



First Give Safeguarding Policy

Designated Safeguarding Lead (DSL): Louisa Searle

Overview

First Give currently works in over 190 schools with approximately 30,000 children and young people every year. Due to the nature of our work, children and young people may sometimes disclose information about themselves that they might not ordinarily have done. This might happen at an Assembly, a Presentation Skills Workshop or at a School Final. First Give staff are often uniquely placed to pick up on safeguarding concerns and issues. As such it is key for those working directly with children or young people to know what to look for and how to respond.

First Give is committed to practising in a way that protects children and young people from harm.

Introduction

This policy has been developed in accordance with UK law and guidance that seeks to protect children, namely:

- The Children's Acts 1989 and 2004
- The Education Act 2002
- Working together to safeguard children 2015
- What to do if you are worried a child is being abused 2015
- Keeping children safe in education 2016

Scope

This policy applies to all staff, including all full-time staff, freelance facilitators, senior managers, trustees and volunteers working on behalf of First Give.

Purpose

The purpose of this policy is to:

- Protect all children and young people who take part in the First Give programme
- Ensure that all staff and volunteers are fully aware of their obligations with regard to safeguarding and are confident to respond appropriately.

Procedures

- First Give appoints a Designated Safeguarding Lead (DSL) who has overall responsibility on a day to day basis for our Safeguarding Policy. Currently this is **Louisa Searle**, Director of First Give.
- First Give has a designated trustee who has overall responsibility at board level for our Safeguarding Policy.
- First Give has an up to date Conduct, Language and Attire Protocol (Appendix 3) for all facilitators working with children and young people.
- First Give adopts a no touch approach. See Appendix 3: Conduct, Language and Attire Protocol for further details.
- All First Give staff will be subject to a DBS check and 2 references as a part of the recruitment process. DBS checks will be carried out every 3 years.

- All First Give staff will be given appropriate training to ensure they are confident in recognising and responding to safeguarding issues or concerns. This will take place within the context of facilitator training days (led by central team) and external training offered to central team (for example NSPCC training)
- All First Give staff will be provided with 2 copies of this Policy which they will be asked to read. They will then be asked to sign both copies acknowledging that they have seen, read and understood the policy. One signed copy will be retained by First Give for the duration of their association with the charity.
- This policy will be reviewed by the Board of Trustees annually and/or whenever there is a significant change in legislation.
- Everyone working with First Give is responsible for reporting any concerns regarding a colleague (either from First Give, a partner organisation or a school)
- All First Give staff and volunteers will be trained to
 - **Recognise** safeguarding issues
 - **Respond** appropriately
 - **Record** concerns or issues confidentially and appropriately
 - **Refer** safeguarding issues to the appropriate persons (School DSL and First Give DSL)

Confidentiality

- First Give recognises that all matters relating to Child Protection and Safeguarding are confidential.
- The First Give DSL will only ever disclose safeguarding concerns or issues on a 'need to know' basis

Photography and consent

In the course of celebrating students' achievements and of promoting First Give via online channels (the website/social media platforms), First Give staff may take photographs of children and young people.

- In the School Agreement Form and again in the School Final reminder email, Schools will be advised that First Give may take photographs to promote the programme. In addition, schools will be asked to advise First Give if there are students or groups who should not have photographs taken.
- First Give staff will also obtain verbal consent from students and teachers whenever they take photographs at Assemblies, Presentation Skills Workshops, School Finals or any other First Give events.
- First Give staff will not use personal devices to take photographs of students.
- In most cases where First Give use photographs to promote the programme, we will not publish with the full or partial name of the pictured student. In the event of a case study, press release or video content featuring students, First Give will seek additional written consent from the parent or guardian and the student, and will only use the first name of the student (see Appendices 4,5 and 6: Consent forms)
- Photographs stored by First Give will be stored securely.

What to do when a child discloses a safeguarding issue

If a child discloses a safeguarding issue in the course of a session (either in a one-to-one conversation or as part of the group exercises):

- Remain calm.
- Listen to what they say carefully.
- Do not ask probing questions or push for extra details.
- Tell the child they were right to tell and that they are not to blame. Let them know that you understand that it is difficult to talk about these things. Thank the child.

- Do not promise to keep the disclosure secret.
- Inform the school's DSL and the contact teacher as soon as possible. The school's safeguarding procedure will ensue.
- Report your concern to the First Give DSL as soon as possible.
- Record the disclosure in the child's own words (as far as possible) and what you said in response *after* the child has left using the template form in Appendix 2. Email your report to the First Give DSL.
- If there is immediate risk of harm or danger, contact the emergency services, and then follow the above steps.

