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## Safeguarding Children's Policy

This policy applies to all staff, including senior managers and the Board of Trustees, paid staff, volunteers, sessional workers, students or anyone working for Just Kidding.

For the purposes of this policy children are under the age of 14, young people are 14-17 years old and vulnerable adults are 18-25 years old).

### The Purpose of the Policy is:

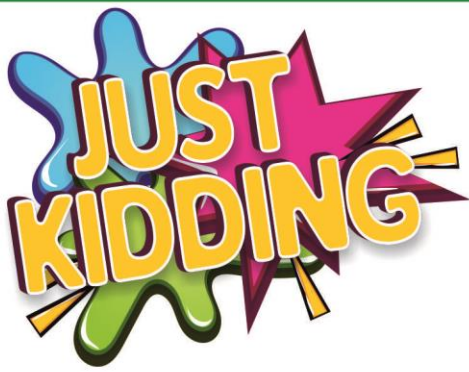
- To protect children and young people who receive Just Kidding's services;
- To provide staff and volunteers with the overarching principles that guide our approach to Safeguarding children and Child Protection:

Just Kidding believe that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and to keep them safe. We are committed to practise in a way that protects them.

### Legal Framework:

The policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children's Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 1993
- Children Act 2004
- Safeguarding Vulnerable Groups 2006
- Children and Families Act 2014
- Working Together to Safeguard Children
- Hackney Child Safeguarding Framework
- Safer Recruitment – CHSCB Minimum Standard
- Special Education Needs Code of Practice
- Information Sharing: Advice for practitioners providing Safeguarding Services to children, young people, parents, carers; HM Government 2015



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**We recognise that:**

1. The Welfare of the child is paramount
2. All Children regardless of age, disability, racial heritage, gender, religious belief, sexual orientation, or identity have a right to equal protection from all types of harm or abuse.
3. Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, or other issues.
4. Working in partnership with children, young people, their parents/carers and other agencies is essential in promoting young people's welfare.

**We will seek to keep children and young people safe by:**

1. Listening to them and respecting them,
2. Appointing a Designated Safeguarding Officer for children and young people, a deputy and lead board member for safeguarding,
3. Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers,
4. Developing and implementing an e-safety policy and related procedures,
5. Provide effective management for staff and volunteers through supervision, support, training and quality assurance measures,
6. Recruiting staff and volunteers safely, ensuring all necessary checks are made,
7. Recording and storing information professionally and securely,
8. Using our safeguarding procedure to share concerns and relevant information with agencies who need to know and involving children, young people, parents/carers and families appropriately,
9. Using our procedures to manage any allegations against staff and volunteers appropriately,
10. Creating and maintain an anti-bullying environment and ensuring that we have a policy and procedure to effectively deal with any bullying that does arise,
11. Ensuring that we have effective complaints and whistleblowing measures in place
12. Ensuring that we provide a safe environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with law and regulatory guidance.
13. Our Managers and Safeguarding Leads will receive regular updates from the City of London and Hackney
14. Safeguarding Board. They will refresh and update their safeguarding qualifications through regular training.
15. Safeguarding will be a key issue for review and discussion at our regular Board of Trustee meetings.



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## Summary of Crucial Updates August 23

**Prevent: Extremism and radicalisation**

Staff and volunteers should be vigilant of children or staff being vulnerable to radicalisation, and the potential exposure of children to radicalisation online from peers or staff members.

**Photography Policy:** Clear statement detailing the approach to images taken of children during events and activities, ensuring responsible and respectful photography with parental Consent. Obtain parental consent for photographing children, making it clear how, where, and for what purposes the images will be used. Recognize that the cost of living may affect children's access to basic food and hygiene needs and adjust your approach accordingly.

**Visitors and guest Speakers:** Ensure all visitors sign in, show proper identification, and follow child protection policies. Visitors, especially visiting speakers, should never be left unsupervised with children. Assess and address any potential risks associated with having a visiting speaker.

**Educational Visits and Stays:** Obtain parental consent for overnight stays and provide parents and carers with detailed explanations of arrangements. Collect at least one emergency contact number for each child. Conduct risk assessments that take into account public health advice. In overnight accommodations, ensure separate facilities for adults, older and younger children, and according to gender. Mixed-sex groups are not permitted due to cultural and safeguarding concerns.

**GDPR and Data Protection:** Process personal information fairly and lawfully, keeping it safe and secure. Recognize that concerns about sharing information should not obstruct the promotion and protection of children's safety and welfare.

**Food Safety:** Just Kidding will aid by food safety regulations to ensure the safety and appropriateness of the food and update Food Safety standard and Hygiene certification.

**Cost Of Living Crises.** We Recognize that the cost of living may impact children's access to proper nutrition and hygiene. Ensure that food safety measures are in place to address these needs.



