



## The Armitage Foundation Safeguarding Policy

### Statement

This policy applies to all staff and parties working with participants of The Armitage Foundation programmes on activities organised and/or delivered by the Foundation. This includes senior managers, trustees, board members, paid staff, freelance contractors, or anyone working on behalf of The Armitage Foundation.

The Armitage Foundation believes that a child, young person or vulnerable adult should never experience abuse of any kind. We all have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

The purpose of this policy:

- a) to protect participants including children and young people who take part in our programmes and events
- b) to provide staff and those to whom this policy applies with the overarching principles that guide our approach to child protection and protect them from unfounded accusations or from behaving in ways which may be well intended but inadvisable.

The policy will be reviewed annually by the Designated Safeguarding Officer and Safeguarding Trustee, with recommendations for changes signed off by the Chief Executive and reported to the Board of Trustees.

#### a. Definitions

**Child** is someone under the age of 18

**Child abuse** is when any child is being harmed. Abuse can include physical, sexual, or emotional abuse, or take the form of neglect.

**Working with children** is defined as those who are engaged in an activity on behalf of or funded by us that involves direct contact with, or facilitates access to, children.

**Participant/ student** refers to individuals that take part in a TAF programme.

Most participants are under 18. The procedures outlined in this policy apply to all participants.

**Ambassador** refers to the Armitage Foundation's Student Ambassador who, while employed by the partner university, represents the Foundation and its ethos.

## b. Legal Framework

This policy has been based on law and guidance that seeks to protect children, namely:

- (1) Children Act 1989
- (2) United Convention of the Rights of the Child 1991
- (3) Data Protection Act 1998
- (4) Sexual Offences Act 2003
- (5) Children Act 2004
- (6) Protection of Freedoms Act 2012
- (7) Working Together to Safeguard Children 2015
- (8) Relevant government guidance on safeguarding children

## c. We recognise that:

- (1) The welfare of the child is paramount, as enshrined in the Children Act 1989
- (2) All participants, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- (3) All staff and volunteers who come into contact with participants have a duty to remain alert to their needs and any risks of harm
- (4) The Armitage Foundation's staff, Ambassadors and Trustees have a responsibility to report concerns about any participant or adult to the relevant authorities

## d. We will seek to keep participants and young people safe by:

- (1) valuing them, listening to and respecting them
- (2) appointing and training Designated Safeguarding Officers (DSO)
- (3) adopting child protection practices through procedures and a code of conduct for staff, volunteers, trustees and donors
- (4) developing and implementing an effective e-safety policy and related procedures
- (5) providing effective management for staff through supervision, support and training
- (6) recruiting staff and volunteers safely, ensuring all necessary checks are made
- (7) sharing information about child protection and good practice with children, parents, staff and volunteers
- (8) sharing concerns with agencies who need to know, and involving parents, carers and children appropriately
- (9) using our procedures to manage any allegations against staff and volunteers appropriately
- (10) creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- (11) ensuring we have effective complaints and whistleblowing measures in place

## e. Responsibilities

The Armitage Foundation have appointed a Designated Safeguarding Officer, who is trained by NSPCC. They will be supported by the Chief Executive, who reports directly to Trustees. See section 4c for further details of the roles.

Designated Safeguarding Officer (DSO): Adilla Allebone-Parish Contact:  
[adilla@armitagefoundation.com](mailto:adilla@armitagefoundation.com) 07970489080

Lead Trustee for safeguarding: Adam Gordon [agordon@chestnutgrove.wandsworth.sch.uk](mailto:agordon@chestnutgrove.wandsworth.sch.uk)

Senior Lead for Safeguarding: Daniel Huf, COO

Contact: [leadership@armitagefoundation.com](mailto:leadership@armitagefoundation.com)

#### f. Key contacts

- i) To find contact details for child services in other local councils:  
<https://www.gov.uk/reportchild-abuse-to-local-council>
- ii) NSPCC 24-hour helpline: 0808 800 5000
- iii) A primary contact will be identified within each partner school. Any concerns will be passed onto the partner school by the DSO.

### 1. Safeguarding code of conduct

When acting in any capacity on behalf of The Armitage Foundation, individuals commit to respecting, promoting, upholding and protecting, always, the rights of the child as set out in the UN Convention on the Rights of the Child.

