

# **The Brunswick Club for Young People**

## **Safeguarding Policy**

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## **Contents**

<b>1. Introduction</b>	<b>p. 2</b>
<b>2. Policy Statement</b>	<b>p. 2</b>
<b>3. DBS Checks</b>	<b>p. 3</b>
<b>4. Staff Recruitment Procedures</b>	<b>p. 3</b>
<b>5. Training and Information</b>	<b>p. 4</b>
<b>6. Code of Behaviour</b>	<b>p. 5</b>
<b>7. General Supervision</b>	<b>p. 8</b>
<b>8. Definitions of Child Abuse</b>	<b>p. 9</b>
<b>9. Signs of Child Abuse</b>	<b>p. 9</b>
<b>10. Child on Child Abuse</b>	<b>p. 10</b>
<b>11. Sexual Harassment &amp; Sexual Violence Between Children</b>	<b>p. 11</b>
<b>12. Guidance on How to Respond to Disclosures of Abuse</b>	<b>p. 11</b>
<b>13. Reporting Procedures</b>	<b>p. 12</b>
<b>14. Whistle Blowing Procedure</b>	<b>p. 14</b>
<b>15. Allegations of Previous Abuse</b>	<b>p. 16</b>
<b>16. Safe Environment</b>	<b>p. 17</b>
<b>17. Designated Persons</b>	<b>p. 17</b>
<b>18. Child Protection Contact Numbers</b>	<b>p. 17</b>
<b>19. Other Useful Organisations</b>	<b>p. 18</b>
<b>20. Consultation and Commitment to Review</b>	<b>p. 19</b>
<b>APPENDIX A: Examples of Child Abuse</b>	<b>p. 20</b>
<b>APPENDIX B: Other Important Safeguarding Issues</b>	<b>p. 23</b>
<b>APPENDIX C: Child Protection Incident Record Form</b>	<b>p. 26</b>
<b>APPENDIX D: LBHF Safeguarding Children Information</b>	<b>p. 28</b>

# **The Brunswick Club for Young People Safeguarding Policy**

## **1. Introduction**

The policy has been developed with the involvement and support of the Club members, users, staff and Management Committee. It is an agreed document and approved by the Chair of the Management Committee.

It was originally implemented in 2003 and continues to be reviewed and, if required, updated on an annual basis. The current version was reviewed and updated in February 2026.

This policy has been drawn up on the basis of legislation, policy, and guidance that seeks to protect children in England, including: 'The Children Act 1989', 'The Children Act 2004', 'The Children and Social Work Act 2017', 'Working Together to Safeguard Children' (DoE, 2015, updated 2023), 'What to do if you're worried a child is being abused: advice for practitioners' (DoE, 2015), and 'Keeping Children Safe in Education' (DoE 2015, updated September 2025). For more information on relevant legislation, please visit: <https://learning.nspcc.org.uk/child-protection-system>

The designated person for overseeing safeguarding children issues contained within this policy is the Senior Youth Worker, Zoe Baxter.

In her absence the Senior Youth & Development Worker, Piers Player, will act as a supervising deputy.

## **2. Policy Statement**

The Brunswick Club believes that all its members have the right to enjoy the Club's activities and programme in a friendly, safe, and secure environment.

The Club recognises:

- the importance of providing an environment that will help children feel safe and respected;
- the importance of enabling children to talk openly and to feel confident that they will be listened to;
- that both mental and physical health are relevant to safeguarding and the welfare of children; and
- that all permanent staff, sessional staff, volunteers, parents and trustees, have a full and active part to play in protecting members from harm.

The Club's stated aims and objectives towards its youth membership support the above statement.

This policy applies and relates to management, full and part time employed staff, volunteers, members, visitors, and any person using the premises.

The policy has been developed and implemented for the following reasons:

- Parents and carers must be confident that Brunswick Club staff are vetted, trustworthy, responsible, and will keep their children safe from harm.
- To protect everyone involved in the Club, including safeguarding employed and voluntary staff from false allegations.
- To ensure the Brunswick Club continues to receive public liability insurance cover for its work with its youth membership.
- To reflect and endorse the Management Committee's Health and Safety Policy in providing a safe environment for its users.

The Brunswick Club will implement this policy by:

- Nominating a 'Designated Person' and Deputies for overseeing safeguarding children issues.
- Providing Level 3 safeguarding training for the Designated Person at least every two years.
- Adopting safe staff and volunteer recruitment procedures.
- Providing induction and training for staff and volunteers.
- Ensuring all staff and volunteers understand and abide by the Club's "Code of Behaviour" guidance.
- Providing staff and volunteers with clear "Incident Reporting Procedures"
- Undertaking a review of this policy on an annual basis.

### **3. DBS Checks**

All staff working at the Brunswick Club, and all volunteers who have unsupervised access with other people's children, will be subject to criminal record checks through the Disclosure & Barring Service (DBS).

No employee or volunteer will work unsupervised with children or young people until their DBS check has been received and checked by the Club Manager or Chair of the Management Committee.

### **4. Staff Recruitment Procedures**

These procedures will be applied to any adult, either staff or volunteer, engaged or seeking engagement at the Brunswick Club to work with its youth membership:

- (a) A written application form must be completed for all posts. CVs on their own will not contain all the information required to support safer recruitment.

