# Leicestershire District and Borough Council’s Children and Young Person’s Safeguarding Guidelines

Updated September 2020

**These safeguarding guidelines should be read in conjunction with the safeguarding policy**

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## Promoting good practice with children and young people

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children in your care if you always engage in the following good practice. Failure to adhere to these could be perceived as poor practice and become a disciplinary issue. There seems a lot to remember but do not worry you will probably find that you already do the majority of these things naturally.

* Always put the welfare of the children before any other agenda, e.g. winning, finishing a project
* Provide a good role model of behaviour
* Treat all children equally with respect and dignity using positive constructive encouragement.
* Stay vigilant for the safety of all children around you, not just the ones immediately in your care
* Maintain correct statutory staff to child and young person ratios
* Although we encourage parents/carers to accompany children to activities, we do not recommend those planning or providing activities include carers in supervision calculations, unless the carers/parents are acting in a formal volunteering or other capacity during the activity. In these circumstances, this should mean that those parents/carers meet all appropriate requirements in terms of:
1. appropriate checks,
2. clarity about their role
3. who has overall responsibility for the group
4. what is acceptable practice
* Always have a register of children in your charge and make sure they are signed out when collected. Be aware of who is and is not authorised to collect the child and do not them leave with anyone else without checking with a parent/carer first
* Ensure a code of behaviour is established at the start of each session so that everyone knows what is expected of them and what is acceptable. As an operator of a facility/building or an event co-ordinator you must always ensure that a policy is in place that covers and identifies the facility or building that replicates the requirements within this policy.
* The Council and its staff, elected members and volunteers should undertake reasonable care that any contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into contact with children or young people should have their own equivalent Child Safeguarding Policy, or failing this, comply with the terms of this policy.

## 2. Guidance for safe working practice

### Context

All adults who work with children and young people have a crucial role to play in shaping their lives. They have a unique opportunity to interact with children and young people in ways that are both affirming and inspiring.

This means that these guidelines apply to all adults working in all settings whatever their position, role, or responsibilities

### Making a professional judgement

This guidance cannot provide a complete checklist of what is, or is not inappropriate behaviour for adults in all circumstances. There may be occasions and circumstances in which adults have to make decisions or take action in the best interests of the child or young person which could contravene this guidance or where no guidance exists. Individuals are expected to make judgements about their behaviour in order to secure the best interests and welfare of the children in their charge. Such judgements, in these circumstances, should always be recorded and shared with a senior manager or if the adult does not work for an organisation, with the parent or carer. In undertaking these actions individuals will be seen to be acting reasonably.

Adults should always consider whether their actions are warranted, proportionate and safe and applied equitably.

This means that where no specific guidance exists adults **should:**

* Discuss the circumstances that informed their action, or their proposed action, with a senior manager.
* Report any actions which could be misinterpreted to their senior manager.
* Always discuss any misunderstanding, accidents or threats with a senior manager
* Always record discussions and reasons why actions were taken.
* Record any areas of disagreement about course of action taken and if necessary referred to a higher authority.

### Propriety and behaviour

All adults working with children and young people have a responsibility to maintain public confidence in their ability to safeguard the welfare and best interests of children and young people. It is therefore expected that they will adopt high standards of personal conduct in order to maintain the confidence and respect of the public in general and all those with whom they work.

This means that adults **should not:**

* Behave in a manner which would lead any reasonable person to question their suitability to work with children or act as a role model
* Make, or encourage others to make, unprofessional personal comments which scapegoat, demean or humiliate, or which might be interpreted as such

This means that adults **should:**

* Be aware that behaviour in their personal lives may impact upon their work with children and young people
* Follow any codes of conduct deemed appropriate by their organisation
* Understand that the behaviour and actions of their partner (or other family members) may raise questions about their suitability to work with children and young people

### Dress and appearance

Adults who work with children and young people should ensure they take care to ensure they are dressed appropriately for the tasks and the work they undertake.

Those who dress in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegations.

This means that adults **should** wear clothing which:

* Is appropriate to their role
* Is not likely to be viewed as offensive, revealing, or sexually provocative
* Does not distract, cause embarrassment or give rise to misunderstanding
* Is absent of any political or otherwise contentious slogans
* Is not considered to be discriminatory and is culturally sensitive

### Personal living space

No child or young person should be in or invited into, the home of an adult who works with them, unless the reason for this has been firmly established and agreed with parents/ carers and senior managers.