This code of conduct has been put into place to reduce the likelihood of participants coming to harm, and to protect staff, volunteers and Ambassadors from allegations of harm against children and young people. Anyone found to be in breach of our Code of Conduct will be subject to disciplinary action which may include dismissal or termination of other arrangement with us.

We reserve the right to report any individual who is suspected of harming a participant to the relevant authorities. Individuals interacting directly with children and young adults on TAF's programmes are required to adhere to the Foundation's safeguarding code of conduct below:

1. Prioritise the safety and wellbeing of the child and vulnerable adult always
  - i) If you feel anyone is behaving inappropriately around participants, you have a duty to report your concern immediately through the Foundation's Safeguarding Procedure
  - ii) Remember that abuse can be committed peer on peer and all concerns should be reported
  - iii) Remember they are children first, and contributors or participants second
  - iv) Respect a participant's background, culture and traditions and be mindful of any behaviour that may offend his/her beliefs
  - v) Listen to and respect participants always; don't patronise them
  - vi) Avoid favouritism, and treat participants fairly and without prejudice or discrimination
  - vii) Do not permit abusive activities amongst and/or directed towards participants (e.g. bullying, ridiculing, name calling, exclusion, racism, sexism, homophobia, xenophobia and other forms of intolerance)
2. Always act within professional boundaries

- i) Avoid physical contact with participants e.g. hugging. Always be mindful of how your conduct could be perceived.
- ii) Avoid one-to-one interactions with participants. If this is unavoidable, keep the interaction as professional and transparent as possible, for example:
  - (1) Remain in an open space
  - (2) Let somebody else know where you will be working and who with
  - (3) Never be alone with a participant in a room with the door shut
- iii) Ensure all contact with participants is essential to the programme you are working on.
- iv) Never give out your personal contact details, and do not 'friend' or 'follow' participants you are working with on social networking sites.
- v) Do not consume alcohol or drugs when responsible for running an activity or programme. When attending events where young people are present e.g. celebration dinners, alcohol should only be consumed in moderation and should not impact on your behaviour or your ability to act within professional boundaries.
- vi) Do not agree to meet a participant outside of your professional capacity.
- vii) Never lose sight of the fact that you are with children - behave appropriately and use appropriate language always and challenge inappropriate language used by participants.
- viii) Do not accept or give personal gifts to a participant.

## 2. Procedures for Programme Activities

- i) Partner organisations
 

Partner organisations have responsibility for participants whilst they are in their care. Partners must agree to have implemented a safeguarding policy and procedures in line with best practice in the sector or to adopt the Foundation's policy. All formal or contractual arrangements with partners, individuals, groups or organisations which come into contact with children and vulnerable adults must include safeguarding responsibilities.
- ii) Programmes and events run by TAF
 

Where the Foundation is responsible for delivering a programme for children or young people the following activities will take place:

  - (1) All lead TAF staff to be externally safeguarding trained
  - (2) A lead safeguarding contact to be named for each programme
  - (3) Partner schools will be asked to provide details of their safeguarding link, to whom any concerns will be identified
  - (4) Temporary staff e.g. Ambassadors will be recruited by universities and must attend interview and undergo a DBS check
  - (5) Safeguarding training to be delivered to all Ambassadors
  - (6) Risk assessment to be carried out, including safeguarding risks
  - (7) Participants to be notified of who to go to if there are problems
  - (8) Parental or carer consent sought for attendance, where appropriate
  - (9) A logbook taken to record concerns
  - (10) DSO to be on call to support with arising concerns
  - (11) Codes of conducts to be signed by all Ambassadors

## 3. Online and media

- i) Photography

Partner schools will ensure that letters of consent are issued to participants, to be signed by a parent or guardian prior to the start of the programme. Ambassadors and staff may not use personal devices to take photographs of participants.

For the purpose of taking photos during programmes or events, TAF will request access to a device belonging to the partner school, or provide a device to the Ambassadors. Photos taken on these devices may be posted on TAF social media accounts directly or emailed from either a partner school's email address or TAF email address for future posting. Where a photographer is at an event, photography consent will be shared with the photographer and participants without consent identified. Participants will also be told that photography will be taking place and to speak to a member of staff if they have concerns. If a participant asks for their photograph to be removed from any promotional material, the Foundation will make arrangements for this to happen as quickly as possible.

