



Marie Collins
Foundation

SAFEGUARDING POLICY

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STATEMENT OF INTENT

The Marie Collins Foundation (MCF) exists to offer a cohesive approach to addressing the needs of children and young people who have suffered sexual abuse via online technologies, with the aim of helping them to recover and live safe and fulfilling lives.

During the course of its work The MCF has opportunities to be in direct contact with children and young people and also vulnerable adults who may have been subjected to sexual abuse. It is therefore imperative that all staff, trustees, volunteers and MCF representatives are instructed in this Safeguarding Policy, which should be read in conjunction with other relevant documents that describe the expected conduct of staff.

For the purposes of this document:

- a child is defined as that of being under 18 years of age;
- a vulnerable adult is defined as someone who is over 18 years of age and is getting, or may need, help and services to live in the community. A vulnerable adult may be unable to take care of themselves and/or be unable to protect themselves from harm or exploitation by other people.

When reference is made to a child throughout this report, the same actions would apply to a vulnerable adult. When reference is made to staff, the same actions would apply to trustees, volunteers and MCF representatives, including consultants.

MCF Commitment

The MCF, and its staff and trustees, will always seek to ensure that any activities involving children and young people whether on or offline are safe and supervised. This will involve ensuring that risks are minimised by setting up effective procedures for:

- I. Appointing all staff and trustees (and volunteers if necessary)
- II. Work carried out with children and young people through appropriate and timely risk assessments
- III. Responding to accidents, complaints and allegations of abuse
- IV. Adequate insurance cover for any activity
- V. Producing and sharing a child-friendly version of our Safeguarding Policy
- VI. Regular reviewing, monitoring and, where appropriate, updating these procedures

1.0 IDENTIFYING AND REPORTING CHILD PROTECTION CONCERNS

1.1 Designated Safeguarding Lead

The Designated Safeguarding Lead for the organisation will be the Chief Executive Officer (CEO). On occasions when the CEO is unavailable, this role may be delegated to the Director of Services or the Training and Development Manager..

All child protection concerns will be notified to the CEO. The reporting of concerns to statutory agencies should be prompt, usually within two hours for a verbal contact. Verbal notification must be followed up in writing within six hours. Referrals will be provided in the format required by the receiving agency.

1.2 What is a child protection concern?

All those who come into contact with children, young people and families in their everyday work, including practitioners who do not have a specific role in relation to child protection, have a duty to safeguard and promote the welfare of children. Any concerns about a child or young person must be referred to the local authority social services department or the police.

Local authorities are under a duty to make enquiries or cause enquiries to be made where there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm (s47 Children Act 1989).

Significant Harm

There are no absolute criteria on which to rely when judging what constitutes significant harm. Consideration of the severity of ill-treatment may include the degree and extent of physical harm, the duration and frequency of abuse and neglect, and the extent of premeditation, degree of threat and coercion, sadism, and the bizarre or unusual elements in child sexual abuse. Each of these elements has been associated with more severe effects on the child, and/or relatively greater difficulty in helping the child to overcome the adverse impact of ill treatment. Sometimes, a single traumatic event may constitute significant harm, e.g. a violent assault, suffocation or poisoning. More often, significant harm is a compilation of significant events, both acute and long-standing, which interrupt, change or damage the child's physical and psychological development. Some children live in family and social circumstances where their health and development are neglected. For them, it is the corrosiveness of long-term emotional, physical or sexual abuse that causes impairment to the extent of constituting significant harm. In each case, it is necessary to consider any ill treatment alongside the family's strengths and supports.

Contextual Safeguarding

As well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. These threats can take a variety of different forms and children can be vulnerable to multiple threats, including: exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation. Extremist groups make use of the internet to radicalise and recruit and to promote extremist materials. Any potential harmful effects to individuals identified as vulnerable to extremist ideologies or being drawn into terrorism should also be considered.

Sexual abuse

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.

Child Sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

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, such as failing to provide adequate food, shelter and clothing, or neglect of, or unresponsiveness to, a child's basic emotional needs.

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, age or developmentally inappropriate expectations being imposed on children, causing children frequently to feel frightened, or the exploitation or corruption of children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child including by fabricating the symptoms of, or deliberately causing, ill health to a child.