Under no circumstances should children or young people assist with chores or tasks in the home of an adult who works with them. Neither should they be asked to do so by friends or family of that adult.

This means that adults should be vigilant in maintaining their privacy and mindful of the need to avoid placing themselves in vulnerable situations

###  Gifts, rewards and favouritism

The giving of gifts or rewards to children or young people should be part of an agreed policy for supporting positive behaviour or recognising particular achievements. In some situations, the giving of gifts as rewards may be accepted practice for a group of children, whilst in other situations the giving of a gift to an individual child or young person will be part of an agreed plan, recorded and discussed with senior manager and the parent or carer.

Adults should exercise care when selecting children and/or young people for specific activities or privileges to avoid perceptions of favouritism or unfairness. Methods and criteria for selection should always be transparent and subject to scrutiny.

Care should also be taken to ensure that adults do not accept any gift that might be construed as a bribe by others, or lead the giver to expect preferential treatment.

This means that adults **should:**

* Be aware of their organisation’s policy on the giving and receiving of gifts
* Ensure that gifts received or given in situations which may be misconstrued are declared
* Generally, only give gifts to an individual young person as part of an agreed reward system
* Ensure that all selection processes which concern children and young people are fair and that wherever practicable these are undertaken and agreed by more than one member of staff

### Infatuations

Occasionally, a child or young person may develop an infatuation with an adult who works with them. These adults should deal with these situations sensitively and appropriately to maintain the dignity and safety of all concerned. They should remain aware, however, that such infatuations carry a high risk of words or actions being misinterpreted and should therefore make every effort to ensure that their own behaviour is above reproach.

An adult, who becomes aware that a child or young person is developing an infatuation, should discuss this at the earliest opportunity with a senior manager or parent/carer so appropriate action can be taken to avoid any hurt, distress or embarrassment.

This means that adults **must:**

* Report and record any incidents or indications (verbal, written or physical) that suggest a child or young person may have developed an infatuation with an adult in the workplace
* Always acknowledge and maintain professional boundaries

### Communication with children and young people (including the use of technology)

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This includes the wider use of technology such as mobile phones text messaging, e-mails, digital cameras, videos, web-cams, websites and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

This means that adults **must:**

* Not give their personal contact details to children or young people, including their mobile telephone number and details of any blogs or personal websites
* Only use equipment e.g. mobile phones, provided by organisation to communicate with children, making sure that parents have given permission for this form of communication to be used
* Only make contact with children for professional reasons and in accordance with any organisation policy
* Recognise that text messaging can sometimes be an appropriate response to a child, however in a crisis situation or at risk of harm, itshould only be used as a last resort when other forms of communication are not possible
* Don’t use internet or web-based communication channels to send personal messages to a child/young person, only use these as appropriate methods keeping all correspondence generic and professional.
* Ensure that if a social networking site is used, details are not shared with children and young people and privacy settings are set at maximum

Adults should also be circumspect in their communications with children so as to avoid any possible misinterpretation of their motives or any behaviour which could be construed as grooming. They should not give their personal contact details to children and young people including e-mail, home or mobile telephone numbers, unless the need to do so is agreed with senior management and parents/carers. E-mail or text communications between an adult and a child young person outside agreed protocols may lead to disciplinary and/or criminal investigations. This also includes communications through internet based web sites.

Internal e-mail systems should only be used in accordance with the organisation’s policy.

### Social contact

Adults who work with children and young people should not seek to have social contact them or their families, unless the reason for this contact has been firmly established and agreed with senior managers. Adults should be aware that social contact in certain situations can be misconstrued as grooming.

This means that adults **should:**

* Have no secret social contact with children and young people or their parents
* Consider the appropriateness of the social contact according to their role and nature of their work
* Always approve any planned social contact with children or parents with senior colleagues,
* Advise senior management of any social contact they have with a child or a parent with who whom they work, which may give rise to concern
* Report and record any situation, which may place a child at risk or which may compromise the organisation or their own professional standing
* Be aware that the sending of personal communications such as birthday or faith cards should always be recorded and/or discussed with line manager.
* Understand that some communications may be called into question and need to be justified.

### Sexual contact

All adults should clearly understand the need to maintain appropriate boundaries in their contacts with children and young people. Intimate or sexual relationships between children/young people and the adults who work with them will be regarded as a grave breach of trust. Allowing or encouraging a relationship to develop in a way which might lead to a sexual relationship is also unacceptable.