#### ii) Social media

The Armitage Foundation has company accounts for social media including Twitter, Facebook, Instagram and LinkedIn as well as a company website. These accounts are monitored by a member of staff and any inappropriate or concerning comments are removed, where possible. If safeguarding concerns arise from these mediums, the reporting process in section 5 should be followed.

Staff and Ambassadors are not to follow or engage with participants using their own personal social media accounts.

## 4. Staff roles and training

#### i) Safeguarding vulnerable groups

As a service provider, we work with Ambassadors who are employed by their university and hospital volunteers, all of whom will adhere to their organisations' safeguarding procedures as well as being made aware of the Foundation's. The Disclosure and Barring scheme is designed to give greater protection to vulnerable groups. Partner organisations are obliged to check that potential new Ambassadors and volunteers who will be in contact with young people are not on the Barred List before allowing them to work for us.

#### ii) Training

All staff will be given this policy as part of their induction. Roles that work with young people directly i.e. Programmes team, will be required to attend safeguarding training. Internal safeguarding training will be held annually for all staff.

#### iii) The role of the Designated Safeguarding Officers

The role of the DSO is to deal with all instances involving child protection and safeguarding that arise within the organisation. They will respond to all child protection concerns and enquiries. They will be responsible for reporting concerns to local authorities and updating policies and procedures annually. Training will be provided, as appropriate, to ensure that staff are aware of these procedures. Specialist training will be provided for the DSO and any

named deputies. Should you have any suspicions or concerns relating to the designated safeguarding officers, contact the CEO.

## 5. Procedures for dealing with disclosures and reporting

### **i) Dealing with disclosures or concerns about a child or young person**

If you have concerns about the welfare of a young person, you should report this to the DSO as soon as possible, see appendix 8 for types of abuse and indicators. A young person may disclose to you directly i.e. share some information with you, or you may see something that concerns you, for example in a message online. If this happens please follow the steps below:

- a) Remember the welfare of the young person is paramount- ensure that the young person is safe in the immediate space
- b) Listen carefully to the individual Avoid expressing your own views on the matter. A reaction of shock or disbelief could cause the young person to 'shut down', retract or stop talking. Do not interrupt or ask leading questions
- c) Let them know they've done the right thing. Reassurance can make a big impact to the young person who may have been keeping the abuse secret.
- d) Explain what you'll do next. If age appropriate, explain to the young person you'll need to report the abuse to someone who will be able to help. You must make sure you do not promise to keep it a secret, you have a responsibility to report any abuse.

### **ii) Reporting a disclosure**

- a) Don't delay reporting the abuse. Report any concerns as soon as possible so details are fresh in your mind and action can be taken quickly.
- b) If you have a concern about the safety or wellbeing of a participant, the Lead Ambassador should report any concerns to the link teacher at the school immediately before leaving the premises in the case of live programmes or asap in the case of online programmes.
- c) In the case of a high risk situation the, child should not be able to leave the site at the end of the session and must be spoken to by the DSL before this happens to assess the risk and decide on next steps – any incident which puts a child in immediate harm
- d) If an Ambassador or TAF staff member has any concerns about the conduct or wellbeing of another Ambassador or young person who doesn't attend the school in question, any concerns should be reported immediately to The Armitage Foundation's DSO or, if the DSO is unavailable, the lead safeguarding officer or safeguarding trustee (details above). Reports should be factual; reporters should avoid conveying views or opinions.

### **iii) Reporting welfare concerns**

If you have concerns about a young person's welfare or behaviour, but they have not made a direct disclosure, you should still report this to teacher in the case of school pupils or the Designated Safeguarding Officer in the case of other young people, and make a written record, where appropriate.

### **iv) Reporting Female Genital Mutilation**

In the first instance, concerns should also be reported your school safeguarding link or, if unavailable, to your DSO, who will speak direct to the school link. In accordance with the

Keeping Children Safe in Education Document 2020, the school safeguarding lead will contact the police.

**v) Reporting radicalisation**

In the first instance, concerns should also be reported to your DSO. If you think a young person is in danger call the police on 999 or call NSPCC on 0808 800 500 straight away.