- (b) All application forms must include a declaration of past convictions, cautions, reprimands, final warnings, pending cases and complaints of abuse.
- (c) All applicants being considered for a post must be interviewed and all interviews must include questions about their motivation for working with children.
- (d) Online searches as part of due diligence should be considered. They may help identify any incidents or issues that have happened which can then be explored with the applicant at interview.
- (e) All applicants offered a post must:
  - provide proof of identity;
  - provide two written references which shall be kept on file;
  - have their previous employment and relevant experience fully investigated;
  - be police checked through the DBS prior to commencing employment.
- (f) All newly appointed staff should receive an induction pack including copies of the Club's Safeguarding Children and Health and Safety policies.

## **5. Training and Information**

The Brunswick Club, its staff, and volunteers will ensure that all who take part in its activities and services – children, young people, parents, and carers – are aware of this policy and know how to use it.

The Brunswick Club will ensure that all staff and volunteers who work with its youth membership:

- (a) Read, understand and agree to follow this policy, including the Code of Behaviour and the Reporting Procedures.
- (b) Read and understand the Club's Health & Safety policy.
- (c) Received appropriate training in working with children and young people.
- (d) Received appropriate training in recognising, responding to, and reporting suspected abuse.

All staff and volunteers will receive appropriate support and supervision, including annual appraisals. Attendance on relevant training courses will be a condition of employment for all staff and volunteers who work with the Brunswick's youth membership.

- Level 1 Safeguarding Children training will be provided for all staff and volunteers when they start and will be refreshed annually.
- Level 2 Safeguarding Children training will be provided for senior staff with supervisory responsibilities at least every two years.
- Level 3 Designated Safeguarding Lead training will be provided for the Designated Person and the Supervising Deputy at least every two years.

- Charity Trustee Safeguarding training will be provided for all Management Committee members at least every three years.

## **6. Code of Behaviour**

This code of behaviour is intended to help staff minimise the risk of being accused of improper conduct towards the children and young people with whom they come into contact during their work.

- (i) Private meetings with young people
  - (a) Youth workers should be aware of the dangers which may arise from private interviews with individuals. It is recognised that there will be occasions when confidential interviews must take place, but where possible such interviews should be conducted in a room with visual access, or with the door open, or in a room or area which is likely to be frequented by other people.
  - (b) Where such conditions cannot apply youth workers are advised to ensure that another adult knows that the interview is taking place.
  - (c) Where possible another young person or another adult should be present or nearby during the interview.
- (ii) Caring for young people with particular problems.
  - (a) Youth workers who have to administer first aid should ensure wherever possible that other young people or another adult are present if they are in any doubt as to whether necessary physical contact could be misconstrued.
  - (b) It is accepted that there will be some situations where young people will present particular problems for youth workers and the emphasis will be on what is reasonable in all the circumstances.
- (iii) Reporting incidents.
  - (a) Following any incident where a youth worker feels that his/her actions have been, or may be, misconstrued he/she should discuss the matter with the Worker in Charge. Where requested, the youth worker should provide a written report of the incident.
  - (b) It is especially important to speak with the Club Manager in cases where a youth worker had been obliged to restrain a

young person physically and where a complaint has been made by a young person, parent, or other adult.

- (iv) Where physical contact may be acceptable.
  - (a) There may be occasions where a distressed young person needs comfort and reassurance, which may include physical comforting such as a caring parent would give. Youth workers should use their discretion in such cases to ensure that what is normal and natural does not become unnecessary and unjustified contact, particularly with the same young person over a period of time. Where a youth worker has a particular concern about the need to provide this type of care and reassurance he/she should seek the advice of the Club Manager.
  - (b) Some youth workers are likely to come into physical contact with young people from time to time in the course of their duties. Examples include: showing a young person how to use a piece of apparatus or equipment; demonstrating a move or exercise during a session, and other contact activities such as Team Challenges. Youth workers should be aware of the limits within which such contact should properly take place and of the possibility of such contact being misinterpreted.
  - (c) There may be occasions where it is necessary for youth workers to restrain a young person physically to prevent him/her from inflicting injury to others or self-injury. In such cases only the minimum force necessary may be used and any action taken must only be to restrain the young person. When a youth worker has taken action to restrain a young person he/she should discuss the matter as advised in paragraph 6(iii) above.
- (v) Gratuitous physical contact with young people
  - (a) Physical contact might be misconstrued by a young person, other staff, parent, or observer. Such contact can include well intentioned, informal, and formal gestures such as putting a hand on the shoulder or arm which, if repeated with an individual young person, could lead to serious questions being raised. Therefore, as a general principle, youth workers must not make gratuitous physical contact with their charges and it is unwise to attribute physical gestures such as touching to their style of work or as a way of relating to young people.
  - (b) Any form of physical punishment of young people is unlawful, as is any form of physical response to misbehaviour unless it is by way of restraint. A loss of temper or personal control on

the part of a youth worker whilst having or making contact with a young person would at law be classed as an assault, which could give rise to a civil claim for damages and is also a criminal offence. It is particularly important that staff understand this, both to protect their own position and the overall reputation of the Club.