Any sexual activity between an adult and the child or young person with whom they work may be regarded as a criminal offence and will always be a matter for disciplinary action.

This means that adults **must not:**

* Have sexual relationships with children and young people
* Have any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact
* Make sexual remarks to, or about, a child/young person
* Discuss their own sexual relationships with or in the presence of children or young people

This means that adults **should:**

* Ensure that their relationships with children and young people clearly take place within the boundaries of a respectful professional relationship
* Take care that their language or conduct does not give rise to comment or speculation. Attitudes, demeanour and language all require care and thought, particularly when members of staff are dealing with adolescent boys and girls

### Physical contact

Many jobs within the children’s workforce require physical contact with children as part of their role. There are also occasions when it is entirely appropriate for other adults to have some physical contact with the child or young person with whom they are working. However, it is crucial that in all circumstances, adults should only touch children in ways which are appropriate to their professional or agreed role and responsibilities.

This means that adults **should:**

* Be aware that even well intentioned physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described
* Never touch a child in a way which may be considered indecent
* Always be prepared to report and explain actions and accept that all physical contact will be open to scrutiny
* Not indulge in ‘horseplay’
* Always encourage children, where possible, to undertake self-care tasks independently
* Work within Health and Safety regulations
* Be aware of cultural or religious views about touching and always be sensitive to issues of gender
* Understand that physical contact in some circumstances can be easily misinterpreted.

### Other activities that require physical contact

Adults who work in certain settings, for example sports drama or outdoor activities will have to initiate some physical contact with children, for example to demonstrate technique in the use of a particular piece of equipment, adjust posture, or perhaps to support a child so they can perform an activity safely or prevent injury. Such activities should be carried out in accordance with existing codes of conduct, regulations and best practice.

Physical contact should take place only when it is necessary in relation to a particular activity. It should take place in a safe and open environment i.e. one easily observed by others and last for the minimum time necessary.

This means that adults **should:**

* Treat children with dignity and respect and avoid contact with intimate parts of the body
* Always explain to a child the reason why contact is necessary and what form that contact will take
* Seek consent of parents where a child or young person is unable to do so because of a disability.
* Consider alternatives, where it is anticipated that a child might misinterpret any such contact
* Be familiar with and follow recommended guidance and protocols
* Conduct activities where they can be seen by others
* Be aware of gender, cultural or religious issues that may need to be considered prior to initiating physical contact

### Behaviour management

All children and young people have a right to be treated with respect and dignity even in those circumstances where they display difficult or challenging behaviour.

Adults should not use any form of degrading treatment to punish a child. The use of sarcasm, demeaning or insensitive comments towards children and young people is not acceptable in any situation. Any sanctions or rewards used should be part of a behaviour management policy which is widely publicised and regularly reviewed.

The use of physical intervention can only be justified in exceptional circumstances and must be used as a last resort when other behaviour management strategies have failed.

This means that adults **must:**

* Not use force as a form of punishment
* Try to defuse situations before they escalate
* Inform parents of any behaviour management techniques used
* Adhere to the organisation’s behaviour management or physical intervention policy
* Be mindful of factors which may impact upon a child or young person’s behaviour e.g. bullying, abuse and where necessary take appropriate action
* Record and report as soon as possible after the event any incident where physical intervention has been used

### Children and young people in distress

For all other adults working with children there will be occasions when a distressed child needs comfort and reassurance and this may involve physical contact. Young children, in particular, may need immediate physical comfort, for example after a fall, separation from parent etc. Adults should use their professional judgement to comfort or reassure a child in an age- appropriate way whilst maintaining clear professional boundaries.

Where an adult has a particular concern about the need to provide this type of care and reassurance, or is concerned that an action may be misinterpreted, this should be reported and discussed with a senior manager and parents/carers.

This means the adult **must:**

* Consider the way in which they offer comfort and reassurance to a distressed child and do it in an age-appropriate way
* Be circumspect in offering reassurance in one to one situations, but always record such actions in these circumstances
* Follow professional guidance or code of practice where available
* Never touch a child in a way which may be considered indecent
* Record and report situations which may give rise to concern from either party
* Not assume that all children seek physical comfort if they are distressed

### Intimate or personal care

All children have a right to safety, privacy and dignity when contact of a physical or intimate nature is required and depending on their abilities, age and maturity should be encouraged to act as independently as possible.