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## CHILD PROTECTION PROCEDURES

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- Recognition of Abuse
- Responding To Safeguarding Concerns
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- Confidentiality
- Important Contact Information
- Appendix 1 – Code of Conduct for Adults Working with Children
- Appendix 2 – Code of Conduct For Children
- Appendix 3 – Anti-Bullying Policy

### 1. SHARED RESPONSIBILITY

- 1.1 Members of staff and volunteers at Just Kidding have an important role to play in recognising difficulties and referring concerns about child protection. The child's interests must be put first.
- 1.2 Seeing children in their own homes puts staff in a position to notice signs of abuse, or to mention concerns which may lead to abuse please see our home visits policy.
- 1.3 This responsibility applies to any employee or volunteer working on behalf of Just Kidding.

### 2. RECOGNITION OF ABUSE

*What to do if you're worried a child is being abused*

- 2.1 Child abuse and neglect is a generic term covering all ill treatment of children, as well as cases where the standard of care does not adequately support a child's health or development.
- 2.2 It includes physical, emotional, sexual abuse or neglect, the infliction of harm or the failure to act to prevent harm.
- 2.3 It can occur in a family, institution or community setting. The perpetrator may or may not be known to the child.
- 2.4 Every child will react differently to abuse. The following signs may arouse concern. However, there could be normal reasons for any of them.



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## 2.5 Physical Abuse:

2.5.1 This may take many forms, i.e. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

2.5.2 It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness in a child.

## 2.6 Emotional Abuse:

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent effects on the child's emotional development. Some level of emotional abuse is involved in most types of ill treatment of children, though emotional abuse may occur alone and involve:

2.6.1 Conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of someone else.

2.6.2 Imposing developmentally inappropriate expectations.

2.6.3 Causing children to feel frightened or in danger, i.e. witnessing domestic violence.

## 2.7 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.

### 2.71 Sexually Harmful Behaviour

significant proportion of sexual abuse is carried out by children and young people on their peers. Such abuse should always be taken as seriously as that perpetrated by an adult. The behaviour



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should not be dismissed as “normal”. A referral to social services should always be made.

### **2.72 Abuse of Trust**

All members of staff and volunteers with Just Kidding have a relationship of trust with the children and young people who use our services. It is an abuse of that trust, and could be a criminal offence to engage in any sexual activity with a young person aged under 18, or a vulnerable young person under the age of 25, irrespective of the age of consent and even if the relationship is consensual.

### **2.73 Organised Abuse**

This is sexual abuse where there is more than a single abuser and the adults concerned appear to act in agreement to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

### **2.74 Child Sexual Exploitation(CSE)**

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

### **2.8 Neglect:**

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



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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.

#### 2.9 Identifying Risk:

In an abusive relationship the child may:

2.9.1 Appear frightened of the parent/s

2.9.2 Act in a way that is inappropriate to his/her age and development

The parent or carer may:

2.9.3 Persistently avoid child health promotion services and treatment of the child's episodic illnesses

2.9.4 Have unrealistic expectations of the child

2.9.5 Frequently complain about/to the child and may fail to provide attention or praise (high criticism/low warmth environment)

2.9.6 Be absent

2.9.7 Persistently refuse to allow access on home visits

2.9.8 Be involved in domestic violence

#### 2.10 Recognising Physical Abuse:

The following are often regarded as indicators of concern:

2.10.1 An explanation which is inconsistent with an injury

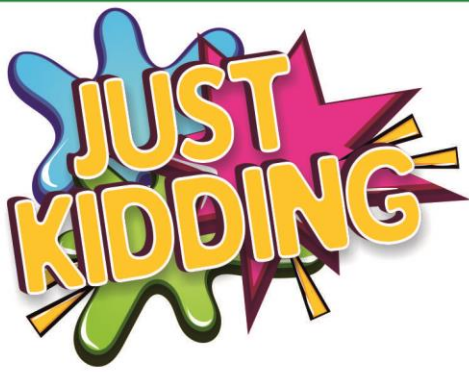
2.10.2 Several different explanations provided for an injury

2.10.3 Unexplained delay in seeking treatment

2.10.4 The parents/carers are uninterested or undisturbed by an accident or injury

2.10.5 Parents are absent without good reason when their child is presented for treatment

2.10.6 Repeated presentation of minor injuries (which may represent a 'cry for help' and if ignored could lead to more serious injury.)



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- 2.10.7 Family use of different doctors and A&E departments
- 2.10.8 Reluctance to give information or mention previous injuries.

#### 2.11 Bruising:

Children can have accidental bruising, but the following must be considered as non-accidental unless there is evidence or an adequate explanation provided:

- 2.11.1 Any bruising to a pre-crawling or pre-walking baby
- 2.11.2 Bruising in or around the mouth, particularly in small babies which may indicate force feeding
- 2.11.3 Two simultaneous bruised eyes, without bruising to the forehead
- 2.11.4 Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- 2.11.5 Variation in colour possibly indicating injuries caused at different times
- 2.11.6 The outline of an object used, i.e. hand print or belt mark
- 2.11.7 Bruising or tearing around or behind the earlobes, indicating injury by pulling or twisting
- 2.11.8 Bruising around the face
- 2.11.9 Grasp marks on small children
- 2.11.10 Bruising on the arms, bottom or thighs

#### 2.12 Bite Marks:

Bite marks can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped. Those over 3cm in diameter are more likely to have been caused by an adult or older child. A medical opinion should be sought where there is any doubt over the origin of the bite.