- (vi) Where conversations of a sensitive nature may be appropriate
  - (a) A pastoral responsibility for young people is inherent within our daily work and in order to fulfil that role effectively there will be occasions where conversations will cover particularly sensitive matters.
  - (b) Youth workers must in these circumstances use their discretion to ensure that, for example, any probing for details could not be construed as unjustified intrusion.
- (vii) Inappropriate comments and discussions with young people
  - (a) As with physical contact, comments by youth workers to young people either individually or in groups can be misconstrued. As a general principle therefore youth workers must not make unnecessary comments to and/or about young people which could be construed to have a sexual connotation. It is also unacceptable for youth workers to introduce or to encourage debate amongst young people, which could be construed as having a sexual connotation that is unnecessary given the context of the session being undertaken, or the circumstances generally. At the same time it is recognised that a topic raised by a young person is best addressed rather than ignored.
  - (b) Use of insensitive, disparaging, or sarcastic comments is unacceptable.
- (viii) Choice and use of teaching materials
  - (a) When using teaching materials of a particularly sensitive nature youth workers should be aware of the danger that their selection could be misinterpreted and may be criticised after the event. For this reason staff should discuss the use of such materials in advance with the Club Manager.
- (ix) General relationships and attitudes
  - (a) Youth workers should be particularly careful when supervising young people in a residential setting such as Hindleap Warren and Woodrow, and also in any off-site situation. The less formal approach adopted by all staff in

such activities generally can be open to misinterpretation. Although more informal relationships in such circumstances tend to be usual, the standard of behaviour expected of youth workers will need to be such that young people do not feel uncomfortable or threatened.

- (x) Summary
  - (a) It would be impossible and inappropriate to lay down hard and fast rules to cover all the circumstances in which youth workers/volunteers relate to young people and where opportunities for their conduct to be misconstrued might occur.
  - (b) In all circumstances professional judgement will be exercised. For the vast majority of youth workers / volunteers this code of conduct will serve only to confirm what has always been their practice. If youth workers have any doubts about the advice contained in this document they should consult the Club Manager.
  - (c) From time to time, however, it is advisable for all youth workers / volunteers to reappraise their style of working, their relationships with young people, and their manner and approach to individual young people, so as to ensure that they give no grounds for any doubts in the minds of colleagues, young people, or parents.

## **7. General Supervision**

- (i) A register will be kept of all children, staff, volunteers, and visitors attending a Brunswick Club service or activity.
- (ii) Written consent forms will be obtained from parents/carers for all organised off-site Club activities.
- (iii) A minimum of three staff will be on duty within the premises at all times whilst young people are present.
- (iv) Health and Safety procedures will be adhered to and equipment will be checked on a regular basis.
- (v) No photographs, video, or other images of young people will be taken without the consent of parents/carers and children.
- (vi) The safety of the children who attend the Brunswick Club is of paramount importance and staff and volunteers are expected to do everything possible to ensure the safety of children in their care.

## 8. Definitions of Child Abuse

A child is defined as being between 0 and 18 years inclusive and is considered to be at risk of abuse using the following criteria:

- **Neglect:** The persistence or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold or starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.
- **Physical Abuse:** Actual or likely physical injury to a child, or failure to prevent physical injury or suffering to a child, including deliberate poisoning, suffocation, or Munchausen's syndrome by proxy.
- **Sexual Abuse:** Actual or likely sexual exploitation of a child or adolescent. The child may be dependent and/or developmentally immature.
- **Emotional Abuse:** Actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection. All abuse involves some emotional ill treatment. This category should be used where it is the main or sole form of abuse.
- **Children with Disabilities:** It is important that children with disabilities are afforded the same rights as all children in need who are subject to these protection procedures.

## 9. Signs of Child Abuse

It must be remembered that children of all ages can be abused irrespective of their background and this can occur in any setting, at home as well as away from home, and so for the protection of children staff must at all times be vigilant to the signs of abuse and child disclosure. A list of possible signs of abuse is contained in **Appendix A** of this policy and a list of other important safeguarding issues is contained in **Appendix B**.

When undertaking any assessment, the particular vulnerability of children with disabilities needs to be recognized and taken into account. Disabled children are more likely to be isolated physically, geographically, and socially and to experience feelings of rejection because of this. They are less likely to use mainstream facilities with resources and they are most likely to have communication difficulties. Children with disabilities may suffer more severely from having little confidence and low esteem.

It is important, therefore, that extra care is taken when undertaking investigations concerning children with disabilities. Assumptions and explanations about their behaviour should not be made simply on the basis of their disabilities. A wide range of professionals will be potentially involved with a child who has a disability and it is

important to seek their views and assistance throughout the investigation and related assessment whenever appropriate.

Knowledge of different cultural patterns of childcare is crucial to assessment.

## **10. Child on Child Abuse**

It is important to recognise that abuse isn't always perpetrated by adults; children can abuse other children and it can happen both inside and outside of youth and educational settings and online. This is referred to as 'child on child abuse' and can include:

- bullying, including cyberbullying, prejudice-based and discriminatory bullying;
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm; this may include an online element which facilitates, threatens, and/or encourages physical abuse;
- sexual violence, such as rape, assault by penetration, and sexual assault; this may include an online element which facilitates, threatens, and/or encourages sexual violence;
- sexual harassment, such as sexual comments, remarks, jokes, and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- causing someone to engage in sexual activity without consent;
- consensual and non-consensual sharing of nude and semi-nude images and or videos (also known as sexting or youth produced sexual imagery);
- 'Up skirting' which involves taking a picture under someone's clothing without them knowing; this is usually with the intention of viewing their genitals or buttocks for sexual gratification, or cause the victim humiliation, distress, or alarm. Up skirting is a criminal offence and anyone of any gender, can be a victim;
- initiation/hazing type violence and rituals.