This means that adults **should:**

* Adhere to the organisation’s intimate care guidelines or code of practice
* Make other staff aware of the task being undertaken
* Explain to the child what is happening
* Consult with senior managers and parents/carers where any variation from agreed procedure/care plan is necessary
* Record the justification for any variations to the agreed procedure/care plan and share this information with parents
* Ensure that any changes to the agreed care plan are discussed, agreed and recorded.

### Personal care

Young people are entitled to respect and privacy at all times and especially when in a state of undress, changing clothes, bathing or undertaking any form of personal care. There are occasions where there will be a need for an appropriate level of supervision in order to safeguard young people and/or satisfy health and safety considerations. This supervision should be appropriate to the needs and age of the young people concerned and sensitive to the potential for embarrassment.

This means that adults **should:**

* Avoid any physical contact when children are in a state of undress
* Avoid any visually intrusive behaviour
* Where there are changing rooms announce their intention of entering

Adults need to be vigilant about their own behaviour, ensure they follow agreed guidelines and be mindful of the needs of the children and young people with whom they work.

This means that adults **must not:**

* Change in the same place as children
* Shower or bathe with children
* Assist with any personal care task which a child or young person can undertake by themselves

### First aid and administration of medication

It is expected that adults working with children and young people should be aware of basic first aid techniques. It is not however, a contractual requirement and whilst adults may volunteer to undertake such tasks, they should be suitably trained and qualified before administering first aid and/or any agreed medication.

When administering first aid, wherever possible, adults should ensure that another adult is aware of the action being taken. Parents should always be informed when first aid has been administered.

This means that adults **should:**

* Adhere to the organisation’s policy for administering first aid or medication
* Comply with the necessary reporting requirements
* Make other adults aware of the task being undertaken
* Explain to the child what is happening
* Always act and be seen to act in the child’s best interests
* Report and record any administration of first aid or medication
* Have regard to any health plan which is in place
* Always ensure that an appropriate health/risk assessment is undertaken prior to undertaking certain activities

### One to one situations

It is not realistic to state that one to one situations should never take place. It is however, appropriate to state that where there is a need, agreed with a senior manager and/or parents/carers, for an adult to be alone with a child or young person, certain procedures and explicit safeguards must be in place.

Meetings with children and young people outside agreed working arrangements should not take place without the agreement of senior managers and parents or carers.

This means that adults **should:**

* Ensure that when lone working is an integral part of their role, full and appropriate risk assessments have been conducted and agreed.
* Avoid meetings with a child or young person in remote, secluded areas,
* Always inform other colleagues and/or parents/carers about the contact(s) beforehand, assessing the need to have them present or close by
* Avoid use of 'engaged' or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy
* Always report any situation where a child becomes distressed or angry to a senior colleague
* Carefully consider the needs and circumstances of the child/children when in one to one situations

### Transporting children and young people

If it is necessary to provide transport or take children or young people away from home the following good practice **must** be followed:

* You should only transport a child/ren where there are two members of staff/adults present in the selected mode of transport
* Ensure where possible, a male and female accompany mixed groups of children. These adults should be familiar with and agree to abide by the council’s Children and Young Persons’ Safeguarding Policy and Guidelines
* Where practical, request written parental/guardian consent
* Always plan and prepare a detailed programme of the journey and method of transport, give details of the route, anticipated length of the journey and ensure copies with contact details are available for other staff and parents/guardians
* Ensure all vehicles are correctly insured

It is a legal requirement that all passengers should wear seat belts and it is the responsibility of the staff member to ensure that this requirement is met. Adults should also be aware of current legislation and adhere to the use of car seats for younger children. Where adults transport children in a vehicle which requires a specialist license/insurance e.g. PCV or LGV1 - staff should ensure that they have an appropriate licence and insurance to drive such a vehicle.

This means that adults **must:**

* Ensure they are fit to drive and free from any drugs, alcohol or medicine which is likely to impair judgement and/ or ability to drive
* Be aware that the safety and welfare of the child is their responsibility until they are safely passed over to a parent/carer
* Record details of the journey in accordance with agreed procedures
* Ensure that their behaviour is appropriate at all times
* Ensure that there are proper arrangements in place to ensure vehicle, passenger and driver safety. This includes having proper and appropriate insurance for the type of vehicle being driven
* Always have another adult present in out of workplace activities or when transporting children
* Undertake risk assessments in line with their organisation’s policy where applicable

### Photography and videos

Working with children and young people may involve the taking or recording of images. Any such work should take place with due regard to the law and the need to safeguard the privacy, dignity, safety and well being of children and young people. Informed written consent from parents or carers and agreement, where possible, from the child or young person, should always be sought before an image is taken for any purpose. Your manager or employer will provide you with forms appropriate to your event.