Financial abuse

Financial abuse can take a variety of different forms within relationships, whether by partners, family members or carers and may manifest itself as financial control, dependency, exploitation or sabotage. The Care Act 2014 describes 'financial abuse' as a type of abuse which includes having money or other property stolen, being defrauded, being put under pressure in relation to money or other property and having money or other property misused. Financial abuse often involves or is associated with someone taking or misusing someone else's money or belongings for their own gain; harming, depriving or disadvantaging the victim and controlling someone's purchases or access to money.

Historic abuse

New disclosures of abuse from the past should in the first instance be discussed with the Designated Safeguarding Lead or their deputy. They should consider the context in which such abuse took place and, if the perpetrator of the abuse is believed to be still alive, seek advice from social services and the police. The person disclosing such information should be informed about the action that needs to be taken and the reasons for this and supported throughout the process.

Domestic abuse

Children and young people may be the victims of abuse in families where domestic abuse occurs even if they are not directly physically assaulted. Research has indicated a high correlation between domestic abuse and sexual abuse of children. Domestic abuse should be treated as a child protection issue and should be referred to statutory agencies in accordance with local protocols.

Runaways

Workers should follow the Runaways protocol provided by the local authority from where the child or young person is from. This may also be known as a Children and Young People who go Missing from Home and Care protocol, or similar.

Homelessness

Workers should be aware of section 27 of the Children Act 1989 with reference to the duties of local housing departments and section 12 of the Homelessness Act 2002 with regard to children in homeless families.

Trafficking

The recruiting, harbouring, receiving, or transporting people into a situation of exploitation through the use of violence, deception, coercion and/or force. Trafficking of children or adults is abuse. People are trafficked for many purposes, including sexual exploitation, domestic servitude, labour, benefit fraud and involvement in criminal activity such as drug distribution and cultivation, credit card fraud and theft. Trafficking is closely associated with the term "modern slavery" as set out in the Modern Slavery Act 2015, which includes the offences of slavery, servitude and forced or compulsory labour and human trafficking.

Online Technology Abuse

All staff should be trained in the ways children may be harmed via online technology.

The use of new technologies can put young people at risk. Some of the dangers they may face include:

- access to illegal, harmful or inappropriate images or other content;
- unauthorised access to / loss of / sharing of personal information;
- the risk of being subject to grooming by those with whom they make contact on the internet;
- the sharing / distribution of personal images without an individual's consent or knowledge;
- inappropriate communication / contact with others, including strangers;
- cyber-bullying;
- coercive images
- extortion or sextortion
- access to unsuitable video / internet games;
- illegal downloading of music or video files;
- the potential for excessive use which may impact on the social and emotional development of the young person.

MCF has a duty to ensure that the IT infrastructure is secure and is not open to misuse or malicious attack and that users (including children and young people) may only access the internet through a properly enforced password protection policy, in which passwords are regularly changed. Please see separate policies for data management, records and IT.

1.3 How to respond if you are concerned about a child or young person

If a child or young person is in immediate danger or injured, emergency services should be contacted immediately.

Any concerns must be raised immediately with the Designated Safeguarding Lead and the procedures outlined in the flow chart detailed in **Appendix 1 Responding to a Safeguarding Concern** should be followed.

In general, seek to discuss your concerns with the child or young person as appropriate to their age and understanding. Remember to keep the child or young person updated.

1.4 Responding to disclosures

Where concerns arise as a result of the information given by the child or young person it is important to reassure them but not to promise confidentiality. Remember that an allegation of child abuse or neglect may lead to a criminal investigation so don't do anything that may jeopardise a police investigation such as asking the child leading questions or attempting to investigate the allegations. If possible, arrange for a colleague to remain with the young person whilst discussions with the Designated Safeguarding Lead or their deputy take place – this colleague's role is not to discuss the concerns. The worker who receives a disclosure is the person who should make any necessary referrals to social services.

1.5 Reporting and recording requirements

At the earliest opportunity, a careful record must be completed by the case worker and the following need to be clearly described:

- what the child or young person has said;
- how the worker has responded;
- any discussions with the Designated Safeguarding Lead or their deputy or any other agencies;
- any relevant information about the child or young person's physical appearance or behaviour.