All staff should be able to recognise the indicators and signs of child on child abuse and know how to identify it and respond to it in line with our Guidance on How to Respond to Disclosures of Abuse and Reporting Procedures below. Even if there are no reports of child on child abuse, it should be recognised that this does not mean it is not happening, it may be the case that it is just not being reported.

Staff should understand the importance of challenging inappropriate behaviours between children that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "banter", "just having a laugh", "part of growing up" or "boys being boys", can lead to a culture of unacceptable behaviours, an unsafe environment for children, and in worst case scenarios, a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

## **11. Sexual Violence and Sexual Harassment Between Children**

Sexual violence refers to crimes under the Sexual Offences Act 2003 and includes rape, assault by penetration, and sexual assault; whilst sexual harassment incorporates a wider range of 'unwanted conduct of a sexual nature', such as: sexual comments or lewd "jokes", sexualised bullying, non-consensual taking or sharing of sexual images/videos (such as up skirting), or physical behaviour such as: deliberately brushing against someone or 'pinging' bra straps.

Sexual violence and sexual harassment can/may:

- Occur between two children of any age and sex;
- Be physical and/or verbal;
- Occur online and/or offline;
- Be perpetrated by individuals or groups, against individuals or groups;
- Be a standalone incident, or part of a wider pattern of sexualised behaviour;
- Be perpetrated against some children more than others, such as: girls, children with SEND or LGBT+ children.

Children who are victims of sexual violence and sexual harassment will likely find the experience stressful and distressing. This will be exacerbated if the alleged perpetrator(s) attends the same setting.

It is essential that all victims are reassured that they are being taken seriously and that they will be supported and kept safe. A victim should never be given the impression that they are creating a problem by reporting sexual violence or sexual harassment. Nor should a victim ever be made to feel ashamed for making a report.

## **12. Guidance on How to Respond to Disclosures of Abuse**

All staff should know what to do if a child tells them he/she is being abused or neglected. Staff should know how to manage the requirement to maintain an appropriate level of confidentiality. This means only involving those who need to be involved, such as the Designated Person (or Deputy) and children's social care. Staff should never promise a child that they will not tell anyone about a report of abuse, as this may ultimately not be in the best interests of the child.

Young people should not feel inhibited from reporting any abuse against them, including abuse by staff. This will include not only serious abuse but also any incident where a young person has grounds to believe that a member of staff has crossed the boundary of acceptable behaviour. The Club will do all it can to ensure an environment that encourages and supports truthful reports of inappropriate behaviour.

**DO:**

- Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying.
- Do tell the child they are right to tell you.
- Do reassure them that they are not to blame.
- Do be honest about your own position, who you have to tell, and why.
- Do tell the child what you are doing and when, and keep them up to date with what is happening.
- Do take further action – you may be the only person in a position to prevent future abuse – tell your designated person immediately.
- Do write down everything that was said and everything that was done.

**DON'T:**

- Don't make promises you can't keep.
- Don't forget that children are not always ready or able to talk about their experiences of abuse and/or may not always recognise that they are being abused.
- Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services who have experience in this.
- Don't cast doubt on what the child has told you; don't interrupt or change the subject.
- Don't say anything that makes the child feel responsible for the abuse.
- Don't do nothing – make sure you tell your designated child protection person immediately – they will know how to follow this up and where to go for further advice.

### **13. Reporting Procedures**

It is not the responsibility of anyone working with children in a paid or unpaid capacity to take responsibility or 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 authorities.

Staff should not assume a colleague or another professional will take action and share information that might be critical in keeping children safe. They should be mindful that early information sharing is vital for effective identification, assessment, and allocation of appropriate service provision. If in any doubt about sharing information, staff should

speak to the Designated Person or Deputy. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare, and protect the safety of children.

It is vitally important that any disclosure made in confidence is recorded factually as soon as possible; this is whether or not the matter is taken to another authority. Records should include:

- a clear and comprehensive summary of the concern;
- details of how the concern was followed up and resolved; and
- a note of any action taken, decisions reached, and the outcome.

In any case where an allegation is made, or someone at the Brunswick Club has concerns:

- (a) A record should be made on a Child Protection Report Form (**Appendix C**), the details of which must include, as far as practical:
  - Date and time of the disclosure.
  - Name of child or young person.
  - Age and date of birth.
  - Home address.
  - Name/s and address of parent/s or person/s with parental responsibility.
  - Telephone numbers if available.
  - Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details.
  - What has prompted the concerns? Include dates, times and details of any specific incidents.
  - Has the child or young person been spoken to? If so, what was said?
  - Record the discussion accurately, as soon as possible after the event. Use the child's words or explanations – do not translate into your own words, in case you have misconstrued what the child was trying to say.
  - Has anybody been alleged to be the abuser? If so, record details.
  - Who has this been passed on to, in order that appropriate action is taken? e.g. designated person, LBHF's Family Services, etc.
  - Has anyone else been consulted? If so, record details.
- (b) Report your concerns / suspicions to the Designated Person, or in their absence, one of the designated Deputies. The Designated Person may then discuss the concerns / suspicions with LBHF's Family Services and / or the police.