#### 2.13 Burns and Scalds:

It can be difficult to tell the difference between accidental and non-accidental burns and scalds and will always require medical opinion. Any burn with a clear outline may be suspicious.

- 2.13.1 Circular burns from cigarettes (but may be friction burns if along the bony part of the spine)
- 2.13.2 Line shaped burns from hot metal rods or electrical fire elements
- 2.13.3 Burns of the same depth over a large area
- 2.13.4 Scalds that have a line showing immersion or poured liquid (a child getting into hot water of its own accord will struggle to get out and cause splash marks)





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2.13.5 Old scars from previous burns or scalds which did not have appropriate treatment or were explained properly.

2.13.6 Scalds to the buttocks of a small child without burns to the feet, imply dipping into a hot bath or liquid.

#### 2.14 Fractures:

Fractures may cause pain, swelling and discolouration over a bone or joint. Non mobile children rarely sustain fractures. There are grounds for concern if:

2.14.1 The reason provided is vague, nonexistent or does not match the injury

2.14.2 There are associated old fractures

2.14.3 Medical attention is sought after a period of delay when the fracture has caused symptoms such as swelling, pain or loss of movement.

2.14.4 There is an unexplained fracture in a baby under one year old.

#### 2.15 Scars:

Numerous scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

#### 2.16 Recognising Emotional Abuse:

Emotional abuse may be difficult to notice, as the signs are usually behavioural rather than physical. The signs of emotional abuse might also suggest other kinds of abuse. The following are examples to be aware of:

2.16.1 Developmental delay

2.16.2 Abnormal attachment between a child and parent/carer – this can range from separation anxiety to no attachment.

2.16.3 Aggressive behaviour towards others

2.16.4 Scape-goated within the family

2.16.5 Frozen watchfulness, particularly in pre-school children

2.16.6 Low self-esteem and lack of confidence

2.16.7 Withdrawn or seen as a loner, difficulty relating to others

#### 2.17 Recognising Sexual Abuse:

Children of all ages may be sexually abused and are often scared to say anything due to guilt and/or



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fear. This is particularly difficult for a child to talk about. Recognition can be difficult unless a child discloses and is believed. There may be no physical signs and indications are likely to be emotional or behavioural. Some behavioural indicators are:

- 2.17.1 Inappropriate sexual conduct
- 2.17.2 Explicit behaviour, play or conversation inappropriate to the child's age
- 2.17.3 Touching of the private parts excessively
- 2.17.4 Self harm (including eating disorder) or self-mutilation
- 2.17.5 An anxious unwillingness to remove clothes

Some physical indicators are:

- 2.17.6 Pain or itching of the private parts
- 2.17.7 Blood on underclothes
- 2.17.8 Injuries to the private parts, bruising to the bottom, thighs or abdomen.

#### 2.18 Recognising Neglect:

Neglect can be noticed over a period of time and can cover different aspects of parenting. Signs may include:

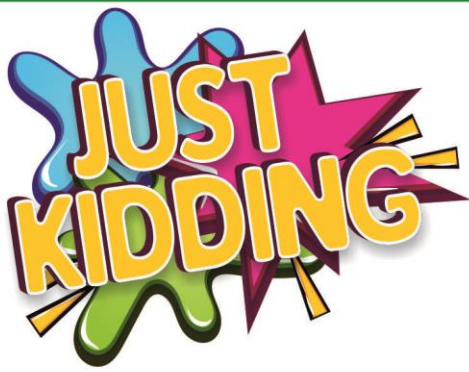
- 2.18.1 Failure by parents or carers to meet the basic essential needs, i.e. adequate food, clothing, warmth, hygiene and medical care.
- 2.18.2 A child seems to be listless, apathetic or unresponsive with no apparent medical cause.
- 2.18.3 Failure of a child to grow within normal expected pattern, with accompanying weight loss.
- 2.18.4 Child thrives away from their home environment.
- 2.18.5 Child is frequently absent from school
- 2.18.6 Child is abandoned or left alone for excessive periods.

### **3 Responding to Safeguarding Concerns**

All action is taken in line with the following guidance:

- Dfe Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges July 2015
- Working Together to Safeguard Children 2006 – A Guide to Inter-Agency working to Safeguard and Promote the Welfare of Children March 2013.
- Dfe What to do if you're worried a child is being abused March 2015

Staff and volunteers may become concerned about a person in a number of ways:



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3.11 A child, young person or vulnerable adult may tell (disclose) that s/he or someone else has been or is being abused

3.12 There may be concerns due to the person's behaviour or presentation

3.13 Concerns may be raised about the behaviour of an adult, who may be a member of staff, volunteer, another professional or a member of the public

3.14 A parent, carer, relative or member of the public might share their concerns about a child, young person or vulnerable adult

In all cases the following procedures must be followed.