What to do when you recognise a potential safeguarding issue

If you observe indicators that might suggest a safeguarding issue:

- Inform the school's DSL and the contact teacher as soon as possible. The school's safeguarding procedure will ensue.
- Report your concern to the First Give DSL as soon as possible.
- Record the disclosure in the child's own words (as far as possible) and what you said in response *after* the child has left using the template form in Appendix 2. Email your report to the First Give DSL.
- If there is immediate risk of harm or danger, contact the emergency services, and then follow the above steps.

What the DSL will do

Following a referral of a safeguarding concern, the DSL will:

- Record notes on the situation to be stored in a secure location.
- Refer the case to the relevant school's DSL.
- Ask the relevant school's DSL to confirm receipt of the referral.

Designated Safeguarding Lead (DSL):

Name	Email	Phone
Louisa Searle:	louisa@firstgive.co.uk	0207 443 5169

Policy Details

This policy was last updated in March 2018. It will be reviewed annually.

Declaration

I,..... (PRINT NAME) confirm that I have read, understood and will comply with this policy.

Signature.....

Date.....

Appendix 1:

Recognising Abuse

First Give subscribes to the NSPCC definition of abuse:

“Any action by another person – adult or child – that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be about a lack of love, care and attention.”

The 4 main types of abuse are:

1. **Physical Abuse:** Deliberately hurting a child causing injuries such as bruises, broken bones, burns or cuts.
2. **Emotional Abuse:** The ongoing emotional maltreatment of a child. It's sometimes called psychological abuse and can seriously damage a child's emotional health and development.
3. **Sexual Abuse:** A child is sexually abused when they are forced or persuaded to take part in sexual activities. This doesn't have to be physical contact and it can happen online.
4. **Neglect:** The ongoing failure to meet a child's basic needs

More detailed guidance on types of abuse can be found on the NSPCC website:

<https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

It is important to be aware of signs of possible abuse in children. Below is a list of potential signs. It is essential to note that these are only indicators of possible abuse. There may be other, innocent, reasons for these signs and/or behaviour. They will, however, be a guide to assist in assessing whether abuse of one form or another is a possible explanation for a child or adult's behaviour.

Physical abuse

Physical signs include:

- Unexplained injuries
- Injuries that are inconsistent with the explanation
- Injuries that reflect an article being used e.g. an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or fingertip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures, especially spiral
- Swelling and lack of normal use of limbs
- Serious injury with lack of / inconsistent explanation
- Untreated injuries

Psychological/emotional signs include:

- Unusually fearful with adults
- Unnaturally compliant to parents
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up clothing

Fictitious illness by proxy

- This is a psychiatric illness, whereby a parent or carer deliberately inflicts harm onto a child, normally the child's mother. The child has commonly had genuine serious illness in the first year of

life and a dependency on medical attention has developed in the mother. It is very difficult to diagnose/evidence.

Female Genital Mutilation

- A cultural (not religious) procedure whereby parts of female genitalia are removed – also referred to as female circumcision. This is normally undertaken on pre-pubescent girls, who are either taken abroad for procedure or “practitioners” come to the UK. There can be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death.

Emotional abuse

The classic description of emotional abuse is a “Low Warmth, High Criticism” style of parenting.

Signs include:

- Physical, mental and emotional lags
- Acceptance of punishments, which appear excessive
- Over reaction to mistakes
- Continual self-depreciation
- Sudden speech disorders
- Fear of new situations
- Neurotic behaviour (such as rocking, hair twisting, thumb sucking)
- Self-harm
- Extremes of passivity or aggression
- Drug/solvent abuse
- Running away
- Bullying/Aggression
- Overly compliant behaviour
- Overeating or loss of appetite
- Clingy
- Fearful/withdrawn
- Sleep disorders

Neglect

Physical signs include:

- Tired/listless
- Poor personal hygiene
- Poor state of clothing
- Emaciation, potbelly, short stature
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive with no medical reason

Psychological/emotional signs include:

- Constant hunger
- Constant tiredness
- Frequent lateness/non-attendance at school
- Destructive tendencies
- Low self esteem
- Neurotic behaviour
- No social relationships

- Running away
- Compulsive stealing/scavenging
- Multiple accidents/accidental injuries

Sexual abuse

Physical signs include:

- Damage to genitalia, anus or mouth
- Sexually transmitted disease
- Unexpected pregnancy, especially in very young girls
- Soreness to genitalia area, anus or mouth
- Repeated stomach aches
- Loss of weight
- Gaining weight
- Unexplained recurrent urinary tract infections, discharges or abdominal pain
- Unexplained gifts/money

Psychological/emotional signs include:

- Sexual knowledge inappropriate for the child's age
- Sexualised behaviour in young children
- Sexually provocative behaviour/promiscuity
- Hinting at sexual activity
- Sudden changes in personality
- Lack of concentration, restlessness
- Socially withdrawn
- Overly compliant behaviour
- Poor trust in significant adults
- Regressive behaviour, onset of wetting – day or night
- Suicide attempts, self-mutilation, self-disgust
- Eating disorders

This list of indicators of potential abuse is not definitive and serves only as a guide to support you. In addition, the appearance of these or other symptoms should not be taken as proof that abuse is occurring.

