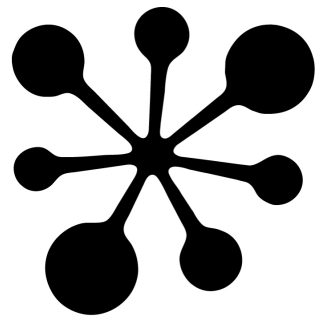
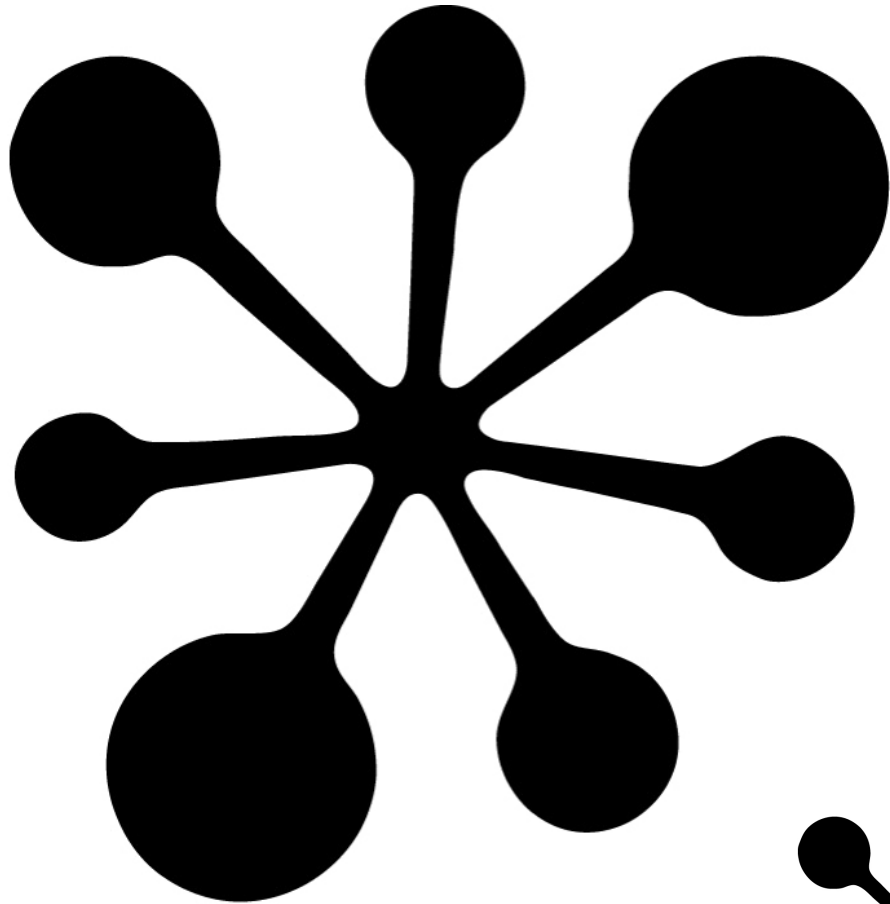
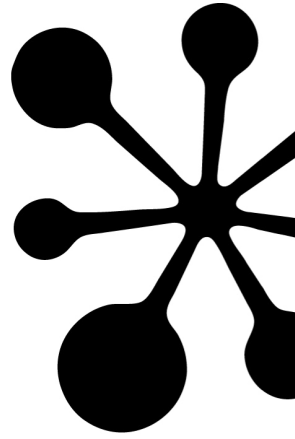




CHILD PROTECTION AND SAFEGUARDING POLICY



Media Mania Child Protection and Safeguarding Policy

Foreword

The safety and well-being of all of young people is at the heart of everything we do at Media Mania.

The Media Mania Board of Directors recognises and values greatly the safety of young people, taking full responsibility for ensuring that the company works tirelessly to ensure that best practice is implemented across all of the companies operational, administrative and development activities without compromise. This policy, together with the accompanying guidance notes and training programme, is a clear and unequivocal statement of intent that demonstrates our commitment to all of young people, their families, our staff, our funders, supporters and all of the other key stakeholder partners from across the communities within which we work.

The development and communication of this policy is once again a clear step in providing everyone working as part of Media Mania with a clear understanding of what is expected from them when working with schools and other settings and their young people.

To ensure awareness and understanding of the changes to the policy and the practical application of it to working practices at all levels, an updated programme of comprehensive training and development for all paid and voluntary members of our team will follow its publication. The Board of Trustees will also ensure that we not only continue to charge our team of people with employing all of the good practice guidelines and principles set out within the policy at all times, but also look to continue to develop and improve our policies and practices by constantly reviewing and updating our procedures as and when legislation or other reasons require it. We will have a dedicated team accountable to the Trustees and the Executive Leadership Team who will undertake this work.

I would like to thank everyone for their continued commitment to the development of this core piece of our work. I now set down the challenge to everyone involved with Media Mania to embrace the principles set out within it and to continue to provide the highest quality, safe, effective and child friendly environments within which all young people can reach their potential

Media Mania Designated Safeguarding Officers Team

Media Mania charity will have a dedicated Safeguarding and Child Protection Team accountable for:

1. Reviewing and updating the policy and procedures/practices
2. Carrying out investigations relating to Safeguarding and Child Protection matters
3. Reporting to and advising the Board of Directors on all Safeguarding and Child Protection matters.

The Designated Safeguarding Team is currently:-

Ray Tait (Child Protection Consultant).

Dave Mills (Youth Work Leader)

Raising concerns, making disclosures and/or reporting safeguarding matters should be sent to:

david.mills@media-mania.org

safeguarding@media-mania.org

Or

By calling the Safeguarding Team on 07968 012568 or 07726 882693 .

This policy was published in December 2020

The date for the next review of the policy is December 2021

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1. Introduction to the Policy *Equalities Act (2010),*

Media Mania is committed to ensure the safety and protection of all young people involved in our programmes through the operation of our Child Protection policies in line with standards in this document. Media Mania is committed to the belief that all young people have a right to protection and the needs of disabled young people and others who may be particularly vulnerable must be taken into account.

Media Mania has a duty of care to safeguard directly from harm all young people involved in any programme and activity that we deliver or are associated with. Media Mania also has the responsibility to ensure that, within all the programmes we deliver, any partner organisations must also have established policies and provide protection to young people.

Media Mania is committed to devising and implementing policies so that everyone in the organisation, whether they are paid staff or volunteers, accepts their responsibilities to safeguard young people from harm and abuse. This means to follow procedures to protect young people and report any concerns about their welfare to appropriate authorities.

The aim of the policy is to promote good practice, providing young people with appropriate safety/protection whilst in the care of Media Mania and to allow all staff to make informed and confident responses to specific child protection issues.

As a result of this commitment, the policy was reviewed in December 2020 to ensure that it continues to meet current Safeguarding and Child Protection policies; and it is now aligned to the 'Working Together to Safeguard Children' (2018) guidelines, 'Children and Social Work Act (2017), Keeping Children Safe in Education' (2019), General Data Protection Regulation (2018), Protection of Freedom Act (2012) and the Principles of the "Freedom To Speak Up Review" by Robert Francis (2015).