**vi) Confidentiality**

As detailed in the reporting a disclosure section, it is important that you keep any disclosures that a young person makes confidential. Any concerns that you report will also be held confidentially and only shared with staff or authorities that need to know the information

**vii) Information sharing**

Data protection is not a barrier to sharing concerns about a young person. Always be open and honest about what you will do with the information. You should try to gain consent from a young person to share their information but do not let “no consent” prevent you from sharing. If you have any concerns about information sharing, contact the NSPCC helpline for advice.

**viii) Record keeping**

Scanned copies of safeguarding and incident report forms will be saved on the shared drive in a locked folder, accessible to DSOs and CEO. These will be retained for 7 years, after which details will be redacted to show student in question and outcome of the incident.

## 6. Safeguarding and incident report form

The below form can be accessed through the shared drive and is saved in Programmes, Ambassadors, Safeguarding folder. You should complete this form and refer to the DSO.

### Armitage Foundation Safeguarding and Incident Report Form

Date of disclosure	
Time (as close as possible)	
Student/person concerned	
Programme and year	
Student School	
Disclosure method	
Reported by	
Reported to	
Description of disclosure	
Immediate response/ actions taken	
Summary of steps taken and outcomes	
Date resolved	
Staff signed off by	

## 7. Procedures for managing allegations against staff and Ambassadors

The Armitage Foundation will take seriously and investigate allegations that are made against staff, Ambassadors or volunteers. An allegation may relate to a member of staff or volunteer who works for the Foundations who has:

- (1) Behaved in a way that has harmed a young person, or may have harmed a young person;
- (2) Possibly committed a criminal offence against or related to a young person; or
- (3) Behaved towards a participant in a way that indicates they may pose a risk of harm to children or young people

### **Reporting an allegation**

All staff members have a responsibility to protect participants from harm and should report any allegations as soon as possible. Allegations should be reported to the senior lead for safeguarding, or where the senior lead is the subject of an allegation, the chair of the board. This is so that any relevant disciplinary action can be effectively carried out.

### **Managing the allegation**

The senior lead for safeguarding should contact the local authority safeguarding contact and/or police to discuss the case as soon as possible.

The allegation will be considered against three strands:

- (1) If a police investigation is needed for a possible criminal offence
- (2) Notifying children's social care to protect the child
- (3) The Foundation's own disciplinary action in respect of the individual

### **Determining outcomes**

The senior safeguarding lead will work with relevant authorities to determine an outcome of the allegation. These will be:

- (1) Substantiated: there is sufficient evidence to prove the allegation;
- (2) Malicious: there is sufficient evidence to disprove the allegation and there has been a deliberate act to deceive;
- (3) False: there is sufficient evidence to disprove the allegation;
- (4) Unsubstantiated: there is insufficient evidence to either prove or disprove the allegation. The term, therefore, does not imply guilt or innocence

### **Supporting the young person**

In cases where a young person may have suffered significant harm, or there may be a criminal prosecution, children's social care services, or the police will be notified

### **Supporting Employees**

The allegation will be dealt with as quickly as possible, with consideration for a fair and consistent approach that provides effective protection for the young person and the person subject to the allegation

- (1) Suspension of the person subject to the allegation may be required. All options to avoid suspension will be considered prior to taking this step
- (2) If an employee is suspended, the Foundation will provide a named contact who will liaise with the employee during this period Supporting parents
- (3) Parents or carers should be made aware of any allegations, unless this increases risk to the young person
- (4) Parents and carers should be kept informed about progress and told about the outcome of the investigation, including disciplinary action

## 8. Types of abuse and indicators

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Abuse can take a number of forms, which are not mutually exclusive. It can include direct ill-treatment or the impairment of health or development through neglect. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children. For the purposes of making children the subject of a child protection plan, there are four categories of abuse:

- i) physical
- ii) sexual
- iii) neglect
- iv) emotional

Working Together to Safeguard Children (2015) states that LSCBs, local authorities and their partners should also be commissioning and providing services for young people at risk of:

- i) child sexual exploitation
- ii) female genital mutilation
- iii) radicalisation

These are defined below, along with some of the main indicators.

Any degree of abuse is a matter for concern. Local authorities and agencies are charged with identifying and helping all children or vulnerable people about whom there are any concerns. Trained professionals assess concerns according to agreed frameworks and procedures.

Staff should seek advice on and/or report any suspected or alleged abuse, even if it appears insignificant. There may be other undisclosed aspects of abuse which, when considered together, may add up to a more serious concern.