- (c) If either the Designated Person or the designated Deputies are not available, or it is inappropriate to approach them, the volunteer / member of staff with the concerns / suspicions should contact the NSPCC Child Protection Helpline to seek advice.
- (d) If it is thought returning home would put a child in immediate danger, advice should be sought from the NSPCC or LBHF's Family Services.
- (e) Record any discussions or actions taken within 24 hours.
- (f) Where relevant, record reasons why the concerns / suspicions are not referred to LBHF's Family Services or the police.
- (g) All records, information, and confidential notes should be kept in separate files in a locked drawer or filing cabinet.
- (h) Only the designated person and designated deputies will have access to these files.

## **14. Whistle Blowing Procedure**

The Brunswick Club assures all staff / volunteers that it will fully support and protect anyone who in good faith reports his or her concern that a colleague is, or may be, abusing a child.

Any concerns about a member of staff or a volunteer at The Brunswick Club should be reported to the designated person and recorded in accordance with the procedures laid out in section 11 above.

If the concerns are about the Designated Person, they should be reported to one of the designated Deputies or in their absence, the Chair of the Management Committee.

Where a concern is raised about a member of staff it may lead to one of three types of investigation

- A disciplinary or misconduct investigation.
- A child protection investigation.
- A criminal investigation.

The results of any criminal or child protection investigation may well influence the disciplinary investigation, but not necessarily so.

- (i) Poor practice
  - (a) Allegations or concerns about bad practice by staff / volunteers, such as shouting or inappropriate punishment of children, must be taken seriously. Any such concerns must be investigated by the Senior Worker and advice sought on the appropriate course of action.
  - (b) If, following consideration, the allegation is clearly about poor practice, the issue will be dealt with as a misconduct issue.
  - (c) If the allegation is about poor practice by the Senior Worker, or if the matter has been handled inadequately and concerns remain, it should be reported to the Chair of the Management Committee who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.
- (ii) Suspected abuse
  - (a) Any suspicion that either a member of staff or a volunteer has abused a child should be reported to the Designated Person, who will take such steps as are considered necessary to ensure the safety of the child in question and any other child who may be at risk.
  - (b) The Designated Person will refer the allegation to LBHF's Family Services, who may involve the police, or direct to the police. The parents or carers of the child will be contacted as soon as possible following advice from LBHF's Family Services.
  - (c) If the Designated Person is the subject of the suspicion/allegation, the report must be made to one of the designated Deputies, or in their absence, the Chair of the Management Committee who will refer the allegation to LBHF's Family Services, who may involve the police, or direct to the police.
- (iii) Internal enquiries and suspension
  - (a) The management committee will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and LBHF's Family Services enquiries. Suspension is intended as a neutral act taken as a precautionary measure.
  - (b) Where suspension takes place, a colleague will be nominated to provide information and support to the person suspended. The person nominated as the contact will discuss with the person suspended any welfare needs he/she may have and

will act as a liaison point between that person and the management committee.

- (c) Irrespective of the findings of LBHF's Family Services or police enquiries, the management committee will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the management committee must reach a decision based upon the available information, which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of children should always remain paramount.
- (iv) Confidentiality
  - (a) 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:
    - The Chair of the Management Committee.
    - The parents of the person who is alleged to have been abused.
    - The person making the allegation.
    - LBHF's Family Services / police.
    - The alleged abuser (and parents if the alleged abuser is a child).
  - (b) LBHF's Family Services advice should be sought on who should approach an alleged abuser.
  - (c) Information should be stored in a secure place with limited access to designated people, in line with the reporting procedure in section 11 above.
- (v) Support to deal with the aftermath
  - (a) Consideration should be given about what support may be appropriate to children, parents, and members of staff. Use of Help Lines, support groups, and open meetings will maintain an open culture and help the healing process.
  - (b) The person raising the concerns should be reassured that they are a witness rather than a complainant.
  - (c) Consideration should be given about what support may be appropriate to the alleged perpetrator of the abuse.



[familyservices@lbhf.gov.uk](mailto:familyservices@lbhf.gov.uk)

**Out of office hours service**

**020 8748 8588**

For further details on LB Hammersmith & Fulham's children and family care services, please see **Appendix D**

**POLICE**

**Phone:** 999 in an emergency / 101 for everything else

## **19. Other Useful Organisations**

**NSPCC Child Protection Helpline**

A free 24-hour service, 7 days a week that provides counselling, information, and advice to anyone concerned about a child at risk from abuse.

**0808 800 5000**  
[www.nspcc.org.uk](http://www.nspcc.org.uk)

**ChildLine**

Counselling service for young people up to 18, who can contact the service with any problem, such as bullying, exam stress, family problems, etc.

**0800 1111**  
[www.childline.org.uk](http://www.childline.org.uk)

**Anti-bullying alliance (UK-wide)**

Works to stop bullying and create a safer environment in which children and young people can live, grow, play, and learn.

[www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)

**Cybersmile (UK-wide)**

Cyberbullying charity, offering practical help, support and advice for anybody affected by cyberbullying and hate campaigns including parents, children, teachers, and carers.

[www.cybersmile.org](http://www.cybersmile.org)

**Mosac**

Voluntary organisation supporting all non-abusing parents and carers whose children have been sexually abused. Provides support services and information to parents, carers, and professionals.

[www.mosac.org.uk](http://www.mosac.org.uk)

**Stop It Now (UK & Ireland)**

Campaign dedicated to preventing child sexual abuse. Provides a confidential helpline for parents, carers, and professionals.

Helpline: **0808 1000 900**  
[www.stopitnow.org.uk](http://www.stopitnow.org.uk)

**Family Lives**

Offers help and support on parenting and family life. The helpline provides a confidential

Helpline: **0808 800 2222**  
[www.familylives.org.uk](http://www.familylives.org.uk)

information, advice, and support service.