Remember that your records may be used as evidence in any criminal proceedings.

If the child has produced paper evidence through drawing or the written word, these should be retained by the person receiving the disclosure because they may prove to be of evidential importance. Similarly, the MCF member of staff would keep any hand-written notes taken during the disclosure process in a secure place for future reference if needed. These paper copies should be scanned in and kept in the appropriate case folder on MCF's OneDrive as an additional back up.

Records, which are not 'contemporaneous' i.e. made within hours of an incident, may dilute the weight attached by the courts to such evidence in the event of any subsequent proceedings.

When you/ Designated Safeguarding Lead or their deputy make a referral to police or social services agree with the recipient over the phone what the child/young person will be told, by whom and when. Confirm your verbal discussions in writing (see 1.1 for timescales).

Social services should acknowledge written referrals within one working day of receiving them, if they do not do so they should be contacted again.

Records will be timed, dated and signed legibly and kept in a secure place so that unauthorised persons cannot access them. Records will also be retained electronically on MCF's OneDrive which is encrypted and secure, with controlled access.

1.5a Undertaking International Capacity and Capability Building.

There are occasions when MCF staff or volunteers, associates or consultants acting on MCF's behalf are deployed overseas to support host countries develop safeguarding practices. MCF recognise its responsibility towards safeguarding children whilst abroad and will follow guidelines issued by the National Crime Agency, Guide to Reporting Child Sexual Abuse and Exploitation Outside of the UK (Appendix B); found at C:\Users\Marie Collins Foundation\National guidance and policies. Any such referrals will also be logged on MCF systems.

1.6 Responding to concerns from a third party

Other professionals and members of the public should be advised that you will pass on child protection concerns to statutory agencies. Members of the public are entitled to report concerns anonymously directly to social services.

1.7 Confidentiality and young people's consent to information sharing

Sharing of information amongst professionals is set in the context of legal guidance on disclosure of information/breaching confidentiality. The main restrictions on disclosure of information are:

- Common Law duty of confidence;
- Human Rights Act 1998;
- Data Protection Act 2018 and UK General Data Protection Regulation

Each of these has to be considered separately. Other statutory provisions may also be relevant. But in general, the law will not prevent you from sharing information with other practitioners if:

- those likely to be affected consent; or
- the public interest in safeguarding the child or young person's welfare overrides the need to keep the information confidential; or
- disclosure is required under a court order or other legal obligation.

A person with parental responsibility can only consent on behalf of the young person under the age of sixteen years who does not have the capacity to understand the situation or make decisions.

A young person's consent should always be sought when sharing confidential information with statutory agencies. If a young person refuses to consent you will need to decide whether the circumstances justify a breach of confidence. A breach of confidence may be justified if it is necessary to protect the health and welfare of the child or prevent crime. (See article 8.2 Human Rights Act 1998).

The key factor when deciding whether or not to disclose confidential information without consent is proportionality: is the proposed disclosure a proportionate response to the need to protect the child or young person?

1.8 Working jointly with other agencies

The sharing of information amongst practitioners working with children and young people is essential. In many cases it is only when information from a range of sources is put together that a child can be seen to be in need or at risk of harm. Remember that most child deaths during the past three decades have been related to the failure of agencies to work together and share information. It is the policy of this organisation to share information and assist in assessments with statutory authorities.

Workers are likely to be involved with statutory agencies in three main ways:

- i. referring concerns to social services or the police;
- ii. they may be approached by social services and asked to provide information or to be involved in an assessment;
- iii. they may be asked to provide help or a specific service as part of an agreed plan and to contribute to reviewing progress.

1.9 Pre-trial therapy

All relevant staff should be working to the procedures required under Crown Prosecution Service (CPS)/Home Office guidance for working with young people pre-trial. All pre-trial situations should be discussed with the relevant police officers and CPS before any work is undertaken.

Workers who are concerned about access that the court may have to young peoples' records should acquaint themselves with PII (Public Interest Immunity) which is a defence against the disclosure of confidential documents.