3.2 When a child, young person or vulnerable adult wants to confide in you

- Stay calm and listen carefully to them
- Show them that you take what they are saying seriously
- Encourage the child, young person or vulnerable adult to talk, but do not interrupt whilst they are recalling events
- Ask questions only to clarify your understanding of what you are being told. Do not investigate. Do not ask them to repeat his/her account
- Do not promise to keep the information secret. Explain that you have to pass the information on to those who can help. Tell the child, young person or vulnerable adult what you are going to do next
- Do not confront any alleged abuser
- As soon as you can, write down what the young person has said, using the child's own words
- Report to your Designated Safeguarding Officer as soon as you can, and definitely before the end of the shift/day (see page 15 for relevant designated people.)

3.3 Reporting a young person's disclosure of abuse is not a betrayal of the young person's confidence. It is your duty and is also necessary to allow protective action to be taken in relation to the young person and any other children.

3.4 If you feel a young person may be going to tell you about abuse, but then stops or tells you something else, let them know that you are always ready to listen to them and/or remind them of the Childline number 0800 1111.

3.5 If the child, young person or vulnerable adult has communication difficulties or English is not



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their first language, pass this information on so that an appropriate interpreter can be identified.

3.6 Any member of staff, volunteer in our organisation who receives a disclosure of abuse or suspects that abuse may have occurred must report it immediately to the designated person for child protection or deputy.

3.7 If appropriate, the designated person for child protection must inform the LADO (Local Authority Designated Officer) at the local authority where the child lives, unless the child about whom there are concerns already has an allocated social worker, in which case this person will be contacted without delay.

3.8 Telephone referrals to the LADO Hackney 020 8356 4569/ Haringey 020 8489 1406, should be confirmed in writing within 24 hours.

3.9 In general, organisation staff will discuss their concerns with parents/carers and advise them of any referrals to the LADO, unless it is considered that to do so will place the child at risk of harm. Advice will be taken from the investigating agencies if there is any doubt.

4 The Designated Safeguarding Officer will assist the investigating agencies to make enquiries into concerns of child welfare. This will include ensuring our organisation is represented at Child Protection Conferences and that information about the child is provided as required.

4.1 The Designated Safeguarding officer will be responsible for co-ordinating action and liaising with other agencies and support services over child protection and other safeguarding issues.

4.2 Confidentiality must be maintained and information relating to individual children/ young people shared with staff on a strictly need to know basis. Any information is shared under the guidance of the Area Child Protection Committee.

4.3 We understand that concerns about significant harm may arise about children who already have an allocated social worker and we will pass on such concerns without delay.

4.4 Every member of staff has an individual responsibility for child protection. Where there is



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concern about a child's welfare and the designated person is not available, or it is felt that he is not taking the concerns seriously, another person in the school management team should refer to the Children's Services Social Care local office (Contact Details on Page 15).

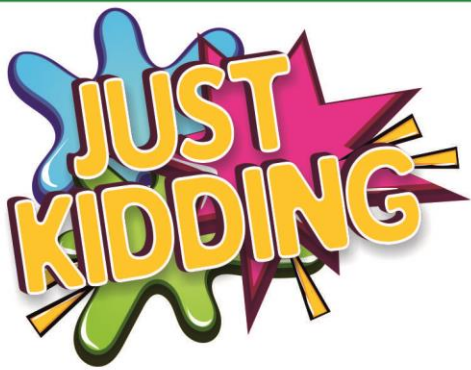
#### **4. Concerns about Staff/Volunteer Behaviour towards Children**

What to do if a child makes a disclosure of abuse or harm: If a child in the setting discloses that they have been abused or feel at risk of harm, it should be reported without delay to the LADO, and as appropriate the local authority children's social care and the police. Information around the safeguarding concern should be stored securely and access to these records should be limited to the DSL or other appropriate senior workers.

Working alone with children: It is generally best practice not to work alone with a child. In situations where this is unavoidable, it may also be appropriate to invite a parent, carer or trusted adult to be present during the session, or to wait in a separate room during the session. It is good practice to discuss the details of the session with the child and their parent or carer, and to gain written consent. If unexpectedly working alone with a child the session should take place within view of others, and the supervisor or DSL should be informed.

4.0 Local procedures plus the Government guidance 'Working Together to Safeguard Children, Appendix 5: Procedures for Managing Allegations against People who Work with Children' and Dfe Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges March 2015, Part 4: Allegations of Abuse made against Teachers and other staff.

4.1 All concerns/allegations about adults who work in our organisation will be taken seriously and will be dealt with by the Designated Safeguarding Officer. She will contact the Officer for Child Protection (who is the Local Authority Designated Officer- LADO) for consultation (Contact Details on Page 15). The LADO will record the consultation and will advise on the appropriate action that needs to be taken, which could include a referral to investigating agencies. (If the LADO is not available, there should be no delay in taking advice or referring to Children's Services Social Care.) Due recognition will be paid to the stress caused by such an allegation and appropriate skills deployed to balance the needs of the child and support for the member of staff. However, the needs of the child must take precedence (Children Act 1989, Section 1 (1) (b)).



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4.2 Where the allegation is against the Designated Safeguarding Officer, other than the Deputy, the Deputy will take responsibility for dealing with the issue and in consultation with the Senior Lead For Safeguarding. Where the allegation is against the Deputy the Senior Lead will take responsibility for dealing with the issue.