Careful consideration should be given as to how activities involving the taking of images are organised and undertaken. Care should be taken to ensure that all parties understand the implications of the image being taken especially if it is to be used for any publicity purposes or published in the media, or on the Internet. There also needs to be an agreement as to whether the images will be destroyed or retained for further use, where these will be stored and who will have access to them.

It is not appropriate for adults to take photographs of children for their personal use.

This means that adults **should:**

* Be clear about the purpose of the activity and about what will happen to the images when the activity is concluded
* Be able to justify images of children in their possession
* Avoid making images in one to one situations or which show a single child with no surrounding context
* Ensure the child/young person understands why the images are being taken and has agreed to the activity and that they are appropriately dressed.
* Only use equipment provided or authorised by the organisation
* Report any concerns about any inappropriate or intrusive photographs found
* Always ensure they have parental permission to take and/or display photographs

This means that adults **must not:**

* Display or distribute images of children unless they have consent to do so from parents/carers
* Use images which may cause distress
* Use mobile telephones to take images of children
* Take images ‘in secret’, or taking images in situations that may be construed as being secretive

### Whistle blowing

Whistle blowing is the mechanism by which adults can voice their concerns, made in good faith, without fear of repercussion. Each employer should have a clear and accessible whistle blowing policy that meets the terms of the Public Interest Disclosure Act 1998. Adults who use whistle blowing procedure should be made aware that their employment rights are protected.

Adults should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

This means that adults **must** report any behaviour by colleagues that raises concern regardless of source

##  3. Example Consent Form

All information will be treated in strict confidence

Event: Activity

Date:

Name of child Date of birth:

Home Address:

Home Telephone Number:

Mobile Telephone Number:

Medical conditions ( if any) asthma, diabetes, allergies:

* I give consent for my son/daughter to participate in the above event/activity
Please tick: Yes No
* I consent to any emergency treatment required by my son/daughter during the course of the event/activity
Please tick: Yes No
* I give consent for my son/daughter to be photographed during the course of the above event/activity and I consent to the photographs being used by Hinckley & Bosworth Borough Council for bona fide promotional purposes. This also includes the use on the World Wide Web (internet).
Please tick: Yes No

The information you provide will be used in accordance with the Data Protection Act 1998, to ensure the safety of all participants and may be shared with other people/organisations involved in the delivery of the above event/activity, if appropriate. By signing this form you are consenting to the Council using the information, which you have supplied in the manner stated above.

Please tick: Yes No

Name of Parent/Guardian:

Signature:

Date:

## 4. Consent Form for the use of Cameras and other Image Recorders

Venue/area:

Ref No:

Description of equipment:

Surname:

Forenames:

Address:

Tel No:

Mobile Tel No:

E-mail address:

Name(s) of the subject(s)

Relationship of the photographer and subject(s)

Reason for taking photographs and/or uses the images are being, or are intended to be put to (i.e. family record/advertising)

I declare that the information provided is true and correct and that images will only be used for the purposes stated.

Signed:

Date:

Authorised by:

Date:

Position held:

Under the Data Protection Act 1998 the information that you have provided will be used only for the purposes monitoring camera and image recorder use and will be destroyed at the end of a year.

## Recruitment, Employment and Deployment

### Pre-recruitment

If any form of advertising is used to recruit staff and volunteers, it should reflect:

* The aims of Hinckley & Bosworth Borough Council
* If appropriate the aims of the particular programme involved
* The responsibilities of the role
* The level of experience or qualifications required (experience of working with children is an advantage)
* The Council’s open and positive stance on children protection
* The use of the Criminal Records Bureau in the recruitment and selection process

### Pre-application Information

The pre-application information e.g. application pack, sent to interested or potential applicants should contain:

* A job description including roles and responsibilities
* A person specification (stating qualifications or experience required)
* An application form
* A Self Declaration form

### Applicant Information

All applicants, whether for paid or voluntary, full- or part-time positions, should complete an application and self declaration form which should request the following information:

* Name, address and National Insurance Number
* Past career, relevant interests, any gaps in employment and reasons for leaving
* Relevant experience, educational qualifications, job specific qualifications and training
* Any criminal record
* The names of at least two people (not relatives) willing to provide written references that comment on the applicant’s previous experience of, and suitability for, working with children and where it is a requirement of the job

The purpose of the self declaration form is to collect information on criminal behaviour that is relevant to the position e.g. criminal records or investigations. The self declaration form is requested in a separate sealed envelope and is not opened until the applicant is selected for an interview. If the applicant is not selected the form is returned unopened to the applicant.