**Protect**

Whistleblowing charity that can give free confidential advice on how to raise a concern about malpractice at work.

**020 3117 2520** (not 24-hour)  
or use website contact form on:  
[www.protect-advice.org.uk](http://www.protect-advice.org.uk)

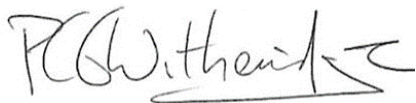
**20. Consultation and Commitment to Review**

The Brunswick Club is committed to the review and updating of its policies and procedures through consulting with its employees, volunteers and children and young people. Employees and volunteers will be consulted on changes to policies through staff meetings and children and young people through youth meetings.

The employees' and volunteers' representative is Danny Volino.

This policy was reviewed by the Management Committee on 23<sup>rd</sup> February 2026.

This policy will be reviewed by the Management Committee in February 2027.



Philip Witheridge, Chairman



Danny Volino, Club Manager

## **APPENDIX A: Examples of Child Abuse**

### **Neglect**

Some signs may be children who are:

- Not receiving adequate food consistent with their potential growth.
- Exposed through lack of supervision to injuries, including ingestion of drugs or toxic substances.
- Exposed to an inadequate, dirty and/or cold environment.
- Left in circumstances without appropriate adult supervision that are likely to endanger them. This includes children who are abandoned or left "home alone".
- Whose parents/carers are failing or refusing to seek medical advice or treatment.

### **Neglect and medical treatment**

Where parent / carers or others refuse, withdraw or actively withhold commonly available foods or fluids or fail to co-operate with appropriate medical treatment, such that a child suffers or is likely of suffer significant harm or die, this is neglect.

### **Physical abuse**

Some signs, which may be due to physical abuse, are:

- Delay in reporting accidents
- Discrepancy between the history and the physical signs
- History of previous injuries to child or sibling
- Abnormal parental attitudes and behaviour
- Indications of social stress
- Signs of poor care, e.g. failure to thrive, severe nappy rash
- Bruising/abrasions/bite marks
- Injuries to mouth
- Bums {mainly cigarette bums}
- Retinal haemorrhages
- Bulging fontanelles
- Unexplained convulsions
- Fractures - particularly multiple, spiral, "metaphysical"
- Exposure to dangerous situations (e.g. "accidental" poisoning)
- Repeated visits to the GP, Infant Welfare Clinic or Hospital with a list of trivial complaints.

### **Sexual abuse**

Child Sexual Abuse may be defined as:

"The involvement of dependent, developmentally immature children and adolescents in sexual activities they do not truly comprehend, to which they are unable to give informed consent or that violate the social taboos of family roles"

*Kempe, 1978.*

Child Sexual Abuse is the exploitation of a child for the sexual gratification of an adult. It should not be confused with affectionate or playful contact between an adult and a child.

NB: Sexual abuse is found in all socio-economic categories

**Some characteristics of sexual abuse are:**

- Secrecy
- Misuse of power, e.g. children may take adult roles and responsibilities within the family. Parents/Carers may be extremely dominant, rigid, authoritarian and over protective.
- Adults who were sexually abused as children.
- Prolonged habitual absence of one parent or carer due to work commitments, marital separation, etc.
- Multiple family problems including heavy use of or addition to drugs/alcohol, psychiatric, sexual or relationship problems.
- Adults may have poor self-esteem, low impulse control and unmet emotional needs.

**Behavioural indicators:**

- Lack of trust in adults.
- Fear of a particular individual.
- Withdrawal and introversion.
- Running away from home.
- Child takes over the parenting role.
- Sudden school problems, truanting and falling standards.
- Low self-esteem and low expectations of others.
- Stealing.
- Drug, alcohol or solvent abuse.
- Display of sexual knowledge beyond the child's years, e.g. sexualised behaviour.
- Sexual drawing.
- Prostitution.
- Vulnerability to sexual and emotional exploitation.
- Revulsion towards sex.
- Fear of school medical examinations.
- Sleeplessness, nightmares and fear of dark.
- Depression/suicide attempts.
- Anorexia Nervosa.
- Eating disorders or change in eating habits.

**Physical symptoms and signs of sexual abuse:**

- Itchiness or soreness in the genital area.
- Signs of acute or chronic injury in the genital or anal areas or to other 'sexual' areas such as the breasts and lips.
- Teenage pregnancy, particularly with reluctance to name the father
- Venereal Disease, or any other sexually transmitted diseases

**Child sexual abuse should always be considered in children with:**

- Recurrent vaginal discharge
- Recurrent urinary tract infection
- Vague aches and pains

Sexual abuse is profoundly damaging to the child in terms of psychological and emotional development and may leave him or her emotionally damaged in adulthood.