1.10 Allegations against staff

The CEO will deal with allegations against staff, in consultation with the Local Authority Designated Officer (LADO) if the allegation is a child protection allegation, unless the allegations are against them, in which case the Chair of the Trustee Board will deal with the allegation. Members of staff who are the subject of an allegation will be suspended immediately on full pay pending an investigation. During the period of suspension the staff member should not come onto MCF premises or have any contact with young people or colleagues. During this time staff's devices will be retained by MCF and access to the MCF OneDrive prevented.

Investigations of allegations against staff will be robust and timely and will not cease even if the staff member resigns. We will not enter into a compromise agreement with any staff member and all investigations will continue to completion.

The CEO should inform the Chair of the Trustee Board regarding any allegations made against staff members.

2.0 STAFF

2.1 DBS (Disclosure and Barring Service) checks and references

All staff, volunteers and trustees will be DBS checked at enhanced level. Enhanced checks are for anyone engaging in regulated activity which involves regularly caring for, training, supervising or being in sole charge of vulnerable groups. Enhanced checks contain the same information as standard checks but with the

addition of a check on the barred lists if requested and any locally held police force information considered relevant to the job role, by chief police officers.

Applicants for employment will need to provide two references covering the last five years of employment or study. Any breaks in employment or study will have to be fully explained at interview. Volunteers will be expected to provide two references that can verify their integrity and reliability. (Please see Appendix 1 for additional guidance on recruitment).

All job applicants, volunteers or trustees who fail to disclose convictions that are subsequently identified by the DBS check will be disqualified from working for the organisation or serving as a trustee.

All prospective workers, volunteers and trustees will be asked if they are or have been subject to disciplinary procedures.

For general guidance the following principles will apply if there are convictions on a person's record:

- all offences against persons including domestic abuse will disqualify them from being employed or involved with the organisation (possible exception of offences committed under the age of 18);
- all offences involving serious fraud/theft will disqualify as above;
- all other offences will be considered in the context of how old the person was when the offence was committed, any reparation that was made, how long ago the incident was and how it was dealt with by the courts. The employment or volunteering of all persons in this category will be discussed by the Chief Executive Officer and Trustees who will take into account changing social attitudes and legislation in particular in regard to homosexual acts and substance misuse;
- reference will also be made to MCF's Recruitment of Ex-Offenders Policy.

All prospective staff will be required to produce the following documents

- birth certificate;
- passport;
- driving licence;
- utility bill;
- professional registration document (regulated professions);
- original copies of all qualification certificates.

2.2 Young People's Involvement in Recruitment and Selection

Young people involved in the recruitment of staff will be trained in the following:

- equality and diversity;

- safeguarding;
- emotional competence;
- interviewing techniques;
- confidentiality.

Young people who use the service will be invited to discuss the possibility of their involvement in the recruitment of staff and volunteers.

2.3 Supervision and Monitoring

Formal supervision will be monthly for periods appropriate to the worker's role. The supervision sessions should be based on an agreed structure that should include formative aspects (developing the staff member); restorative aspects (helping them deal with the personal impact of the work) and normative aspects (ensuring that they are working to agreed standards).

Staff will attend probationary and annual appraisals to monitor their performance. Their ability to safeguard children and young people effectively will be one aspect of their performance that is examined. Staff members who consistently fail to safeguard young people in their practice, despite training and support, will be the subject of disciplinary procedures and their employment may be terminated.

Sessional workers/seconded staff/students will all be expected to work in accordance with MCF policies.

2.4 Appraisal

All staff will undergo an annual appraisal. The purpose of which is to review their progress in relation to the core objectives of their job description, identify areas for development and to set objectives for the following year.

2.5 Training and Staff Development

Staff will be expected to under-go training and staff development sessions throughout their employment to ensure that their working practices are informed by the most recent evidence-based models.

2.6 Whistleblowing

Staff are often the first to realise that there may be something seriously wrong within an organisation. They may not express their concerns, however, because they feel that speaking up would be disloyal to their colleagues or to the organisation. They may also fear harassment or victimisation. In these circumstances, it may be easier to ignore the concerns rather than report what may just be a suspicion of abusive practice.