Definitions

A child/young person is defined as a person under the age of 18 (Children's Act 1989).

Within this policy, any person under the age of 18 will be classed as a young person or people.

Safeguarding is defined as protecting children from maltreatment, preventing impairment of health and/or development, ensuring that children grow up in the provision of safe and effective care and taking action to enable all children to have the best life chances.

This Safeguarding and Child Protection Policy forms part of a suite of documents and policies which relate to the safeguarding responsibilities of Media Mania.

In particular this policy should be read in conjunction with the Safer Recruitment Policy and other organisational policies referenced throughout the document.

1.1 Policy Statement

The majority of Media Mania's work is carried out in schools and other Early Years and Educational settings, therefore all staff and volunteers should be clear that school or other settings' policies and procedures should be adhered to at all times. When working in schools and other settings the host organisation's Safeguarding and Child Protection policies and procedures always supersede the Media Mania Safeguarding and Child Protection policy in the event of a procedural dispute.

1.1.1 Media Mania is committed to the following:

- That the welfare of the young person is paramount.

- All young people, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity, should be able to participate in any Media Mania programme in a safe environment.

- Taking all reasonable steps to protect young people from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings.

- That all concerns, suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately.

- That all Media Mania staff, including self-employed contractors or volunteers who work with young people, will be recruited with regard to their suitability for that responsibility and will be provided with guidance and training in good practice and child protection procedures.

- That young people should be listened to as well as given opportunities to assist in the development of safeguarding and child protection good practice and;

- To work in partnership with Parents and Carers and young people to safeguard and protect all young people.

1.2 Communication of the Policy

1.2.1 To ensure the successful implementation of this policy it is essential that we at Media Mania communicate to our entire staff, partners, young people and their Parents and Carers our commitment to safeguarding young people.

In addition, access to the Policy is available to all staff, partners, Parents and Carers, participants and the general public at large via the Media Mania website. This ensures people have access to this information and are able to understand both how the policy will be implemented and the process they should follow should an issue arise.

1.3 Monitoring and Review

1.3.1 The implementation of procedures will be regularly monitored and reviewed. The Designated Safeguarding Officer's Team at Media Mania (DSOT) will regularly report progress, challenges, difficulties, achievements, gaps and areas where changes are required to the management committee.

The policy will be reviewed every year or whenever there is a major change in the organisation or in relevant legislation and/or good practice guidelines.

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2. Promoting Good Practice

2.1 Introduction

2.1.1 To provide young people with the best possible experience and opportunities at Media Mania everyone must operate within an accepted ethical framework which is set out in Appendix A - The Media Mania Code of Conduct for Media Mania Staff, Secondees (Staff seconded by Schools or other agencies to support Media Mania activities) and Volunteers.

It is NOT the responsibility of employees or participants at Media Mania to make judgements about whether or not abuse is taking place. It is however their responsibility to act if they have concerns about the welfare of a young person, as explained in section 4.

This section will help to identify what is meant by good practice and poor practice.

2.2 Principles of Good Practice

2.2.1 By promoting good practice the occurrence of abuse of young people should be reduced and this should also protect Media Mania staff, thus reducing the likelihood of allegations arising.

2.2.2 All personnel should adhere to the following principles and action:

- Always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- If involved in a 1:1 (mentoring) situation, give some thought before the meeting to the venue and environment where the meeting will take place. Meet in an open, transparent space. If privacy is needed, make sure that the room/office has windows and is situated in a natural walkway. Always inform a colleague of your meeting. If Media Mania staff are visitors to a school or other setting, the meeting and the meeting place should be agreed with the host's relevant lead person.
- Make the experience of your programme or lesson fun and enjoyable: promote fairness, confront and deal positively and pro-actively with bullying, harassment or any other inappropriate behaviour.
- Treat all young people equally and with respect and dignity.
- Always put the welfare of the young person first.
- Only use the mobile phone or tablet supplied by Media Mania.
- Maintain a safe and appropriate distance with young people. Under the Sexual offences Act (2003) it is against the law for a person in a position of trust to engage in a relationship with a young person. (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a young person).
- In extreme cases where a young person is becoming a danger either to themselves, to other pupils or to you, physical contact/restraint may be required, however to be judged lawful the force of restraint used must be proportionate to the consequences it is intended to prevent. Media Mania does not have a reasonable force policy as settings policies should be followed at all times.
- If appropriate, involve Parents and Carers wherever possible, e.g. where young people need to be supervised in changing rooms, encourage Parents and Carers who have undertaken a *DBS* check to take responsibility for their own child. If groups have to be supervised in changing rooms always ensure staff, Parents and Carers or other appropriate adults work in pairs. If on school premises, liaise with the school to follow the school policy.

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2.3 Staff Responsibilities

- Keep up to date with the technical skills, qualifications and insurance in your profession.
- Be an excellent role model: this includes not smoking or drinking alcohol in the company of young people.
- Always give enthusiastic/constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of the young person, do not risk sacrificing welfare in the desire for team/personal achievements. Avoid pushing them against their will.
- Do not undertake any medical treatment on a young person, unless qualified to do so. Media Mania should secure written parental consent for its qualified members of staff to act in loco parentis, to give permission for the administration of emergency first aid or other medical treatment.
- Keep a written record of any injury that occurs, along with details of any treatment given. (Appendix B). Report **ANY** incident to both the Media Mania line manager and the school or setting safeguarding lead.
- All staff must seek clarification from their managers regarding the appropriate risk assessment documents they should use for each activity/site/venue.

2.4 Staff Ratios

2.4.1 All activities/events must comply with the ratios set by the relevant policy. Media Mania staff will always adhere to these ratios, as well as consult with the appropriate host agency when working in a school or other setting, special education needs environment or with physically disabled young people.

2.5 Overnight trips

For accompanying young people on trips or overnight stays, all staff must refer to the Media Mania host and organising partners (e.g. school or other setting) policy and procedures.

2.6 Changing Rooms for Events etc.

2.6.1

- Where possible young people should be supervised at all times in the changing rooms by two members of staff. If only one member of staff is available then the member of staff should be positioned by the door, with the door open (where appropriate) to supervise the young people.
- Adult staff should not change or shower at the same time using the same facility as young people.
- If you are involved in a mixed gender activity, separate facilities should be made available.
- If young people are uncomfortable changing or showering in public no pressure should be placed on them to do so. Encourage them to do this at home.
- If your activity/event has participants with disabilities involve them and their carers in deciding how they should be assisted and ensure they are able to consent to the assistance that is offered.
- No photographic equipment to be used in the changing rooms. This includes cameras, video cameras and mobile phones with photographic capabilities.