Recognising child abuse is not easy, and it is not the responsibility of The Armitage Foundation Ambassadors and employees to decide whether or not child abuse has taken place or if a child is has been harmed or is at risk of harm. They do, however, have a responsibility to act if they have a concern about a child's welfare or safety.

### a) **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 feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. Some indicators of physical abuse include:

- Bruising on uncommon sites
- Grasp marks on limbs
- Finger marks on face
- Bite marks
- Burns and scalds
- Scars (lots of them at different ages)
- Fractures

## **b) SEXUAL ABUSE**

Sexual abuse involves forcing or enticing a child to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg rape or buggery or oral sex) or non-penetrative acts. They may include noncontact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways. Some indicators of sexual abuse include:

- Sexually transmitted diseases
- Recurrent urinary infections
- Bruising in the genital region
- Inappropriately sexually explicit behaviour for age
- Unusual sexual knowledge for age
- Social withdrawal
- Sexually abusive behaviour towards other children

### **i. CHILD SEXUAL EXPLOITATION**

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status. Some young people may be “groomed”: tricked into believing they are in a consensual relationship. They might be given gifts or drugs and alcohol or be groomed online. Some young people are trafficked for the purpose of sexual exploitation. It is important to know that CSE can also occur through the use of technology e.g. young people being persuaded to post sexual images of themselves. Some indicators of CSE include:

- bruising consistent with physical or sexual assault
- young person being contacted or picked up by unknown adults
- young person spending time in inappropriate places
- absences e.g. leaving activities, missing school
- low self-esteem/self worth
- young person returning looking well cared for, despite no known base
- estranged from family
- acquisition of money or possessions without explanation

## **c) 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. It may involve a parent or carer failing to provide adequate food, shelter or clothing; failing to protect a child from physical harm or danger; or the failure to ensure access to appropriate medical

care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Some indicators of neglect include:

- Children not receiving adequate food
- Exposed to injury through lack of supervision
- Exposed to inadequate/dirty/cold environment
- "Home alone"
- Parents failing to get appropriate treatment for child

**d) EMOTIONAL ABUSE**

Emotional abuse is the persistent emotional ill treatment 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 feature age or developmentally inappropriate expectations being imposed on children. These may 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 seeing or hearing the ill-treatment of another. It may involve serious 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. Some indicators of emotional abuse include:

- abnormally passive, lethargic or attention seeking behaviour
- specific habit disorders, e.g. soiling, eating inedible substances, self-mutilation
- seriously delayed social development
- nervous behaviour
- weight and height disproportionate to age

**e) FEMALE GENITAL MUTILATION**

Female genital mutilation (FGM) is also known as female circumcision or female genital cutting, and in practicing communities is known as "tahor" or "sunna". It is a form of child abuse which can have devastating physical and psychological consequences for girls and women. Since 1985 it has been a serious criminal offence under the Prohibition of Female Circumcision Act to perform FGM or to assist a girl to perform FGM on herself. In 2003, the FGM Act tightened this law to criminalise FGM being carried out on UK citizens overseas. Anyone found guilty of the offence faces a maximum penalty of 14 years in prison. Some indicators include:

- coming from a community that is known to practice FGM
- having a mother, sister or member of the extended family who has been subjected to FGM
- a child being taken back to her family' country of origin at the beginning of the summer holiday. This allows time for her to heal from the procedure
- asking to be excused from PE or swimming classes, or spending long periods of time in the bathroom

**f) RADICALISATION**

Radicalisation is a non-specific word and may mean different things to different people. In the government published Prevent Duty guidance, radicalisation refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups. It is important to note that terrorist groups are not linked to certain

religions e.g. a right-wing ideology is considered radicalisation Some indicators and influencing factors include:

- influence from peers, or charismatic individuals or material, including the internet that can incite animosity and violence
- exposure to counter-political movements, ideologies and unorthodox beliefs
- beginning to explore ideas and issues around their identity
- rejection by peer, faith or social group or family
- living in a community where there is social exclusion
- experience of poverty/ill treatment of their faith/ethnic group in society
- dissatisfaction with government foreign policy, international disputes, political views etc
- exposure to gangs, social/criminal networks (including online), risk institutions/places

A full list of categories and sub-categories that you should be aware of can be found in the DFE's [Keeping Children Safe in Education 2020](#).