4.3 Where a member of staff or a volunteer is dismissed from the organisation or internally disciplined because of misconduct relating to a child, we notify the Department of Health administrators so that the name may be included on the List for the Protection of Children and Vulnerable Adults.

## 5. Record Keeping

5.0 Any member of staff or volunteer receiving a disclosure of abuse, or noticing possible abuse, must make an accurate record as soon as possible, noting what was seen or said (recording the pupil's own words as far as possible) putting the event into context, and giving the date, time and location. Information should be recorded in non-judgmental, non-emotive terms.

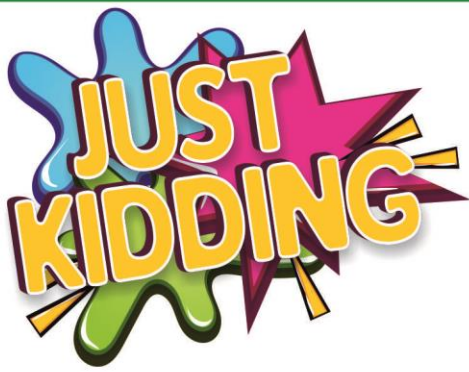
Staff makes a record of:

- The child's name;
- The child's address;
- The age of the child;
- The date and time of the observation or the disclosure;
- An objective record of the observation or disclosure;
- The exact words spoken by the child;
- The name of the person to whom the concern was reported, with date and time; and
- The names of any other person present at the time.

All records must be dated and signed.

5.1 All hand-written records will be retained, even if they are subsequently typed up in a more formal report.

5.2 The Designated Safeguarding Officer must keep all written documents relating to a



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safeguarding issue in a secure place. There is a secure folder for all electronic documents.

5.3 Files relating to concerns about children will include a chronology of incidents and subsequent actions/outcomes. These detailed records should be kept until Just Kidding is confident that the information is held accurately with the agency responsible for taking further action to safeguard the child, young person or vulnerable adult i.e. partner agencies, social services or the police. A chronology of decisions made and actions taken can then be kept on file, once the detailed records are deleted or destroyed. This record should be held for 50 years.

#### 5.4 Missing child

If a child is missing, the DSL or senior staff member should conduct a search. Alternatively, lone providers should put in place contingencies to ensure someone is available to look for missing children. If the child is under the age of 5, the police should be contacted immediately. Otherwise, depending on the child's age, the parent or carer should be contacted to establish whether they have returned home. Parents or carers are responsible for contacting the police when appropriate. Providers can contact the police on the parent's/carer's behalf with agreement, or without agreement if the child is at significant risk of harm.

#### 5.5 Online Safety

##### **Overview:**

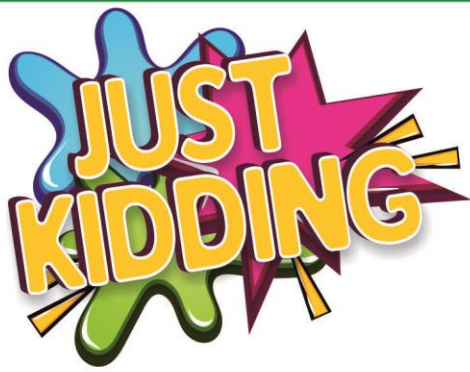
Just Kidding is committed to ensuring the online safety and well-being of all children and young people engaging with our organization. This policy outlines our approach to online safety, recognizing the importance of children's access to technology and the potential risks they may encounter online.

##### **Supervision and Access:**

Children may only use Just Kidding computers with supervision.  
Two responsible adults will be present during all online workshops.  
All online workshops will be recorded to ensure the safety and security of all participants.

##### **Online Safety Awareness:**

All adults working with Just Kidding should have a good general understanding of the different risks young people can face online and be capable of having positive conversations about



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online safety with young people.

#### **Protection and Education:**

Just Kidding's approach to online safety aims to protect and educate children in their use of technology. We establish mechanisms to identify, intervene in, and escalate any incidents where appropriate, ensuring a safe online environment.

#### **Policy Details:**

Settings providing access to the internet must have an online safety policy for both staff and children. This policy will outline specific procedures and codes of conduct for children and staff to follow. The setting should have appropriate filters and monitoring systems in place to ensure online safety. Recognizing that the online world is constantly evolving, we are committed to staying updated on the latest online safety practices and technologies and will adapt our policy as needed.

## **6. Safe Recruitment**

6.0 Any job description makes reference to the responsibility for safeguarding and promoting the welfare of children.

6.1 The person specification includes specific reference to suitability to work with children and where work relates to children under the age of 8, a signed declaration that they are not 'disqualified by association'.

6.2 Our organisation obtains and scrutinises comprehensive information from applicants, and takes up and satisfactorily resolves any discrepancies or anomalies.

6.3 Our organisation obtains two independent professional and character reference (One should be a recent employer) that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns.

6.4 Our organisation conducts a face-to-face interview that explores the candidate's suitability to work with children as well as their suitability for the post, and





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6.5 Conducts other checks as detailed in the standards of part 4 of the regulations concerning verifying the successful applicant's identity; their academic or vocational qualifications; previous employment history and experience; medical fitness; criminal record and that they have not been barred from working with young people.

