whether the member of staff should remain in the workplace or whether they should be suspended until the investigation is resolved, as per YCT Disciplinary Policy. If the member of staff remains in the workplace, safeguards will be put in place to protect the member of staff and the vulnerable group involved.

No formal internal inquiry can start until the LADO and the Police have concluded their processes. Agreement should be obtained in writing from the LADO that an internal inquiry can commence.

At each stage the DSLs will take HR advice, follow YCT Disciplinary Policy and keep the staff member updated (following agreement with the LADO) and keep the family of the child, young person or vulnerable adult updated (following agreement with the LADO)

## 13 Decisions & Next Steps

The LADO will almost always schedule a strategy meeting with the representatives from the Police and a senior manager. A Police check will be conducted prior to the strategy meeting. YCT will check the personnel file of the member of staff concerned, training record, supervision record and the last annual appraisal, prior to the meeting.

The meeting will decide what next steps to take: these may include criminal proceedings, child protection procedures, disciplinary procedures, training needs, any combination of these measures, or no further action.

'No Further Action' by Police and the local authority does not mean there is 'no case to answer' internally and HR advice should be considered.

The decision to take disciplinary procedures lies with YCT and may require an internal inquiry; this can only take place once the Police and the LADO have concluded their processes. However, the LADO may enquire what actions were taken. Once an internal inquiry is complete, then the disciplinary procedures can be invoked. If there is a disciplinary that does not lead to a dismissal, then 'lessons learned', should be incorporated into safeguarding training.

## 14 Notifying the Disclosure & Barring Service

If a staff member is dismissed on the grounds of misconduct involving abuse, then YCT usually has a legal duty to formally notify the Disclosure & Barring Service. This also applies if a member of staff resigns as a result of safeguarding concerns being raised. The referral process is fully detailed on the DBS website.

## 15 Notifying the Disclosure & Barring Service

The procedure for dealing with lost/found children is any person under the age of 16 who is not accompanied by an adult should be treated as a lost/found child.

Appendix 7 outlines procedures for Fairfax House

## 16 Photography/ Filming

YCT occasionally takes photographs and film of children, young people and vulnerable adults who are participating in organised activities for publicity purposes (including use online via official YCT channels).

Permission will be sought from the supervising adult with parental/carer responsibility, who will be asked to sign a photo/filming release form. In the case of pre-booked groups (e.g. school groups/community groups) this will be done in advance of the visit. Where permission is denied the child, young person or vulnerable adult will not be photographed or filmed. Permission forms can be found in Appendix 8.

Where general photography is being taken, for example crowds gathered at an event or in an exhibition, signage should be placed alerting the public that photography/filming is taking place.

Any visitor or member of the public who appears to be taking photographs in suspicious or inappropriate circumstances should be challenged by a member of YCT staff and asked to delete the photographs containing children. Additional support from another member of YCT staff may be appropriate in some circumstances. Volunteers are not expected to challenge a visitor or member of the public, but, do have a responsibility to report suspicious or inappropriate behaviour to a member of YCT staff.

## 17 E-Safety

Please refer to the YCT Electronic Communications Policy for further advice and guidance. No-one under the age of 18 should be allowed access to the internet unsupervised. If there is occasion for anyone under the age of 18 to use the internet then any search should be through Google Safe Settings.

Please refer to Appendix 11 to set up Google Safe Search setting.

## APPENDICES

### Appendix 1: Understanding of Terms

A child: is defined in law and in this policy as anyone up to the age of 18

A young person: there is no legal definition for this term. In this document, 'a young person' refers to the upper age ranges of the official definition of a child, those who are 16 and 17 years old and may not think of themselves as 'children'.

A vulnerable adult: The term vulnerable adult is someone who is over the age of 18 who may have a physical, learning or sensory disability, a mental health problem, a serious illness, or may be an older person.

#### **Regulated Activity:**

1. Unsupervised activities: teaching, training, instruction, caring for or supervising children or providing advice/guidance on well-being, or driving a vehicle only for children.
2. Work for a limited range of establishments with opportunity for contact, for example schools, children's homes, childcare premises, care homes.

Work under 1 and 2 is Regulated Activity only if done regularly. In this context, 'regular' means carried out by the same person frequently (once a week or more often), or on 4 or more days in a 30-day period.

#### **Abuse:**

The government guidance categorises child abuse as:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

The government guidance categorises adult abuse as:

- Physical
- Domestic
- Sexual
- Psychological
- Financial or material
- Modern slavery
- Discriminatory
- Organisational
- Neglect and acts of omission
- Self-neglect

## Appendix 2: Confirmation of Policy

<b>York Civic Trust</b> <b>Safeguarding Policy and Procedures: Children, Young People and Vulnerable Adults</b> <b>Conformation of Policy</b>	
Name:	Date:
Position:	Line Manager:

I confirm that I have read and understood the contents of York Civic Trust's Safeguarding Policy and Procedures: Children, Young People and Vulnerable Adults

**Signed:**

**Date:**

## **Appendix 3: Recognition of Signs and Indicators of Abuse**

### Children and Young People

#### **Physical Abuse**

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.