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2.7 Medical Treatment of Young People

2.7.1

- Media Mania staff and/or volunteers should never administer any medical treatment or emergency first aid unless fully qualified and the treatment is required in an emergency. First priority should always be to seek the relevant and appropriate medical and emergency first aid help from the designated officer or a medical professional.
- In the event that staff or volunteers are required to administer emergency first aid the relevant emergency first aid protocol should be followed at all times.
- Never transport a young person unless in an emergency; in this case it is the staff member's responsibility to contact the young person's Parents and Care and Media Mania Youth Work Lead or Child Protection Consultant **BEFORE** they transport the young person. In such circumstances, always transport the young person in the back seats of the car.

2.8 Poor Practice

2.8.1 The following should be avoided except in emergencies.

- Do not transport young people in your car unless you have designated business insurance to allow you to use your care for business use with Media Mania or it is a medical emergency.
- Avoid spending time alone with young people away from others.

If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of the Lead Youth Worker, Safeguarding Consultant or appropriate person from the school/setting and the young person's Parents and Carers where possible. For example, a young person sustains an injury and needs to go to hospital, or a Parent or Carer fails to arrive to pick a young person up at the end of a session. In all cases, such incidents should always be recorded (see Appendix B).

2.8.2 The following are regarded as poor practice and should be avoided by all personnel:

- Engaging in rough, physical or sexually provocative games, including any forms of inappropriate behaviour.
- Use of your mobile phone or tablet in communicating with a young person other than in extreme emergencies.
- Over friendly behaviour/nature with young people.
- Allowing or engaging in inappropriate touching of any form.
- Allowing young people to use inappropriate language unchallenged.
- Making sexually suggestive comments to a young person, even in fun.
- Reducing a young person to tears as a form of control.
- Allowing allegations made by a young person to go unchallenged, unrecorded, unreported or not acted upon.
- Doing things of a personal nature that the young person can do themselves.
- Sharing a room with a young person.
- Meeting with young people in private, closed places.
- Unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given.

2.8.3 If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to your line manager and the safeguarding lead officer in the school or other setting, as well as making a written record of it. If appropriate the line manager or the school or setting lead officer should then inform the young person's Parents or Carers of the incident. © Media Mania 2020

3. What is Child Abuse?

3.1 Introduction

3.1.1 Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or a breach of trust. Abuse can happen to a young person regardless of their age, gender, race or ability.

The main types of abuse are: **physical abuse, sexual abuse, emotional abuse, neglect and bullying** (which may or may not include aspects of the other forms of abuse). The abuser may be a family member, someone the young person encounters in residential care or in the community. Any individual could abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

Abuse in all of its forms can affect a young person at any age. The effects can be so damaging that, if not treated they may follow the individual into adulthood.

Young people with disabilities may be at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

3.2 Types of Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

3.2.1 **Physical Abuse:** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a Parent or Carer fabricates the symptoms of, or deliberately induces, illness in a child.

3.2.2 **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.

3.2.3 **Emotional Abuse:** The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. 13 © Media Mania 2017

3.2.4 **Neglect:** The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a Parent or Carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

3.2.5 The Anti-bullying Alliance defines bullying as:

The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.

Bullying may come from another young person or an adult.

There are four main types of bullying. It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments). <http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect>.

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3.3 Indicators of Abuse

3.3.1 Even for those experienced in working with child abuse, it is not always easy to recognise a situation where abuse may occur or has already taken place. Most people are not experts in such recognition, but indications that a young person is being abused may include one or more of the following:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- An injury for which an explanation seems inconsistent.
- The young person describes what appears to be an abusive act involving them.
- Another young person or adult expresses concern about the welfare of a young person.
- Unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper.
- Inappropriate sexual awareness or engaging in sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Being prevented from socialising with others.
- Displaying variations in eating patterns including over eating or loss of appetite.
- Losing weight for no apparent reason.
- Becoming increasingly dirty or unkempt.
- Over-tiredness.
- Suicidal threats or behaviours.
- Displaying frequent unexplained minor injuries.

3.3.2 It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. More information can be found at <http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>

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3.3.3 Signs of bullying include:

- Behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to participate in activities.
- Physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes.
- A shortage of money or frequent loss of possessions.

3.3.4 The above list is not exhaustive. More information can be found at <http://www.anti-bullyingalliance.org.uk/>

It is NOT the responsibility of those working at Media Mania to decide that child abuse is occurring, it is however their responsibility to act on any concerns by reporting any incident to the relevant Safeguarding Officer or a Line Manager as well as completing an Incident Referral Report Form (Appendix C). © Media Mania 2020.

3.4 Use of Photographic/Filming Equipment

3.4.1 There is evidence that some people have used activities or events as an opportunity to take inappropriate photographs or film footage of young and disabled people in vulnerable positions. Therefore Media Mania is committed to adhere to the appropriate guidelines detailed below.

3.5 Recording Images of Young People

3.5.1 There have been concerns about the risks posed directly and indirectly to young people through the use of photographs on web sites and in other publications.

3.5.2 Therefore, the following guidelines must be followed:

- All young people featured in photographs/recordings must be appropriately dressed for the activity they are undertaking.
- The photograph/recording should ideally focus on the activity; where possible images of young people should be recorded in small groups.
- Media Mania staff or its agents will still be allowed to use video equipment as a legitimate aid and means of recording work and/or special occasions with the written consent of Parents and Carers / young person. However, any such use of video equipment must be confined to equipment supplied for the purpose by Media Mania and personal equipment may not be used.
- Care should be taken in the dissemination and storage of the material at all times and reporting of lost or stolen equipment containing material should be undertaken immediately including to the relevant school or setting lead officer.

3.6 Publishing Images of Young People

- If a photograph/recording is used, personal details of young people such as e-mail address, home address and telephone numbers should never be revealed.
- Parents and Carers' permission should always be received to take and use an image of a young person. This ensures that Parents and Carers are aware of the way the image of their child is represented in the sport or performing arts activity or within Media Mania as an organisation. A Parent and Carer photography permission question is included within Appendix D and can be distributed when required.

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- Where images are obtained from or captured in a school or other setting then written confirmation from the school or other setting should clearly state that full written Parent and Carer consent has been obtained, including for sharing with and use by Media Mania.
- Where a story concerns an individual, (e.g. triumph over adversity), particular attention should be paid to ensuring permission is gained from the school/setting, Parent or Carer and young person to use a photograph/recording and relevant details.
- In order to guard against the possibility of a young person under a court order appearing on a website, the simultaneous streaming of images onto a website is not recommended. Delayed streaming also provides an opportunity for the editing of inappropriate clips, applying an increased level of consideration to the images of youngsters used on websites. Simple technology features such as watermarking may dissuade third parties from using or attempting to access controlled imagery.
- It is good practice to refresh any images used on websites periodically, although it should be accepted that those images which appear in printed form have longevity beyond the publisher's control. Media Mania 2017.