6.6 All new staff members are subject to an enhanced DBS Check, based on levels of contact with children.

6.7 Our organisation will conduct repeat checks every 3 years on every member of staff who works directly with, or has regular contact with, children and young people.

6.8 All paperwork to be kept in staff files

## **8. Confidentiality**

8.1 All staff and volunteers are aware that they must not promise to keep 'secrets' with children and that if children disclose abuse this must be passed on to the Designated Safeguarding Officer as soon as possible and the child should be told who their disclosure will be shared with.

8.2 Staff will be informed of relevant information in respect of individual cases regarding child protection on a "need to know basis" only.

8.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

This policy is further supported by additional policies and guidelines:

- Leasing Of Premises
- Whistleblowing Policy
- Anti-Bullying Policy
- Vulnerability of Some Groups of Children – Care of Disabled Children
- Changing in Dressing Room Policy
- Use of Photographic, Video Recording, Image Recording and Phone Camera Use
- Trips, Tours and Holiday Clubs



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- E-Safety Policy
- Health & Safety Policy
- Home Visit Policy
- Prevent- Anti Terrorism policy
- Behaviour policy
- GDPR
- Equality and Diversity Policy
- Online Safety Policy

It is crucial to note key elements of Health and Safety Policy which is:

Providers have a legal duty of care to try to ensure the environment is safe for people who attend. Reasonable steps should be taken to ensure people will be safe using the venue. Risk assessments should be reviewed and updated every year. Providers with 5 or more staff must write this down as part of a health and safety plan. Providers should also have first aid training and a first aid kit. A plan should be in place to help staff respond effectively to an emergency, and all providers must have a fire safety and evacuation plan.

**Crucial Contacts:**

Designated Safeguarding Lead:  
Mrs Elka Katz  
Mobile No: 07814042737

Deputy:  
Mr Solomon Berkowitz  
Mobile No: 07930195800

Senior Lead for Safeguarding:  
Mrs Feige Krausz  
Tel No: 020 8442 4275



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Children Social Care  
First Response: 020 8356 5500  
Email for CSC is [FAST@hackney.gov.uk](mailto:FAST@hackney.gov.uk)  
Board Tel No is 020 8356 4183

Local Authority Designated Officer (LADO)  
Email: [lado@hackney.gov.uk](mailto:lado@hackney.gov.uk)  
Tel: 020 8356 4569

Safeguarding Hub (MASH) Hackney Council  
[MASH@hackney.gov.uk](mailto:MASH@hackney.gov.uk)  
020 8356 5500

Prevent Team Multi Agency  
[Prevent@hackney.gov](mailto:Prevent@hackney.gov).

## Appendix 1

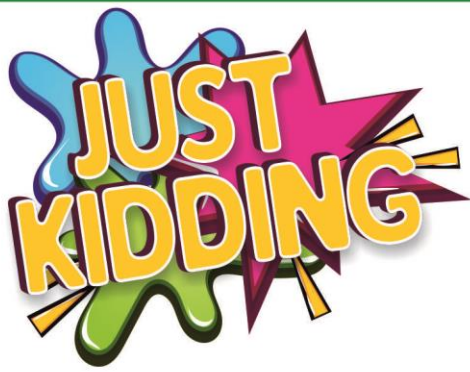
### Just Kidding - Code of Behaviour for Adults Working With Children.

This behaviour code outlines the conduct expected of staff and volunteers from Just Kidding, and staff from other organisations who engage with children and young people through Just Kidding and its activities, including agency staff, interns, students on work placements and self-employed persons subcontracted to undertake specific duties.

It has been informed by the views of children and young people.

#### Purpose

Following this code will help to protect children from abuse and inappropriate behaviour from adults. It will also help staff and volunteers to maintain the standard of behaviour expected of them and will reduce the possibility of unfounded allegations of abuse made against them.



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Upholding this code of behaviour

All members of staff and volunteers are expected to report any breaches of this code to our Designated Safeguarding Officer under the whistle-blowing procedure or, if necessary under child-protection/safeguarding procedures.

Staff and volunteers who breach this code of behaviour may be subject to Just Kidding's disciplinary procedures. Any breach of the code involving and volunteer or member of staff from another agency may result in them being asked to leave Just Kidding.

Serious breaches may also result in a referral made to a statutory agency such as the police and the local authority children's social care department.

The role of staff and volunteers

When working with children and young people for Just Kidding, all staff and volunteers are acting in a position of trust. It is important that staff and volunteers are aware that they may be seen as role models by children and young people and must act in an appropriate manner at all times.