The Public Interest Disclosure Act 1998 and Protected Disclosures Act 2014 protects workers who report wrongdoing within the workplace and it is the aim of

this policy to ensure that as far as possible our workers are able to tell us about any wrongdoing at work which they believe has occurred or is likely to occur.

We are committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, we encourage workers and others with serious concerns about any aspect of our work to come forward and voice those concerns. Staff should feel able to express such concerns in strict confidence without fear of reprisals.

Subject matter of the Disclosure

This section relates specifically to concerns re: abuse of young people by a staff member.

As a first step, the worker should raise concerns with their line manager. This depends, however, on the gravity and sensitivity of the issue and who is thought to be involved in the malpractice. If the worker feels that their manager is involved, then the CEO should be approached.

MCF encourages workers to disclose the information through the appropriate channels first, rather than going directly to an outside person or body.

Concerns are better raised in writing. Workers are invited to set out the background and history of the concerns, giving names, dates and places where possible, and the reasons for making the disclosure.

If the worker does not feel able to put their concerns in writing, they may telephone or arrange to meet the CEO.

The earlier the disclosure is made, the easier it is to take action.

Although workers are not expected to prove the truth of a disclosure, they will need to demonstrate to the person contacted that there are sufficient grounds for concern.

We recognise there may be matters that cannot be dealt with internally and external authorities will need to become involved. Where this is necessary, MCF reserves the right to make such a referral without staff consent.

3.0 ACCESSIBILITY STATEMENT

This policy will be provided in different formats, such as an accessible PDF, audio recording, large print or alternative languages on request.

4.0 RELATED POLICIES

This policy is to be read in conjunction with the following policies:

- Case Management Policy
- Data management and Privacy Policy
- DBS Policy, including Appendix 2, Recruitment of Ex-Offenders Policy
- IT Policy
- Disciplinary Policy
- Grievance Policy
- Retention of Case Records Policy
- Performance Management Policy
- Whistleblowing Policy