3.7 The use of Photographic/Filming Equipment by the Media

3.7.1 There is evidence that some people have used events and activities as an opportunity to take inappropriate photographs or film footage of young people. Therefore, the following guidelines will be followed:

- If professional photographers are commissioned or the press is invited to an activity or event, it is the responsibility of the commissioning manager to ensure they are clear about expectations of them in relation to the welfare of young people.
- The photographer/camera person must have bona fide identification and be able to produce it on request.
- Participants and Parents and Carers must be informed that a photographer/camera person will be in attendance at an event and ensure that they give written consent to both the taking and publication of films or photographs.
- Media Mania will not allow unsupervised access to participants or one to one photo sessions at events/activities.
- Media Mania will not approve/allow photo sessions outside the event/activity.

3.8 The use of Photographic/Filming Equipment by Parents and Carers/ Spectators

3.8.1 If Parents and Carers or others are intending to photograph or video at an event they should also be made aware of the expectations:

- Parents and Carers and others should be prepared to identify themselves if requested and state their purpose for photography/filming.

3.8.2 In addition:

- Participants and Parents and Carers should be informed that if they have concerns about inappropriate or intrusive photography/filming these should be reported to the event organiser or official and recorded in the same manner as any other child protection concern.
- Appropriate members of Media Mania staff should approach and challenge any person taking photographs who has not made themselves known and/or registered with the charity or the setting/school. They might need to refer it to the local police force if this person continues to record images unauthorised.

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3.9 Guidelines – Texting Young People

3.9.1 The NSPCC has developed guidance on texting which has been adapted and is included within this policy. The use of text messaging to communicate with individual young participants increases the vulnerability of both the young person and (typically) the member of staff/volunteer. However, there may be exceptional circumstances in which it is justified, subject to appropriate safeguarding considerations. Similarly, group texts can be a useful means of contacting large numbers of participants to update them on information about an activity or event.

The use of personal mobiles for sending texts to young people is expressly forbidden – all texts must be sent from mobiles supplied by Media Mania. 18 © Media Mania 2017

3.9.2 Guidelines for using Bulk (or Bundled) Text Messaging

- The young people's mobile phone numbers should be stored in either a locked secure cabinet, or on an electronic system which is password protected, with access only available to the relevant staff that have undertaken enhanced DBS checks (the mobile phone numbers should not be shared with anyone else).

- All text messages must be sent via a bundle to a group of young people i.e. the same standard text message being sent to every member of the group. The text messaging system should never be used to send text messages on an individual basis (i.e. to just one person), or to fewer than five people.

- All text messages sent must make it clear to the young people receiving it that Media Mania has sent the message, rather than simply giving the mobile phone number that the system uses to send the message.

- Young people should not be given the opportunity to text back to the system; it should only be used as a one-way communication channel.

3.9.3 Guidelines for Texting Individual Young People

- The decision to use text messaging should not be made by a member of staff or volunteer in isolation and should be discussed and agreed with the relevant Director. This will ensure that Media Mania safeguarding expectations and requirements can be clarified and an undertaking given by the coach to comply with them.

- The content should relate solely to Media Mania activity or event. Messages should reflect the professional relationship between the Media Mania member of staff and young person, and that member of staff's position of trust. Text messages and mobile phones must never be used for any other reason or in any other way.

- Young people should not be encouraged to text back; ideally it should only be used as a one-way communication channel. Young people should be made aware that, if or when they choose or need to text the member of staff or volunteer (for example to confirm attendance or advise on a travel delay), they should ensure that the content of messages relates only to matters relevant to the activity and that they are (like the member of staff) required to copy in either a Parent or Carer or the identified moderator (e.g. Director) to all communications.

3.9.4 Guidelines – for Texting by both Bulk and Individual Young People

- Only staff that have been through relevant safeguarding checks (e.g. enhanced level DBS checks and references) should use and have access to the text messaging system. All staff will have undertaken a recognised safeguarding training.

- The numbers of staff with access to the system, particularly data relating to young people, should be kept to a practical minimum, and their details recorded and maintained by the Designated Safeguarding Officer Team. A record should be made of the mobile phone number(s) which will be used to send the texts – ideally for bulk texts, this should be a single number used consistently. Consent must be obtained prior to sending the young people text messages:

- For young people aged 15 or under, specific consent must be obtained from their Parents or Carers via a consent form.
 - Parents and Carers of younger children should be offered the option to be copied into any texts their child will be sent.
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➤ Although Parent and Carer consent is not required for young people aged 16 and over, written consent must be obtained from these individuals themselves. Please note that for the over 16s it is still recommended that their Parents and Carers are also informed of the intention to send their children text messages, so as to show that Media Mania has taken steps to ensure their child's safety in this respect.

- The text messages which are sent must never contain any offensive, abusive or inappropriate language. To do so would trigger disciplinary procedures. If received, these should be reported using Appendix C.

- All of the text messages sent should include a sentence at the bottom which provides the young people with the opportunity to unsubscribe.

- All text messages sent to young people should also be sent to the relevant Director to act as a moderator. Hence, it is essential that the moderator's mobile phone number is included in every 'communication group' that is set up that is relevant to them.

- Consideration will be given to initiating Media Mania child protection and disciplinary procedures should any breaches of this protocol arise, including consultation with or referral to statutory agencies if indications of illegal activity (e.g. grooming for abuse) come to light.

3.9.5 Guidance – Emailing Young People

For young people the safeguarding risks associated with email include:

- Inappropriate access to, use or sharing of personal details.

- Unwanted contact with young people by adults with ill intent.

- Being sent offensive or otherwise inappropriate material (If received, these should be reported using Appendix C).

- Online bullying by peers (including "Trolling").

- Grooming for sexual abuse.

- Direct contact and abuse.

For adults involved risks include:

- Misinterpretation of their communication with young people.

- Potential investigation (internal or by statutory agencies).

- Potential disciplinary action.

In order to safeguard both the member of staff sending out the emails and the young person receiving them, Media Mania will adopt the same guidelines as outlined in section 3.9.4. Specifically, the sending of an email to a young person from a personal email address is forbidden; any such email must be sent from a Media Mania email address.

3.9.6 Guidance – social networking websites

Social networking services allow users to create their own content and share it with a vast network of individuals, sometimes referred to as online communities. People from all over the world can meet and share interests online. There are several hundred social networking services.

Information about an event or campaign messages can be dissipated virally amongst supporters within online communities. Media Mania will give careful consideration to the use of social media outlets and balance the benefits of creativity, spontaneity and immediacy of the communication with the potential risks, including the risks to young people.

Potential risks can include, but are not limited to:

- Bullying by peers and people they consider 'friends'.

- Posting personal information that can identify and locate a young person offline.

- Sexual grooming, luring, exploitation and abuse contact with strangers.
- Exposure to inappropriate content.
- Involvement in making or distributing illegal or inappropriate content.
- Theft of personal information.
- Exposure and interaction with others who encourage any forms of self-harm.
- Exposure to racist or hate material.
- Encouragement of violent behaviour.
- Glorifying activities such as drug taking or excessive drinking.
- Physical harm in making video content, such as enacting and imitating stunts.
- Risk taking activities.
- Leaving and running away from home as a result of contacts made online.