When working with children and young people, it is important to:

- Operate within Just Kidding's principles and guidance and any specific procedures
- Follow the Just Kidding's child protection/Safeguarding procedures at all times
- Follow the Just Kidding's child protection/Safeguarding procedures at all times
- Listen to and respect children at all times
- Avoid Favouritism
- Treat children and young people fairly and without prejudice or discrimination
- Value and take children's contributions seriously, actively involving children and young people in planning activities wherever possible,
- Ensure any contact with children and young people is appropriate and relevant to the work of the project,
- Ensure language is appropriate and not offensive or discriminatory
- Follow the e-safety policy and report any breaches
- Ensure equipment is used safely and for its intended purpose
- Provide examples of good conduct you wish children and young people to follow
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse



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- Ensure that whenever possible, there is more than one adult present during activities with children and young people or, if this isn't possible, that you are within sight or hearing of other adults,
- Be close to where others are working. If a child specifically asks for, or needs some private time with you, ensure other staff should know where you and the child are,
- Respect a young person's right to personal privacy
- Encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Recognise that special caution is required when you are discussing sensitive issues with children or young people

You must not:

- Patronise or treat children as if they are silly
- Allow allegations to go unreported
- Develop inappropriate relationships such as contact with children and young people that is not a part of the work of Just Kidding or agreed with the project manager
- Conduct a sexual relationship with a child or young person or indulge in any form of sexual contact with a child or young person. Any such behaviour between an adult member of staff or volunteer and a child or young person using the services of Just Kidding represents a serious breach of trust on the part of the staff member or volunteers and is not acceptable under any circumstances.
- Let children and young people have your personal contact details (mobile number or address)
- Make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people
- Act in a way that can be perceived as threatening or intrusive
- Make inappropriate promises to children and young people, particularly in relation to confidentiality
- Either exaggerate or trivialise child abuse issues
- Rely on your reputation or that of the organisation to protect you
- Take unnecessary risks when common sense, policy or practice suggest a more prudent approach

Adopt an attitude of complacency with regard to your own conduct.



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## Appendix 2

### Just Kidding Code of Behaviour for Children and Young People

This code has been developed in order to provide children and young people with advice on the behaviour that is expected of them when attending and using the facilities of Just Kidding. It has been shaped by the views of children and young people.

#### Purpose

To ensure children and young people are treated fairly by all adults working with them at Just Kidding and know what is expected of them.

#### Basic Principles

This code of behaviour for children and young people is intended to:

- Identify acceptable behaviour for children and young people
- Promote self-respect and self-control
- Raise children's and young people's self-esteem and self-confidence
- Encourage individual responsibility for behaviour and outline the consequences of poor behaviour
- Encourage children and young people to recognise and respect the rights of others
- Encourage cooperation at all times in all situations
- Promote the values of honesty, fairness and respect
- Anticipate and resolve any conflict that may arise
- Ensure that children and young people are aware of the point that sanctions will be put into place.

#### Dos and Don'ts

Children and Young People are expected to:

- Cooperate with each other
- Be friendly
- Listen to each other
- Be helpful



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- Follow this code of behaviour and other rules
- Have good manners
- Join in
- Respect each other's differences
- Treat staff and volunteers with respect
- Report anything that worries or concerns them to Mrs Elka Katz- Designated Safeguarding Officer.

#### **Children and Young People Should Not:**

- Pick on or make fun of each other
- Bully each other
- Stare at others
- Yell or shout at others
- Be abusive
- Use equipment to be abusive (e.g. mobile phones to send nasty messages, photos without permission, nasty emails.)

#### **Breach of this Code of Conduct**

This code of conduct is only useful if it forms a part of a process for guiding children and young people to receive appropriate support.

It is the responsibility of our Designated Safeguarding Officer to ensure that all children and young people attending Just Kidding are informed of this code of conduct and confirm with them that they have seen, understood and agreed to follow it. Children and young people must also be made aware of the consequences if they breach the code.

#### **Following the Traffic Lights System:**

1. If a child or young person breaches the code of conduct, the most appropriate sanction for a minor of first time breach will be to remind him/her about the code of conduct and ask him/her to



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comply with it. Children and young people will be given the opportunity to reflect, enabling them to plan a positive response, with support from either staff or mentors.

2. If, having followed the above step the child or young person continues to exhibit inappropriate behaviour, she or he should be referred to the appropriate member of staff who will give her or him a formal, green light warning. Supportive interventions may need to be identified at this stage. The action should also be recorded in the discipline book and parents/carers informed.
3. Any further persistent inappropriate behaviour will result in a more serious sanction being imposed (e.g. Restriction/suspension from the project facilities). This is a yellow light warning. Again, supportive interventions may need to be identified at this stage. This action should also be recorded in the discipline book and parents/carers informed.
4. If these interventions are still not effective in helping the child/young person to change his or her behaviour, a red light warning may be needed, with further sanctions. It may be that at this point, Just Kidding will discuss with the child or young person and his/her family a possible referral for further support from other services.

### **Use of Child Protection Procedures**

If staff at Just Kidding become concerned that a child's behaviour suggests either that he/she may be at risk of serious harm or that he/she may present a risk of significant harm to other children, Just Kidding's child protection procedures will be followed and a referral may be made to the local authority children's social care department.

### **The Role of parents and carers**

Young & Inspire welcome and encourage parental involvement. Parents and carers are regarded as valuable partners in promoting positive behaviour and will be involved as appropriate.

In the event of their child becoming the subject of behaviour sanctions, parents and carers will be informed and involved.