Appendix 2

Safeguarding Disclosure Report

Name of staff member	
Role of staff member	
Name of child (if known)	
Gender of child (if known)	
Ethnicity of child (if known)	
School Name	
Contact at School	
Contact details of above (phone and email)	
Date and time of disclosure or observation	
Names of persons who witnessed the disclosure	
Observation (please do not interpret the observation, and where possible use the child's own words)	

Appendix 3:

Conduct, Language and Attire Protocol

Purpose

This document should be read in conjunction with our Safeguarding Policy. Its purpose is to set out best practice when facilitating First Give sessions in schools and to help all First Give staff to safeguard against allegations of impropriety from a child, young person or teacher.

At all times staff should take care not to put themselves in a vulnerable position with a child.

Conduct

- Wherever possible First Give staff should never be alone with a group of students. It is best practice to have a teacher in the room at all times.
- Direct contact with young people or children should only be made through a representative from their school. At no time should First Give staff have direct contact details of the child or young person. Under no circumstances should First Give staff have contact with a young person on a personal social media account (this includes, but is not limited to, accepting friend requests on Facebook).
- As per the Safeguarding Policy, First Give operates a “no touch” approach. An arm around the shoulder or a pat on the back can easily be misconstrued. If staff are trying to illustrate a point about body language, they should use their own body to demonstrate their recommendations.
- In the event that a member of First Give staff feels that physical contact is unavoidable (for example to support a distressed, sick or disabled child) the following should be taken into account:
 - Ensure another staff member or responsible adult is in the room;
 - Physical contact should only take place with the child’s consent;
 - The purpose of any physical contact must be clear.

Language

- First Give staff should never use language that is offensive or oppressive in relation to race, culture, age, gender, disability, religion, sexuality or political belief.
- First Give staff are strongly advised not to make any comments relating to gender or physical appearance.
- First Give staff are advised to call children and young people by their first names only and not by colloquial, non-specific endearments such as “Hun”, “Babe” etc... which could later be misconstrued.

Attire

- First Give promotes the development of the professional self. As such all First Give staff will look professional at all times. Attire should be smart casual, and jeans, trainers and t shirts should be avoided.

Appendix 4:

Consent form for First Give Case Study

Usage

We would like to feature your child in a case study to showcase their brilliant work on the First Give programme. This may include photos, quotes from your child and descriptions of work they have done. The case study may appear in our printed publications, website, or in education resources associated with our work. We will not use your child's full name in this case study.

The case study will involve a supervised interview with your child in school to get quotes and information, followed by us writing up the story (typically less than 500 words long).

Before conducting and writing a case study about your child's work, we need your permission. Please answer the questions below, give us your details and then sign and date the form.

Consent

Please circle

May we conduct and write a case study about your child's work? Yes/No

May we use the case study in printed publications produced by First Give and our funders? Yes/No

May we share the case study on the First Give website and social media channels? Yes/No

Details

Name of consenting adult

Name of child/children

Signature

Date

This form is valid for four years after the date of signing. First Give will seek renewed consent if the case study is re-used after this time.

Appendix 5:

Consent form Recording Images of Children

Usage

We would like to record, for our records, images of children and young people at learning sessions and events that are part of the First Give programme. These images may appear in our printed publications, website, social media, in productions we commission, or in education resources associated with our work.

Before recording images of your child, we need your permission. Please answer the questions below, give us your details and then sign and date the form.

Alternatively one form may be completed by a recognized representative of that school, and based on their own parental consent procedures.

Consent

Please circle

May we use your child's image in printed publications produced by First Give? Yes / No

May we use your child's image on the First Give website and social media channels? Yes / No

May we use your child's image in productions and advertisements commissioned by First Give? Yes / No

Details

Name of consenting adult or representative of the school

Name of child/children

Signature

Date

This form is valid for four years after the date of signing. First Give will seek renewed consent if the images are to be reused after this time.

Appendix 6:

Consent form Recording Images of Children

Usage

We would like to capture video footage of students taking part in activities that are part of the First Give programme at school. This footage will be used for productions we commission/education resources associated with our work. They may also be used on social media and our website.

Before recording images of your child, we need your permission. Please answer question below, give us your details and then sign and date the form.

Consent

Please circle

May we use your child's image (including video footage) in productions commissioned by First Give? Yes / No

Details

Name of consenting adult

Name of child/children

Signature

Date

This form is valid for four years after the date of signing. First Give will seek renewed consent if the images are to be reused after this time