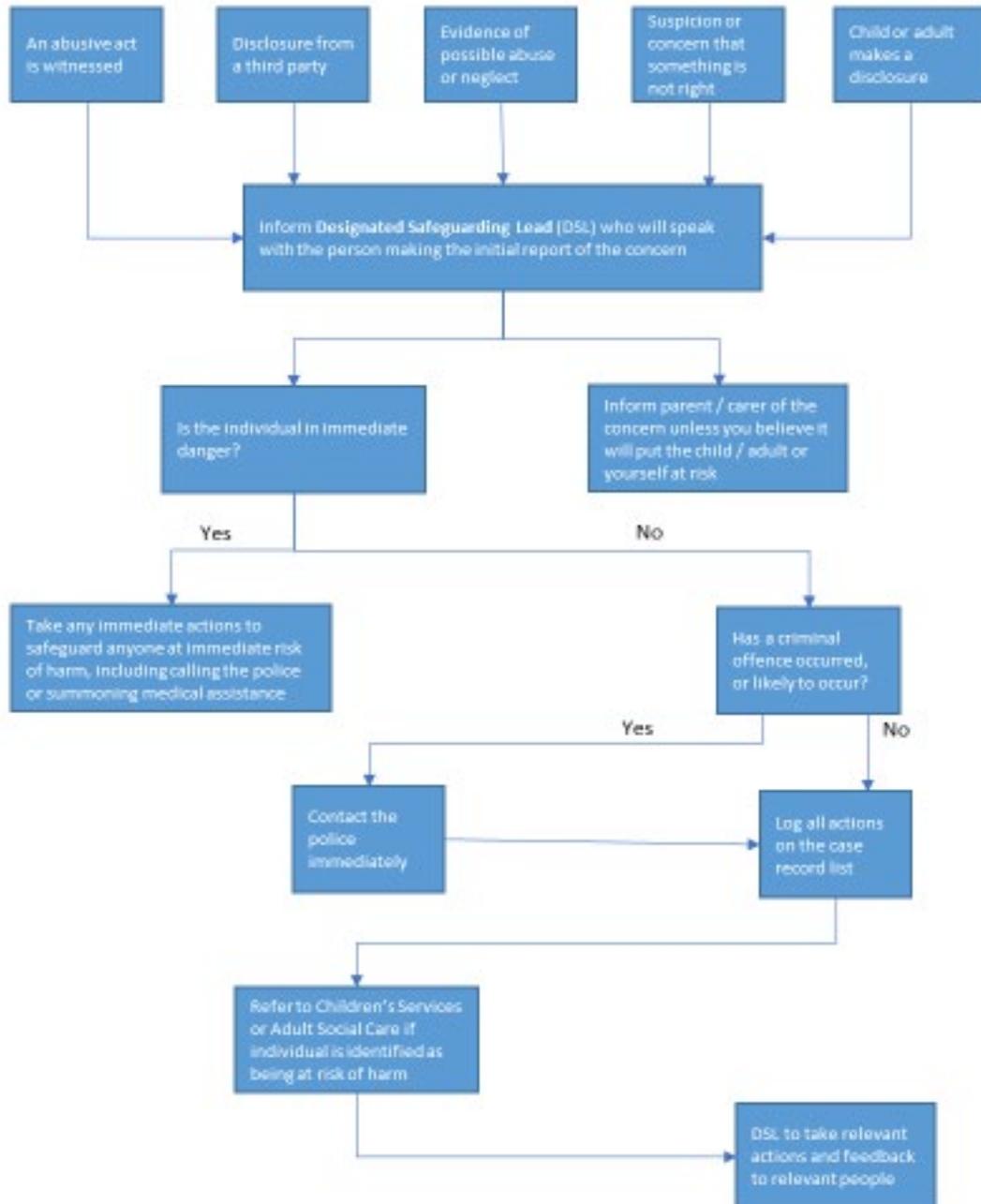
5.0 RESOURCES

The following legislation and guidance have been referenced within this policy:

- Care Act 2014
- Children Act 1989
- Counter Extremism Strategy 2015
- Data Protection Act 2018 and UK General Data Protection Regulation
- Homelessness Act 2002
- Human Rights Act 1998
- Modern Slavery Act 2015
- National Crime Agency, Guide to Reporting Child Sexual Abuse and Exploitation Outside of the UK, April 2019
- Protected Disclosures Act 2014
- Public Interest Disclosure Act 1998
- Serious Violence Strategy, Home Office, 2018
- What to do if you're worried a child is being abused, DH 2003 and 2015
- Working together to Safeguard Children, HM 2018

APPENDIX 1

Responding to a Safeguarding Concern



APPENDIX 2

Additional Guidance on Recruitment:

1. The Warner Report outlines some safe recruitment procedures. This report responded to the recognition that there is a risk that any role that allows access to children will be attractive to those with a sexual interest in children.
2. The Staff Handbook includes:
 - Boundaries of personal conduct
 - Prohibition of inappropriate behaviour with the children they are communicating with, including making arrangements to have personal communication or contact with them.
 - A confidentiality clause, prohibiting the misuse of company information e.g. passing personal information to third parties (also included in staff contracts).
3. The recruitment procedure should follow these lines:
 - The vacancy should be advertised (usually externally) and be open to competition.
 - Applicants should be required to supply information prior to selection, in a signed document, including: proof of identity; any criminal convictions and whether they have been charged with a criminal offence and the outcome; any other relevant information.
 - Include an enhanced DBS check. Employers should only offer appointments after completing police checks against central government lists and verification of birth certificates and educational/professional qualifications. And should allow no unsupervised access to children before completion of all checks.
 - The advertisement for the post should state that such a check will be made.
 - There should be a face-to-face interview. A variety of selection methods is preferable – written exercises, aptitude tests etc.
 - References, especially from the current employer, and also a full employment history, including periods of unemployment with dates (to the nearest month) and the names and addresses of previous employers.

APPENDIX 3

MCF ONLINE SAFETY POLICY STATEMENT

The purpose of this policy statement

The Marie Collins Foundation works with children and families as part of its activities. These include offering services to children, young people and their families who have suffered harm via the internet and mobile technologies.

The purpose of this policy statement is to:

- ensure the safety and wellbeing of children and young people is paramount when adults, young people or children are using the internet, social media or mobile devices
- provide staff and volunteers with the overarching principles that guide our approach to online safety
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.