It is Media Mania policy that no member of staff should be participating with any young person in any direct private contact via online or social media platforms. The misuse of electronic communication to make contact with or groom children is forbidden.

3.9.7 The NSPCC has developed good practice guidelines for social networking sites which Media Mania will commit to:

- That Media Mania will understand the safety aspects including what is acceptable and unacceptable behaviour on a social networking service.
- That Media Mania will follow relevant legislation and good practice guidance when engaging with social media companies.
- That Media Mania will engage with social networking companies to ensure that they adhere to relevant legislation and good practice guidelines.
- That Media Mania will ensure that online safeguarding issues are fully integrated into their existing safeguarding strategy, policies and procedures.

Further information can be found at <http://www.nspcc.org.uk/preventing-abuse/keeping-children-safe/online-safety/>. This part of the policy will be reviewed and updated regularly in recognition of the ever evolving digital world, as will guidance issued to all Media Mania Staff, Secondees and Volunteers.
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4. Responding to Suspicions and Allegations

4.1 Introduction

4.1.1 It is not the responsibility of anyone working at Media Mania in a paid or unpaid capacity to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate people and authorities so that the necessary inquiries and actions are followed to protect the young person.

4.1.2 Staff and volunteers working in schools or settings where there may be particular practices for engaging with young people and/or responding to specific circumstances that may raise concerns (e.g. environments where there are young people with special educational needs or disabilities who require physical contact) should be mindful of each specific environment and the individual needs of all children and young people. In all cases, staff and volunteers should seek clarity from colleagues as to the accepted practices and behaviours within the school or setting before starting the role to avoid the unnecessary risk of misunderstandings when observing practices that he/she may be concerned about.

However, if unsure or if any suspicions arise, staff or volunteers should continue to raise these concerns with the relevant safeguarding lead for the avoidance of doubt.

4.2 Receiving Evidence of Possible Abuse

4.2.1 Media Mania staff may become aware of possible abuse in various ways. Staff may see it happening, may suspect it is happening because of signs that have been noticed, or may have it reported by someone else or directly by the young person affected.

4.2.2 When a young person reports directly to a member of staff, it is particularly important for the member of staff to respond appropriately. If a young person says or indicates that they are being abused, staff should:

- **Stay calm** so as not to frighten the young person.
- **Reassure** the young person that they are not to blame and that it was right to tell.
- **Listen** to the young person, showing that you are taking them seriously.

It is helpful to the child to:

- Be calm and receptive
- Listen carefully without interrupting
- Communicate with the child appropriately
- Be aware of your non – verbal communication
- Take them seriously
- Acknowledge their courage and reassure them
- Let them know that you are going to do everything you can to help them

Do not:

- Show shock or disgust
- Ask questions to elicit more information. You can ask for clarification by repeating what the child has said
- Speculate or make assumptions

- Make negative comments about the abuser
- Make promises (“Everything will be alright.”)
- Agree to keep what the child has said a secret
- **Keep questions to a minimum** so that there is a clear and accurate understanding of what has been said. (The law is very strict and child abuse cases have been dismissed where it is felt that the young person has been led and ideas have been suggested when questioning). Only ask questions to clarify as per the relevant training undertaken.
- **Inform** the young person that you have to inform other people about what they have told you. Tell the young person this is to help stop the abuse continuing.
- **Safety of the young person** is paramount. If the young person needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue.
- **Record** all information on the Incident Referral Form (Appendix C).
- **Report** the incident to a member of the Designated Safeguarding Officer Team. *When working in a school or other setting, please make sure that you also follow the setting or school’s policies and contact the setting or school’s appointed Safeguarding Officer as a priority.*

4.3 Recording Information

4.3.1 To ensure that information is as helpful as possible, a detailed record should always be made at the time of the disclosure/concern (Appendix B) or as soon as possible afterwards. In recording you should confine yourself to the facts and distinguish what is your personal knowledge and what others have told you. Do not include your own opinions.

4.3.2 Information should include the following:

- The young person’s name, age and date of birth.
- The young person’s home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else’s.
- The nature of the allegation including dates, times and any other relevant information.
- A description of any visible bruising or injury, location, size etc. Also any indirect signs such as behavioural changes.
- Details of witnesses to the incidents.
- The young person’s account, if it can be given, of what has happened and how any bruising/injuries occurred.
- Has anyone else been consulted? If so record details.
- Has anyone been alleged to be the abuser? Record details.

Liaise with your Designated Safeguarding Officers Team and if working in a school or other setting, the setting or School’s Safeguarding Officer. It is not your responsibility to contact Parents or Carers to ascertain what is the best way to approach the Parents or Carers. Once contacted record this communication. © Media Mania 2020.

4.4 Reporting the Concern

4.4.1 All concerns, suspicions and allegations **MUST** be reported appropriately. It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement about any action to take.

4.4.2 When working within a school or other setting, please ensure that you follow the setting or school's Child Protection policy as well as informing the School's Safeguarding Officer.

4.4.3 Media Mania expects its members of staff to discuss any concerns they may have about the welfare of a young person immediately with their Line Manager, who will then contact the Designated Safeguarding Officer Team and subsequently to check that appropriate action has been taken.

4.4.4 If any of these people are not available then immediately seek advice from the NSPCC helpline 0808 800 5000, your local Children's Social Care department or the police. (Media Mania staff should ensure they have the key Local Authority numbers stored in their mobile phones) (Appendix E).

4.4.5 Two reporting procedure flow charts for allegations involving either a young person (Appendix F) or member of staff/volunteer (Appendix G) are available.

Media Mania are not child protection experts and are not responsible for determining whether or not abuse has taken place. All suspicions and allegations must be shared with professional agencies that are responsible for child protection.

Children's Social Care have a legal responsibility under The Children Act 1989 to investigate all child protection referrals by talking to the young person and family (where appropriate), gathering information from other people who know the young person and making inquiries jointly with the police.

NB: If there is any doubt, you must report the incident: it may be just one of a series of other incidents which together cause concern.

Where there is a complaint or allegation against an employee or volunteer, there may be three types of investigation.

- **Criminal in which case the police are immediately involved.**
- **Child protection in which case the social services (and possibly) the police will be involved.**
- **Disciplinary or misconduct in which case Media Mania will be involved.**

4.4.6 Any suspicion that a young person has been abused by an employee or a volunteer should be reported to the Designated Safeguarding Officer Team, who will take appropriate steps to ensure the safety of the young person in question and any other young people who may be at risk. If working in a school or other setting, then the setting or School's Designated Safeguarding Officer should be informed immediately.

The Media Mania Designated Safeguarding Officer Team should:

- Refer the matters within 24 hours to the appropriate Local Authority Designated Officer and the Disclosure and Barring Service.

- Include details of the allegation on a secured file on Business Tracker.

- The Parent or Carer of the young person will be contacted as soon as possible following advice from the social services department.

- The Director of HR should be notified, if applicable, to implement any immediate disciplinary proceedings that may be needed.