## **Emotional abuse**

Emotional abuse occurs when a child's need for love, security, praise and recognition is unmet. Such abuse can exist in the absence of physical ill treatment. Children who grow up in an emotionally abusive or rejecting environment find their needs are met with indifference, hostility or perhaps an inconsistent and unpredictable manner. Parents may be verbally hostile and their attitudes encompass ridicule, sarcasm, shaming, belittling, frightening, threatening, tantalizing, etc. The results can cause damage to a child's self-esteem with serious implications for any subsequent relationship made by the child. Children suffering from emotional abuse may show:

- Abnormally passive, lethargic or attention seeking behaviour
- Specific habit disorders, e.g. soiling with faecal smearing, excessive drinking,
- Inappropriate appetite, i.e. persistent eating of inedible substances, self-mutilation.
- Severely delayed social development, poor language and speech development attributable to actions/inactions of parent/carer.
- Weight and height which is disproportionately low that cannot be explained by medical reasons.
- Nervous behaviour e.g. excessive self-criticism

All staff and volunteers should be aware of the above diagnostic clues and are expected to discuss any observations with the Senior Worker and / or designated person.

## **APPENDIX B: Other Important Safeguarding Issues**

### **Safeguarding issues**

All staff should have an awareness of safeguarding issues that can put children at risk of harm. Behaviours linked to issues such as drug taking and or alcohol misuse, deliberately missing education and consensual and non-consensual sharing of nude and semi-nude images and/or videos can be signs that children are at risk. Other safeguarding issues all staff should be aware of include:

### **Organised Abuse**

This is sexual abuse where there is more than a single abuser and the adults concerned appear to act in agreement to abuse children and/or where an adult uses an institutional framework or position of authority to recruit children for sexual abuse.

### **Child Sexual Exploitation (CSE) and Child Criminal Exploitation (CCE)**

Both CSE and CCE are forms of abuse that occur where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in sexual or criminal activity, in exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. CSE and CCE can affect children, both male and female and can include children who have been moved (commonly referred to as trafficking) for the purpose of exploitation.

### **Child Criminal Exploitation (CCE)**

Some specific forms of CCE can include children being forced or manipulated into transporting drugs or money through county lines, working in cannabis factories, shoplifting or pickpocketing. They can also be forced or manipulated into committing vehicle crime or threatening/committing serious violence to others.

Children can become trapped by this type of exploitation as perpetrators can threaten victims (and their families) with violence, or entrap and coerce them into debt. They may be coerced into carrying weapons such as knives or begin to carry a knife for a sense of protection from harm from others. As children involved in criminal exploitation often commit crimes themselves, their vulnerability as victims is not always recognised by adults and professionals, (particularly older children), and they are not treated as victims despite the harm they have experienced. They may still have been criminally exploited even if the activity appears to be something they have agreed or consented to.

It is important to note that the experience of girls who are criminally exploited can be very different to that of boys. The indicators may not be the same, however professionals should be aware that girls are at risk of criminal exploitation too. It is also important to note that both boys and girls being criminally exploited may be at higher risk of sexual exploitation.

### **Child Sexual Exploitation (CSE)**

CSE is a form of child sexual abuse. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing, and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual

images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse including via the internet. CSE can occur over time or be a one-off occurrence, and may happen without the child's immediate knowledge e.g. through others sharing videos or images of them on social media. CSE can affect any child, who has been coerced into engaging in sexual activities. This includes 16 and 17 year olds who can legally consent to have sex. Some children may not realise they are being exploited e.g. they believe they are in a genuine romantic relationship

In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

### **Female genital mutilation (FGM)**

FGM is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy (Home Office et al, 2016).

FGM is child abuse. There are no medical reasons to carry out FGM. It is dangerous and a criminal offence.

#### Spotting the signs of female genital mutilation

A child at risk of FGM may not know what's going to happen. But they might talk about, or you may become aware of:

- a long holiday abroad or going 'home' to visit family;
- relative or cutter visiting from abroad;
- a special occasion or ceremony to 'become a woman' or get ready for marriage;
- a female relative being cut – a sister, cousin or an older female relative such as a mother or aunt;
- missing school repeatedly or running away from home.

A child who has had FGM may:

- have difficulty walking, standing or sitting;
- spend longer in the bathroom or toilet;
- appear withdrawn, anxious or depressed;
- have unusual behaviour after an absence from school or college;
- be particularly reluctant to undergo normal medical examinations;
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

#### Reporting requirements

Known cases of FGM in under-18s must be reported to the police (Home Office, 2016).

### **Domestic Abuse**

Domestic abuse can encompass a wide range of behaviours and may be a single incident or a pattern of incidents. That abuse can be, but is not limited to, psychological, physical, sexual, financial, or emotional. Children can be victims of domestic abuse. They may see, hear, or experience the effects of abuse at home and/or suffer domestic abuse in their own intimate relationships (teenage relationship abuse). All of which can have a detrimental and long-term impact on their health, well-being, development, and ability to learn.

### **Mental Health**

All staff should be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Only appropriately trained professionals should attempt to make a diagnosis of a mental health problem. If staff have a mental health concern about a child that is also a safeguarding concern, immediate action should be taken, following the child protection policy, and speaking to the designated safeguarding lead or a deputy.

### **Serious violence**

All staff should be aware of the indicators, which may signal children are at risk from, or are involved with, serious violent crime. These may include increased absence from school or college, a change in friendships or relationships with older individuals or groups, a significant decline in performance, signs of self-harm or a significant change in wellbeing, or signs of assault or unexplained injuries. Unexplained gifts or new possessions could also indicate that children have been approached by, or are involved with, individuals associated with criminal networks or gangs and may be at risk of criminal exploitation.

## APPENDIX C: Child Protection Incident Record Form

The following pro-forma must be completed in cases of suspected child abuse even if no further action is taken. This report is confidential and must be kept in a secure place, such as a locked filing cabinet.