#### **Signs:**

- Frequent injuries or unexplained bruises, welts, or cuts
- Is always watchful and “on alert,” as if waiting for something bad to happen
- Injuries appear to have a pattern such as marks from a hand or belt
- Shies away from touch, flinches at sudden movements, or seems afraid to go home
- Wears inappropriate clothing to cover up injuries, such as long-sleeved shirts on hot days

#### **Emotional Abuse**

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the children 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 include interactions that are beyond the child’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve 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.

#### **Signs:**

- Excessively withdrawn, fearful, or anxious about doing something wrong
- Shows extremes in behaviour (extremely compliant, demanding, passive, aggressive)
- Doesn’t seem to be attached to the parent or caregiver
- Acts either inappropriately adult (taking care of other children) or inappropriately infantile (thumb-sucking, throwing tantrums)

#### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening and whether or not violence is involved. 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.

**Signs:**

- Trouble walking or sitting
- Displays knowledge of sexual acts inappropriate to their age, or even seductive behaviour
- Makes strong efforts to avoid a specific person, without an obvious reason
- Doesn't want to change clothes in front of others or participate in physical activities
- An STD or pregnancy, especially under the age of 14
- Runs away from home

**Neglect**

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 care-givers); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Signs:**

- Clothes are ill-fitting, filthy, or inappropriate for the weather
- Hygiene is consistently bad (unbathed, matted and unwashed hair, noticeable body odor)
- Untreated illnesses and physical injuries
- Is frequently unsupervised or left alone or allowed to play in unsafe situations
- Is frequently late or missing from school

**Vulnerable Adults****Physical abuse**

This includes:

- being hit, slapped, pushed or restrained
- being denied food or water
- not being helped to go to the bathroom when you need to
- misuse of medicines

**Domestic abuse**

This is typically an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is, or has been, an intimate partner or family member.

Sexual abuse

This includes:

- Indecent exposure
- sexual harassment
- inappropriate looking or touching
- sexual teasing or innuendo
- sexual photography

- being forced to watch pornography or sexual acts
- being forced or pressured to take part in sexual acts
- rape

### **Psychological abuse**

This includes:

- emotional abuse
- threats to hurt or abandon
- stopping them from seeing people
- humiliating, blaming, controlling, intimidating or harassing them
- verbal abuse
- cyberbullying and isolation
- an unreasonable and unjustified withdrawal of services or support networks

### **Financial abuse**

This could be someone stealing money or other valuables. Or it might be that someone appointed to look after money on their behalf is using it inappropriately or coercing them to spend it in a way they are not happy with.

Internet scams and doorstep crime are also common forms of financial abuse.

### **Exploitation**

Exploitation is the deliberate maltreatment, manipulation or abuse of power and control over another person. It is taking advantage of another person or situation usually, but not always, for personal gain.

Exploitation comes in many forms, including:

- slavery
- being controlled by a person or a group
- forced or compulsory labour
- domestic violence and abuse
- sexual violence and abuse
- human trafficking
- Organisational abuse

### **Discriminatory abuse**

This includes some forms of harassment, slurs or unfair treatment relating to:

- race
- gender and gender identity
- age
- disability
- sexual orientation
- religion

### **Neglect**

Neglect includes not being provided with enough food or with the right kind of food, or not being taken proper care of.

Leaving them without help to wash or change dirty or wet clothes, not getting them to a doctor when needed, or not making sure they have the right medicines, all count as neglect.



**Self-neglect**

Self-neglect is any failure of an adult to take care of himself or herself that causes, or is reasonably likely to cause within a short period of time, serious physical, mental or emotional harm or substantial damage to or loss of assets.



Have you spoken to the child, young person or vulnerable adult?

Yes

No

What did they say? Use their own words

Have you spoken to anyone else about your concerns?

Yes

No

Who was it and what did they recommend?

--

Name and position of the person this record was handed to:

--

If this record has been handed to anyone other than the DSL please explain why:

--

**Your Details**

Full Name:	Position:
Signature:	Date:

**Date Form Received by DSL**

--	--

Action taken by DSL

<b>DSL Print Name</b>
<b>DSL Signature</b>
<b>Date</b>

## Appendix 5: Guide to Disclosure of Conversation

Make no promises. Do not promise that you will not tell anyone about the conversation. Let them know that you might have to inform another person to seek help and guidance as to what to do next.