- If applicable, the Director of HR should notify the relevant line manager and any relevant other parties (e.g. seconded staff employers) that the member of staff may be subject to investigation.

- If appropriate, the Chief Communications Officer should also be notified to decide who will deal with any media interest.

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Notwithstanding the need to contact the people listed above, it is critical to maintain confidentiality on a need to know basis.

4.4.7 Allegations of abuse can be made some time after the event. When such allegations are made, you should follow the same procedures and have the matter reported to social services. This is because other young people may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from working with young people.

4.5 Concerns outside the immediate environment

4.5.1 You may become concerned of possible abuse to a young person which is taking place outside the immediate Media Mania working environment i.e. abuse at home. You must still report your concerns to the Designated Safeguarding Officer Team.

4.6 Process for responding to suspicions and allegations concerning a young person

Concerns arise: phone, email, letter, observations or conversation.

Disclosure from a young person.

Record the information on the Incident Referral Form. If a young person has informed you, do not influence or sway them.

If working within a school or other setting, ensure you follow the setting's or school's child protection policy and inform the Safeguarding Officer.

Staff member to input details of the referral and email to david.mills@media-mania.org.uk

Immediately report the incident to your Designated Safeguarding Officers Team (DSOT). Together they will then decide on what the next steps are and who should be contacted.

Does allegation involve possible abuse?

Designated Safeguarding Officer Team to report incident to the Children's Social Care department of the Local Authority where the incident took place. They will advise Media Mania on the appropriate course of action and when and how best to inform the Parents and Carers.

Report the incident to the HR Department. DSOT and HR to decide on the most appropriate action to take.

Does allegation involve possible poor practice?

Designated Safeguarding Officer Team to report the incident to the Disclosure and Barring Service.

DSOT (or Human Resources Officer) to contact relevant external agencies or partners to report incident

Designated Safeguarding Officer Team to report the incident to the Board of Directors.

4.7 Confidentiality

4.7.1 Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only. This includes the following people (as defined by procedural flowcharts in the Appendices):

- The Regional Director
- The Designated Safeguarding Officer Team.

- Children's social care/police.
- The Parents or Carers of the young person (unless the allegation involves a Parent or Carer*).
- The person making the allegation.
- The alleged abuser (and Parents and Carers if the alleged abuser is a young person).

**It is critical that staff/volunteers use caution and seek immediate advice about whether sharing or disclosing information to a young person's family member is appropriate if there is any likelihood it increases the risk to the young person as a result of family members sharing the information.*

4.7.2 All information should be given to the Designated Safeguarding Officer Team and stored in a secure place for a minimum of 10 years with limited access to designated people, in line with data protection laws.

4.8 Internal Inquiries and Suspensions

4.8.1 Allegations against staff.

When investigating allegations against staff, Media Mania will consider whether the member of staff or volunteer has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children. (Reference Keeping Children Safe in Education (2015))

The Designated Safeguarding Officer Team in conjunction with Board of Directors & Line Managers will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

· Irrespective of the findings of the Children's Social Care and or police inquiries, the Board of Director/HR Officer will assess all individual cases to decide whether a member of staff can be reinstated and how this can be sensitively handled. This may be a difficult decision especially where there is insufficient evidence to uphold any action by the police. In such cases the Board of Directors/HR Officer must reach a decision based upon the available information which could suggest that, on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout. © Media Mania 2020.

5 Recruiting and Selecting Staff

5.1 Introduction

5.1.1 It is important that all reasonable steps are taken to prevent unsuitable people from working with young people through *Safer Recruitment* practices led by a trained interview panel member. Therefore all recruitment and selection of personnel is undertaken in accordance with the HR Recruitment, Selection and Induction policy. This applies equally to Media Mania paid staff, secondees and volunteers, both full and part time. To ensure unsuitable people are prevented from working with young people the following steps should be taken when recruiting and selecting staff and volunteers.

5.2 Controlling Access to Children

5.2.1 All contractors, agency workers, employed staff and volunteers to be employed directly by the charity should complete an application form. The application form will elicit information about the applicant's past and a self-disclosure about any criminal record or other incidents.

- Persons seconded from schools and/or local authorities undertake a separate process managed between the HR team and the secondee's employer whereby references and written confirmation of suitability for employment (in accordance with the guidelines within the Safeguarding and Child Protection policy and the HR recruitment policy) is obtained and processed by the HR Team.
- Consent should be obtained from the applicant to seek information from the *Disclosure and Barring Service* (formally CRB) or overseas police authorities, if applicable.
- Two confidential references, including one regarding previous work with young people should be obtained. These references **MUST** be taken up and confirmed in writing before the person starts with the process lead by the HR Team in accordance with the HR Recruitment policy
- Relevant interview questions (by the lead trained recruiter) relating to safeguarding and child protection should be included where necessary.
- When recruiting young volunteers, Media Mania understands that a young person may be unable to provide two work related references; so in this case, the references can come from a different source (and will be reviewed by the HR Director).
- Evidence of identity (passport or driving licence with photo); in the case of a young volunteer, the evidence will be reviewed by the HR Director.
- No member of staff (paid or unpaid) will be allowed to commence working with young people or undertake work indirectly linked to young people (i.e. access to a young person's personal information) until their *Disclosure and Barring Certificate* has been received and reviewed by the relevant staff (HR team)
- More information on Disclosure and Barring can be found at <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

5.3 Recruitment, Selection and Induction

5.3.1 All employees and volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations as required by the HR Recruitment Policy.

- A check should be made that the application form has been completed in full, including sections on criminal records and self-disclosures. This should be signed with a member of the Board of Directors as witness as per the HR Recruitment Policy.
 - Their qualifications should be substantiated.
 - Other recruitment and selection requirements and verifications including the right to work documentation should be undertaken as per the HR Recruitment Policy.
- All staff should receive formal or informal induction during which:
- The job requirements and responsibilities should be clarified.
 - They should sign up to the Media Mania Safeguarding and Child Protection Policy and the Code of Conduct (Appendix A).
 - Child Protection Procedures are explained and training needs identified

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5.4 Training

5.4.1 In addition to pre-selection checks, the safeguarding process includes training (within three months of joining Media Mania) after recruitment to help staff to:

- Analyse their own practice against what is deemed good practice, and to ensure their practice is likely to protect them from false allegations.
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse.
- Respond to concerns expressed by a young person.
- Work safely and effectively with young people.

5.4.2 Media Mania requires:

- All staff who have access to children and young people (directly or indirectly) to undergo a *Disclosure and Barring Service* check.
- All staff to undertake relevant safeguarding and child protection training (depending on their involvement) or undertake a form of home study, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection.
- All staff to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person.

5.5 Media Mania Training Requirements

- Designated Lead Officers: NSPCC Lead Officer Training or Social Work Degree or Equivalent.
- Media Mania general staff & volunteers: NSPCC Level 1 Safeguarding or Equivalent.
- HR Staff (specifically those leading on recruitment): Safer Recruitment Practices.
- Persons who have undertaken training who may be deemed to have obtained the “Acquired Previous Learning” can be authorised to do so upon agreement with the Lead Youth Worker or Safeguarding Consultant and providing the training has been undertaken in accordance with the guidelines outlined in 5.5.1.