The worker concerned must complete reports as soon as possible after an incident but definitely within 24 hours. Senior Workers must countersign the report.

Date of incident		Place of incident	
Name of child			
Age of child		Gender of child	
Name of School attended			
Names and ages of siblings			
Name of parent/carer			
Address			
Telephone No		(H)	(M)
Name of member of staff involved			
Child's level of contact with project			
What took place (Source of information, i.e. indirect or direct disclosure)			
Verbatim account of direct or indirect disclosure			

Observed behavioural concerns			
Action taken (Time, Date and name of Duty Social Worker to whom report was made)			
Time:	Date:	Name of Duty Social Worker:	
Have parents/carers been contacted?	Yes	<input type="checkbox"/>	No <input type="checkbox"/>
If yes, Date of contact:		Time of contact:	
Has the Chair of the Management Committee been Contacted?			No <input type="checkbox"/>
Yes <input type="checkbox"/>			
Was anyone else contacted (e.g. Police, Doctor, etc)?			No <input type="checkbox"/>
Yes <input type="checkbox"/>			
If yes, Date of contact:	Time of contact:	Name of contact:	
Advice given			
Summing up (remember it is important to separate fact from opinion)			
Name of the worker making the report			
Signed:		Dated:	
Signed by Senior Worker:		Dated:	

## APPENDIX D

### Child safeguarding contacts

(LBHF website 12 February 2026)

#### Initial Consultation and Advice Team (ICAT)

- Anyone can contact us if they are worried that a child may be at risk.
- ICAT can be contacted by professionals and the public regarding any child safeguarding concerns for children living in Hammersmith & Fulham.
- ICAT can provide advice and can also direct you to support services in the borough.
- If you have a concern about a child or young person, you can contact us:
- Should you wish to make a referral to Children's and Young People Service please complete our online referral form. (<https://hflscp.co.uk/>)
- For general enquiries, call: 020 8753 6600
- For anonymous consultations/advice, call: 020 8753 6610
- Email: [familyservices@lbhf.gov.uk](mailto:familyservices@lbhf.gov.uk)
- Out of hours service: 020 8748 8588
- If you have an immediate concern for the wellbeing of a child or young person, call the police on 999

#### Multi Agency Safeguarding Hub (MASH)

MASH is made up of representatives from children's social care co-located with professionals from the Met Police and the NHS. The MASH also has virtual links with other partner agencies such as education, housing, probation, the youth offending team and the UK Border Agency. If there are any other agencies working with a family, for example domestic violence services, alcohol and drug services, or another relevant agency the MASH may contact these agencies for information.

The purpose of MASH is to improve the quality of information that is shared between professionals in order to make timely and informed decisions about risk based on accurate and up to date information. The MASH sits separate but alongside the front door services in each respective local authority. The "front door" refers to the separate teams that each local authority has to receive referrals when there are worries about a child. The MASH is able to provide a brief risk assessment and

recommendation to the front door services in Hammersmith and Fulham, Kensington and Chelsea, and Westminster. This is to assist in improving the quality of safeguarding decisions for children and their families in order to provide them with the most appropriate support and services as soon as possible.

The MASH Service can be contacted via ICAT (contact details above).

### **Local Authority Designated Officer (LADO)**

A designated officer from the Local Authority (LADO Service) can intervene when allegations are made within any role for professionals or volunteers involved in working with children, ages from 0 to 18.

The allegations usually occur within education, social care, health and sporting and leisure areas, but are also relevant to professionals employed in the voluntary sector who may not be attached to any organisation.

Safer Organisations (LADO) and Safeguarding in Education Manager: Kembra Healy; [kembra.healy@lbhf.gov.uk](mailto:kembra.healy@lbhf.gov.uk); Duty Admin: 020 8753 5125

To make a referral: Please email LADO Referrals: [LADO@lbhf.gov.uk](mailto:LADO@lbhf.gov.uk) (monitored Mon to Fri, 9am to 5pm)

### **Speak CAMHS Helpline: 0800 328 4444**

Information on a new service for children and young people under 18 and who live in Hammersmith and Fulham, Ealing or Hounslow and are in need help and support. The aim is to offer telephone support via a helpline number, which includes basic counselling and problem-solving to young people and their families. The helpline is run by healthcare professionals who are familiar with local services and have a range of specialist knowledge, to help support and advise young people and their families.

### **NSPCC**

#### **For children and young people**

Childline offers free, confidential advice and support whatever your worry, whenever you need help. You can contact Childline at [www.nspcc.org.uk](http://www.nspcc.org.uk) or on 0800 1111.

#### **For parents and professionals**

If you are worried about a child, even if you are unsure, you can call the NSPCC helpline on 0808 800 5000 or email [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## **Barnardo's**

Barnardo's helps to support some of the most vulnerable children in the UK and their parents and carers. If you would like to find out more about the work Barnardo's does or how to get involved, please check out their website: Believe in children | Children's charity ([www.barnardos.org.uk](http://www.barnardos.org.uk))

If you have an immediate concern for the wellbeing of a child or young person, call the police on 999.

## **Policing in Hammersmith & Fulham**

If you are concerned about a young person being involved in knife crime or other criminal activities, please see:

Community Safety Unit

020 8753 2816

[csu@lbhf.gov.uk](mailto:csu@lbhf.gov.uk)

Anti-social Behaviour Unit

020 8753 2693

[asbu@lbhf.gov.uk](mailto:asbu@lbhf.gov.uk)