The policy statement applies to all staff, volunteers, children and young people and anyone involved in MCF's activities.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England/Northern Ireland/Scotland/Wales. Summaries of the key legislation and guidance are available on:

- online abuse <https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>
- bullying <http://learning.nspcc.org.uk/child-abuse-and-neglect/bullying>
- child protection <https://learning.nspcc.org.uk/child-protection-system>

The UN Convention on the Rights of the Child (UNCRC) codifies children's rights and is the basis upon which much domestic legislation in relation to children rests around the world. The UNCRC adopted General Comment 25, ensuring children's rights also apply in the digital world.

We believe that:

- children and young people should never experience abuse of any kind
- children should be able to use the internet for education and personal development, but safeguards need to be in place to ensure they are kept safe at all times.

We recognise that:

- the online world provides everyone with many opportunities; however, it can also present risks and challenges
- we have a duty to ensure that all children, young people and adults involved in our organisation are protected from potential harm online
- we have a responsibility to help keep children and young people safe online

- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare and in helping young people understand how to be safer online.

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

- appointing an online safety coordinator [this is the CEO who is also our nominated child protection lead]
- providing clear and specific directions to staff and volunteers on how to behave online through our behaviour code for adults, as detailed in our Social Media Policy
- supporting and encouraging the young people using our service to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others
- supporting and encouraging parents and carers to do what they can to keep their children safe online
- developing an online child-friendly safety agreement for use with young people and their parents/carers when necessary (e.g. for case work or victim/survivor groups)
- developing clear and robust procedures to enable us to respond appropriately to any incidents of inappropriate online behaviour
- reviewing and updating the security of our information systems regularly
- ensuring that usernames, logins, email accounts and passwords are used effectively
- ensuring personal information about the adults and children who are involved in our organisation is held securely and shared only as appropriate
- ensuring that images of children, young people and families are used only after their written permission has been obtained, and only for the purpose for which consent has been given
- providing supervision, support and training for staff and volunteers about online safety
- examining and risk assessing any social media platforms and new technologies before they are used within the organisation.

If online abuse occurs, we will respond to it by:

- following clear and robust safeguarding procedures in place for responding to abuse (including online abuse)
- making sure our response takes the needs of the person experiencing abuse, any bystanders, alleged perpetrator (if appropriate, for example, another child) and our organisation as a whole into account
- reviewing the incident to identify any preventative measures that MCF can undertake to reduce the likelihood of similar incidents occurring in the future (for example, staff training, policy revision, supervision).

Related policies and procedures

This policy statement should be read alongside our organisational policies and procedures, as detailed in the MCF Safeguarding Policy.

Contact details

Online safety co-ordinator - CEO

Senior lead for safeguarding and child protection - CEO

NSPCC Helpline - 0808 800 5000

We are committed to reviewing our policy and good practice annually, in line with the MCF Safeguarding Policy.

This policy statement is based on an example produced by NSPCC, September 2019

APPENDIX 4

Child-friendly Safeguarding Statement

HELP US TO KEEP YOU SAFE

The Marie Collins Foundation wants to make sure that you are safe



You have the right to be protected from being hurt and mistreated, in body or mind.



Some people do hurt children and this can happen in real life or through the internet on phones or your tablet/computer.



It is never your fault

if someone is hurting you

If something is worrying you or you are worried about a friend can you talk to an adult you feel safe with (like your parent or a teacher), or Email us at help@mariecollinsfoundation.org.uk, or call



If you are in danger NOW
call the police on 999

Company No. 7657115 Charity No. 1144355 Scottish Charity No. SC048777



APPENDIX 5

Glossary

Item	Definition
Children	Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.
Safeguarding and promoting the welfare of children	Defined for the purposes of this guidance as: <ul style="list-style-type: none"> a. protecting children from maltreatment b. preventing impairment of children's health or development c. ensuring that children are growing up in circumstances consistent with the provision of safe and effective care d. taking action to enable all children to have the best outcomes
Child protection	Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.
Abuse	A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.
Extremism	Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. Calls for the death of members of the armed forces is also regarded as extremist.
County lines	As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.