5.5.1 Media Mania Training requirement renewal or recommended refreshed timeframes:

- Designated Lead Officers and Board of Directors: Every 2 years (or when recommended due to changes in legislation or practices).
- Media Mania general staff & volunteers: Every 3 years.
- HR Staff (specifically those leading on recruitment): Every 3 years.

5.5.2 Ongoing CPD, knowledge and awareness

- All staff (and volunteers where relevant) are also expected to undertake any opportunities to increase knowledge and understanding of relevant safeguarding and child protection matters. This will be monitored by line managers as part of the annual performance management process and quality assured by the Training Director in the annual training audit that follows annual performance reviews.
- The Designated Safeguarding Team should ensure that the organisation and all of its staff (and volunteers where relevant) continue to increase knowledge and understanding of Safeguarding and Child Protection matters, especially where changes or updates to relevant best practice recommendations, legislation or other amendments are recommended. This will be through regular communication and dissemination of the relevant information. © Media Mania 2020.

Declaration

I, the undersigned, have read the Safeguarding and Child Protection Policy of Media Mania and undertake to take all necessary steps to ensure

Name

Position in Media Mania

Date

For further reading

HM Government (2015) Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children

Disclosure and Barring Service (DBS) checks (previously CRB checks)
<https://www.gov.uk/disclosure-barring-service-check/overview>

DBS Update Service
<https://www.gov.uk/dbs-update-service>

Protection of Freedom Act (2012) – Chapter 5
<http://www.legislation.gov.uk/ukpga/2012/9/part/5/chapter/1/enacted>

Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges. Department for Education. March 2015.

Disqualification under the Childcare Act 2006; statutory guidance for local authorities, maintained schools, independent schools, academies and free schools.

Appendices

APPENDIX A – Media Mania Safeguarding & Child Protection Code of Conduct for Staff & Volunteers

PRINCIPLE: RIGHTS

STATEMENT All staff & volunteers must respect and champion the rights of every individual to participate.

ISSUES All staff & volunteers should:

- assist in the creation of an environment where every individual has the opportunity to participate in any activity of their choice.
- create and maintain an environment free of fear and harassment.
- recognise the rights of all young people to be treated as individuals.
- recognise the rights of young people to confer with other professionals.
- support the well-being of the young person both in and out of our programme(s).
- treat all individuals with respect at all times.

ACTIONS

- Do not discriminate on the grounds of gender, marital status, race, colour, disability, sexual identity, age, occupation, religious beliefs or political opinion.
- Do not condone or allow to go unchallenged any form of discrimination.
- Do not publicly criticise or engage in demeaning descriptions of others.
- Be discreet in any conversations about young people, staff or any other individuals.
- Communicate with and provide feedback to young people in a manner which reflects respect and care.
- All staff have a duty to report concerns about a colleague.
- Not complying with this Code of Conduct will result in disciplinary proceedings.

PRINCIPLE: RELATIONSHIPS

STATEMENT All staff & volunteers must develop a relationship with participants based on openness, honesty, mutual trust and respect.

ISSUES All staff & volunteers:

- must not engage in behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying).
- should promote the welfare and best interests of all young people
- must avoid sexual intimacy with young people either while working directly with them or in the period of time immediately following the end of the relationship (it is illegal under the sexual offences act (2003) for anyone in a position of trust to have a sexual relationship with a young person).
- must take action if they have a concern about the behaviour of an adult towards a child.
- should empower young people to be responsible for their own decisions.
- should clarify the nature of the support or services being offered to young people.
- should communicate and cooperate with other organisations and individuals in the best interests of young people.

ACTIONS

- Be aware of the needs of young people, especially the developmental stage and needs of children and young people.
- Ensure that physical contact is appropriate and necessary and is carried out within recommended guidelines with the young person's full consent and approval.
- Do not engage in any form of sexually related contact with any young person for whom they have responsibility. This is strictly forbidden, as is sexual innuendo, flirting or inappropriate gestures and terms. All adults are in a position of power and trust in relation to young people. By entering into an intimate/sexual relationship with a young person, an adult may be deemed guilty of abusing this position and, in relation to children and young people, this may also be unlawful.
- Inform teachers, Parents or Carers immediately if you are at all concerned about the welfare of a child, unless there are concerns that this would not be in the interests of the child.

- Know and understand the relevant child protection/safeguarding policies and procedures in this regard and adhere to them.
- Follow the reporting procedures laid down by the school/setting or employer if you have a concern – non-action is unacceptable.
- Arrange to transfer a young person to another member of staff if it is clear that an inappropriate or intimate relationship is developing.
- Discuss with teachers, Parents or Carers and other interested parties the potential impact of the programme on the young person.
- Respect a young person's opinions when making decisions about their participation in an Media Mania programme/activity.
- Encourage young people to take responsibility for their own development and actions.
- Allow young people to discuss and participate in the decision-making process.
- Discuss and agree with young people what information is confidential.
- Inform young people or their teachers, Parents or Carers of the requirements of the Media Mania programme.
- Inform young people or their teachers, Parents or Carers of any potential costs involved in accessing the services on offer.
- Be aware of and communicate on any conflict of interest as soon as it becomes apparent.
- Identify and agree with young people which other experts or organisations could offer appropriate services.

PRINCIPLE: RESPONSIBILITIES – PERSONAL STANDARDS

STATEMENT All staff must demonstrate proper personal behaviour and conduct at all times.

ISSUES All staff & volunteers:

- must be fair, honest and considerate to young people and others.
- should project an image of health, cleanliness and functional efficiency.
- must be positive role models for young people at all times.
- Dress and appearance being appropriate to the professional role and activity and that which promotes a professional image (e.g. not wearing clothing which is offensive, revealing or provocative)

ACTIONS

- Operate within the rules and the spirit of the Media Mania programme.
- Maintain the same level of interest and support when a young person is sick or injured.
- Display high standards in use of language, manner, punctuality, preparation and presentation.
- Encourage young people to display the same qualities.
- Do not smoke, drink alcohol or use recreational drugs before or while working with young people. This reflects a negative image and could compromise the safety of young people.
- Display control, respect, dignity and professionalism to all involved in the Media Mania programme.

PRINCIPLE: RESPONSIBILITIES – PROFESSIONAL STANDARDS

STATEMENT To maximise benefits and minimise the risks to young people, all staff & volunteers must attain a high level of competence through qualifications and a commitment to ongoing training that ensures high quality best practice in delivery of the service to schools/settings and their young people.