In the event of child protection procedure being necessary, discussions with the child and his/her family will take place at the earliest opportunity, except in situations where this would possible endanger a child's safety or interfere with a police investigation.





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## Appendix 3

### Anti-Bullying Policy

Bullying is not always easy to define but includes:

- deliberate hurtful behaviour, hostility and aggression towards a victim
- a victim who will often be weaker and less powerful than the bully or bullies
- an outcome which is always painful and distressing for the victim
- physical: pushing, kicking, hitting, pinching, poking or any other form of physical contact which is harmful to the victim, theft
- verbal: name-calling, sarcasm, spreading rumours, persistent teasing, swearing
- emotional: including, tormenting, ridicule, humiliation, isolation, sending hurtful text messages
- emotional and verbal bullying can be more difficult to cope with or prove than physical bullying
- racist: racial taunts, gestures, graffiti
- sexual: unwanted physical contact, abusive sexual comments, sexual innuendos, graffiti
- homophobic: taunts, teasing about the victim's sexuality, gestures, spreading rumours, sexual innuendos, unwanted physical contact, graffiti
- disability: taunts, gestures, graffiti, unwanted physical contact, teasing about the victim's disability
- e- bullying – texting, filming on mobiles, posting on social networks hurtful / humiliating content

#### **If bullying occurs our organisation will:**

- take all signs of bullying very seriously
- encourage children to speak and share their concerns
- have a clear anti-bullying policy to which staff, volunteers, parents / carers, children / young people sign up to
- improve supervision
- hold discussions on bullying where appropriate



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#### **If bullying occurs our organisation will:**

- take the problem seriously
- investigate it
- talk to the bullies and victims separately
- decide on appropriate action

#### **Responding to suspected bullying:**

- Help the victim speak out
- Take action to ensure the victim is safe
- Inform parents / carers of victim
- Hold a follow-up meeting with the victim and their families to report progress
- Talk to the bully to see if the allegation has any foundation, ideally not one-to-one
- Try to get the bully/ies to see the consequences of their behaviour
- Support / encourage bullies to change behaviour 12
- Obtain an apology from bully/ies to victim
- Inform parents / carers of the bully/ies
- Impose appropriate sanctions against bully/ies in consultation with the parents / carers. These may result in the bully/ies being asked to leave
- Hold a follow-up meeting with the bully/ies and their families to report progress
- Provide support to staff / volunteers of bullies and victims
- Inform relevant members of the organisation about the incident and any action taken
- Keep a written record of incidents and action taken
- Report any concerns to the Designated Safeguarding Officer

#### **Prevent**

(Radicalisation of vulnerable people)

**Radicalisation** is defined as the process by which people (children or adults) begin to support terrorism and violent extremism and in some cases, to then participate in terrorist groups. Radicalisation is the process where someone has their **vulnerabilities** or susceptibilities exploited towards crime or terrorism – more often by a third party, who has their own agenda; this may take place face to face or via social media or the internet.



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Prevent is a vital part of the UK's counter-terrorism strategy, to stop people becoming terrorists or supporting terrorism. It seeks to:

- Respond to the ideological challenge of terrorism and aspects of extremism, and the threat we face from those who promote these views;
- Provide practical help to prevent people from being drawn into terrorism and ensure they are given appropriate advice and support;
- Work with a wide range of sectors where there are risks of radicalisation and a multi-agency approach is needed including education, criminal justice, faith, charities, the internet and health.

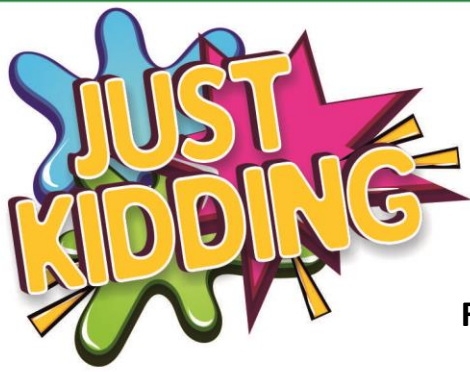
Prevent addresses all forms of terrorism, including Far Right extremism and some aspects of non-violent extremism. Work is conducted with the Police, Local Authorities, Government Departments and health services.

Channel is a multi-agency process within Prevent, which aims to support those who may be vulnerable to being drawn into violent extremism. It works by Identifying individuals who may be at risk, assessing the nature and extent of the risk; and where necessary, referring cases to a multi-agency panel which decides on the most appropriate support package to divert and support the individual at risk.

The key challenge is to be vigilant for signs that someone has been or is being drawn into terrorism. Examples of concerns could be overhearing a staff member's conversation or a service user being encouraged to finance this type of activity. The Charity Safeguarding/Prevent Lead will advise and signpost in raising concerns following the referral pathway in line with the policy and procedure.

**It is important to note that prevent operates within the pre-criminal space and is aligned to the multi-agency safeguarding agenda.**

- **NOTICE** – if you have a cause for concern about someone, perhaps their altered attitude or change in behaviour
- **CHECK** - discuss concern with appropriate other (safeguarding lead)
- **SHARE** – appropriate, proportionate information (safeguarding lead/police)



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### Reporting Diagram