1. Do not try to deny or excuse what the person is telling you. Do not ask if they misunderstood or misperceived a situation.
2. Provide a safe environment. Make sure the setting is confidential and comfortable. Do not show any adverse reaction to what they are telling you or you might stop the conversation and make the person feel as though they are shocking or horrifying. Be confident, calm and supportive in your reactions. Reassure the person that they are doing the right thing by telling you.
3. Reassure the person that he/she did nothing wrong and that you believe him/her.
4. Listen and don't make assumptions. Listen more than you talk, and avoid advice giving or problem solving. Don't put words in their mouth or assume you know what he/she means or are going to say. Let them use language they are comfortable with. Let them set the pace, don't rush them.
5. Do not interrogate. Don't ask a lot of questions, especially leading questions, which means a question in which you provide a possible answer (examples: Did this or that happen? Were you at school? Did your uncle hit you on the leg?). This can be confusing for them and he/she might shut down. Don't ask them for details. This can make it harder for them to tell you about the abuse.
6. Listen to them, letting them explain what happened in his or her own words. Don't stop them in the middle of the story to go and get someone or do something else. Limit questioning to only the following four questions, if they have not already provided you with the information:
  - What happened?
  - When did it happen?
  - Where did it happen?
  - Who did it?
  - How do you know them? (If the relationship of the abuser is unclear.)
6. They will have fears about what will happen next, so tell them what you are going to do, what is going to happen next, and who else they will need to talk to. This will help them feel some control over what happens next within the boundaries of the law.
7. Document exact quotes. It may be helpful to write down exact quotes of what they said in case of the involvement of other parties, such as school or protective services.
8. Be supportive, not judgmental. Don't talk negatively. Even though they may be disclosing terrible things that may have happened at the hands of a family member or friend, they may still love that person and may only just be beginning to recognize that he/she was being abused. Reassure them that he/she is not at fault and have done nothing wrong.

Do not ask questions that imply they are at fault –

- Why didn't you tell me before?
- What were you doing there?
- Why didn't you stop it?
- What did you do to make this happen?
- Are you telling the truth?

## **Appendix 6: YCT Safeguarding Procedures**

## **Appendix 7: Lost/Found Children Procedures**

If parents raise the alarm duty officer to sweep the building for the lost child. Parents advised to remain at front desk until the sweep is completed.

If you find an unaccompanied child take the child to reception. Duty Officer to sweep the building to find parents.

**NB. Do not alert the public that you are looking for the parents of a lost child.**

If parents are found escort to front desk.



## Appendix 8:

### 8.1 Photography/ Filming Permission Form – Marketing

#### Release Form for Photography

York Civic Trust intend to take photographs of visitors as they engage with works on display and other aspects of the museum's programme. These images will be used to help promote the attractions and the work that the charity is doing. If you consent to this, please complete and sign the form below.

I, the undersigned, do hereby consent and agree that York Civic Trust, its employees, or agents have the right to take photographs of me and to use these in any and all media, now or hereafter known.

I hereby release to York Civic Trust, its agents, and employees all rights to distribute this work in print and electronic form publicly or privately. I waive any rights, claims, or interest I may have to control the use of my identity or likeness in whatever media used.

I understand that there will be no financial or other remuneration for photographing me.

I represent that I am over the age of 18, have read and understood the foregoing statement, and am competent to execute this agreement.\*

York Civic Trust is collecting this data as proof of compliance.

York Civic Trust will never sell your data and we promise to keep your details safe and secure in digital and/or paper format. The data will be kept for the period the image is in the marketing image library.

You can change your mind at any time by emailing [info@yorkcivictrust.co.uk](mailto:info@yorkcivictrust.co.uk). The relevant images will then be withdrawn from the library and not used in any marketing material produced after the date of the withdrawal correspondence.

Name (and child's name if needed)

Contact Information

Witness for the undersigned

Signature

Date

\*Parent/legal guardian must sign for children under 18 years of age.

**8.2 Photography/ Filming Permission Form – Schools**

School Photography Permission

I grant permission for York Civic Trust to use all publicity shots of

Name of School.....

Name of Teacher/Supervisor.....

Date:.....

Address:.....

.....

.....

Postcode:.....

I understand that these shots could be used on all marketing material including leaflets, posters, adverts and the website.

Please indicate if any children cannot be photographed.

Signature from teacher/school

Date

## **Appendix 9: Contacts**

## Appendix 10: Responsibility Flowchart

**Board of Trustees**

**CEO**

Andrew Morrison

**DSL**

**Line Managers**

All YCT Staff

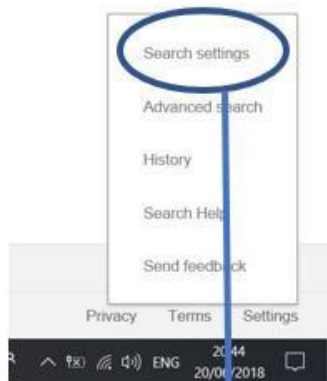
All YCT Volunteers

## Appendix 11: E-Safety

### Activate SafeSearch



- 1) Go to the Google home page and click on 'Settings' – located on the bottom right hand side of the page.



- 2) The menu on the left will then appear. Click on 'Search Settings'.

- 3) When the 'Safe Search Filters' option appears – click on 'Turn on Safe Search'. **YOU MUST THEN PRESS THE SAVE BUTTON to activate.**