ISSUES All staff & volunteers will:

- ensure that the environment is as safe as possible, taking into account, and minimising, possible risks.
- promote the execution of safe and correct practice.
- be professional and accept responsibility for their actions.
- make a commitment to providing a quality service to young people.
- actively promote the positive benefits to society of participation in the Media Mania programme(s), including the positive contribution the Media Mania programme can make to achieving improved outcomes for children and young people.
- contribute to the development of coaching and teaching as a profession by exchanging knowledge and ideas with others and by working in partnership with other agencies and professionals, particularly across the *Media Mania Community of Practice*.
- gain and maintain relevant knowledge and qualifications appropriate to the level at which they deliver services to schools/settings and their young people.

ACTIONS

Follow the guidelines of your employer and any relevant governing or industry body, including statutory requirements.

- Plan all work so they meet the needs of the young people, are progressive and appropriate.
- Maintain appropriate records of your young people where required/appropriate.
- Recognise and accept when it is appropriate to refer a young person to another teacher or specialist.
- Seek to achieve the highest level of professional competence and qualifications available where possible.
- Demonstrate commitment to Continuing Professional Development (CPD) by undertaking/attending learning opportunities to maintain up-to-date knowledge of technical developments in your profession.
- Undertake/attend CPD opportunities to maintain up-to-date knowledge and understanding of other issues that might impact on both you and young people you are working with
- Be aware of the all issues and how your work can contribute to local, regional or national initiatives.
- Actively contribute to local, regional and national initiatives to improve the standards and quality in your profession.
- Practice in an open and transparent fashion that encourages other staff to contribute to or learn from your knowledge and experience.
- Engage in self-analysis and reflection to identify your professional needs.
- Seek CPD opportunities to develop your skills and competencies to update your knowledge.
- Manage your lifestyle and work/personal commitments to avoid burnout that might impair your performance.
- Do not assume responsibility for any role for which you are not qualified or prepared.
- Do not misrepresent your level of qualification. Media Mania 2017

APPENDIX B - Accident/Incident Report Form

Name of person in charge of lesson/session activity

Site where incident/accident took place

Name of injured person

Date of incident/accident

Address of injured person

Nature of incident/injury and extent of injury

Give details of how and precisely where the incident took place.

Give full details of action taken during any first aid treatment and the name(s) of first-aider(s).

Were any of the following contacted?

Parents or Carers Yes No

Police Yes No

Ambulance Yes No

What happened to the injured person following the incident/accident? E.g. carried on with session, went home, went to hospital etc.

All of the above facts are a true record of the accident/incident

Signed: Date:

Name:

ONCE YOU HAVE PROPERLY DEALT WITH THE INJURED PARTY AND THEN COMPLETED THIS FORM, PLEASE INFORM A MEMBER OF THE SAFEGUARDING TEAM OF INCIDENT INCIDENT.

Media Mania 2017

APPENDIX C - Incident Referral Report Form

Your name:

Your position in organisation:
Contact Tel No's: Home: Mobile:

Work:

Address:

Email:

Young Person's name:

Address:

Date of Birth: Male or female?

Parent or Carer's name:

Does the young person have a disability?: If so, please detail:

Date and time of the incident:

Your observations:

Exactly what did the child or vulnerable adult say and what did you say (Remember, do not lead the child or vulnerable adult – record actual details. Continue on separate sheet if necessary)

APPENDIX D – Video and photography consent form

Occasionally, Media Mania takes video and photography to use to promote our programme in schools, settings, with funders, online and in newsletters, in the media and other ways to promote the work we do.

I hereby grant permission to Media Mania to take photography and/or video footage of my child (including conducting short interviews) when participating on Media Mania lead activities for the purposes of promoting the charity's programmes. In accordance with Media Mania safeguarding and child protection policy,

I do so on the basis that my child's identity (name or personal details) will not be published or made known alongside any photography or video footage.

Consent of Parent or Carer:

Signed: _____ **Date:** ___/___/___

Print Name: _____

Or

Consent granted on behalf of Parent or Carer by the school/setting

Signed: _____ **Date:** ___/___/___

Print Name: _____

Position: _____

APPENDIX E – Child Social Care Referral Contact Numbers

National

Birmingham:

Telephone: **0121 303 1888**

Out of hours: **0121 675 4806**

LADO referrals: secure.mash@birmingham.gcsx.gov.uk

Coventry City Council:

MASH Telephone: **02476 788555**

Out of hours:

Leicester:

Telephone: **0116 454 1004 (24 hour service)**

LADO referral: **0116 305 7597**

Leicestershire:

Telephone: **0116 305 6314**

LADO referral: **0116 305 4532**

Solihull:

Telephone: **0121 788 4333**

Out of hours: **0121 605 6060**

LADO referral: cpru@solihull.gcsx.gov.uk

Staffordshire:

Telephone: **01785 277151**

LADO referral: **0800 1313 126**

Warwickshire:

Telephone: **01926 410410**

LADO referral: **01926 410410**

Worcestershire:

Telephone: **0845 607 2000**

Out of hours: **01905 768020**

APPENDIX F - Reporting Procedure Flow Chart

Process for responding to suspicions and allegations concerning a young person

Concerns arise: phone, email, letter, observations or conversation. Disclosure from a young person.

1. Record the information on the Incident Referral Form. If a young person has informed you, do not influence or sway them.
2. If working within a school or other setting, ensure you follow the setting's or school's child protection policy and inform the Safeguarding Officer.
3. *Staff member to input details of the referral and email to childprotection@media-mania.org*

Does allegation involve possible abuse?

4. *Immediately report the incident to your Designated Safeguarding Officers Team (DSOT). Together they will then decide on what the next steps are and who should be contacted*
5. *Designated Safeguarding Officer Team to report incident to the Children's Social Care department of the Local Authority where the incident took place.*
6. *They will advise Media Mania on the appropriate course of action and when and how best to inform the Parents and Carers.*

Does allegation involve possible poor practice?

7. Report the incident to the HR Department. DSOT and HR to decide on the most appropriate action to take.
8. *Designated Safeguarding Officer Team to report the incident to the Disclosure and Barring Service.*
9. DSOT or HR to contact relevant external agencies or partners to report incident

Designated Safeguarding Officer Team to report the incident to the Board of Directors © Media Mania 2020.

APPENDIX G -

Process for responding to suspicions and allegations concerning any person working with young people

Concerns arise, phone, email, letter, observations or conversation.

Record the information on the Incident Referral Form. If a young person has informed you, do not influence or sway them.

If working within a school or other setting, ensure you follow the settings or school's child protection policy and inform the Safeguarding Officer

Designated Safeguarding Officers Team to report incident to the Local Authority Designated Officer (LADO) of the local authority where the incident took place.

They will advise you on the appropriate course of action and when and how best to inform the Parents or Carers.

Report the incident to the DSOT (Human Resources Officer) to decide on the most appropriate action to take.

Does allegation involve possible abuse?

DSOT or HR to contact relevant external agencies to report incident (NGB's).

Designated Safeguarding Officers Team to report the incident to the Disclosure and Barring Service.

Does allegation involve possible poor practice from a member of staff?

Designated Safeguarding Officers Team to report the incident to the Board of Directors who will decide what action should be taken