It should be made clear that effective measures are in place to ensure confidentiality of information under Data Protection legislation.

### Checks and References

Staff and volunteers recruited to work in services for children and young people must be checked for any possible irregularities, which may give reason for concern. A minimum of two references must be taken up, and if available, at least one should be associated with former work with children or young people. Written references will be followed up by letter or telephone. References should include the applicant’s suitability to work with children where it is a requirement of the job.

In accordance with guidance from the Disclosure and Barring Service (DBS), all posts that have direct contact with children will require an Enhanced Disclosure. These checks will be completed by the Human Resources Team. Checks may be carried out with the following organisations that maintain information about individuals who are deemed to be unsuitable to work with children.

If a DBS check highlights an unspent conviction a risk assessment will be carried out to assess the suitability of the applicant to work with children or young people. This will be carried out by the line manager and the Council’s Health and Safety Officer and the outcome verified by the Designated Safeguarding Officer. Prior to any employee becoming operationally active, the Council should be in receipt of a DBS form. It is essential that Officers recruiting new employees plan in advance to allow for the DBS process to be undertaken. **In simple terms no DBS, no start.**

### Interview

Interviews are carried out in line with the council’s recruitment and selection procedures. The interview will include questions on how to deal with children and young people’s protection issues.

### Induction and Training

Checks are only part of the process to protect children from possible abuse. Appropriate training will enable individuals to recognise their responsibilities with regard to their own good practice and the reporting of suspected poor practice/concern of possible abuse. It is important that the recruitment and selection process is followed by relevant inductions and training in order to further protect children from possible abuse. The induction and training should include:

* An assessment of the training needs required
* Clarification, agreement and signing up to the Council’s Code of Conduct for Employees
* The expectations, roles and responsibilities of the job are clarified
* As a minimum we will expect all staff to have undergone formal children’s safeguarding training related to their job within 6 months of the employment with us. Refresher training will be required every 2 years.

### Relevant Training Courses:

* NSPCC – Educare Programme
* Sports Coach UK – Good Practice and Child Protection
* Local Safeguarding Children Board multi agency training
* Districts bronze, silver and gold level training programme

### Other areas of training:

* First Aid, e.g. St Johns First Aid Qualification / HSE First Aid at Work
* How to work effectively with children, e.g. Sports Coach UK

### Probation, Monitoring and Appraisal

All newly appointed members of staff undergo an agreed period of probation on commencement of their role.

All members of staff who have contact with children will be monitored and their performance appraised. This will give an opportunity to evaluate progress, set new goals, identify training needs and address any issues of poor practice. Line Managers should be sensitive to any concerns about poor practice or abuse and act on them at an early stage. They should also offer appropriate support to those who report concerns/complaints.

It is the responsibility of Line Managers to monitor good practice. This can be done in a number of ways:

* Direct observation of the activity or service
* Staff appraisals, mentoring and providing feedback on performance
* Children and adults feedback on the activities or service

### Rehabilitation of Offenders

Hinckley & Bosworth Borough Council is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. Having a criminal record will not necessarily bar someone from working with us. This will depend on the nature of the position, the nature of the offence, how long ago and at what age the offence was committed and any factors which may be relevant. Failure to declare a conviction, caution or pending police action, will disqualify the applicant from appointment or result in summary dismissal if the discrepancy comes to light.

## Further Information and Guidance can be sought from the following:

### Resources

**NCVCCO Positively safe:** A guide to developing safeguarding practices

**Department for Children, Schools and Families:** Staying Safe: Action Plan February 2008 Reference: DCSF-00151-2008

### Websites

Department for Children, Schools and Families: [www.dfes.gov.uk](http://www.dfes.gov.uk)

The National Society of Prevention of Cruelty for Children: [www.nspcc.org.uk](http://www.nspcc.org.uk)

The Department of Health: [www.dh.gov.uk](http://www.dh.gov.uk)