



Safeguarding Policy - Appendix 1

Partnership Approach

Introduction

This document defines the elements of Active Fusion's delivery approach and in each step which organisation and/or individual is responsible for Safeguarding within the activity.

This document, in line with the main policy, will be reviewed a year after development and then every year after development and then every three years.

Direct Active Fusion delivery and organisation via the coaching and mentoring team.	Sessional activity.	Active Fusion. Lead on Safeguarding to be taken by organiser with support from the Designated Safeguarding Team. Where appropriate a Safeguarding Lead to be appointed for the activity. In the case where an event is being managed by a third-party organisation, Active Fusion will still take the lead on Child Protection but may work in partnership with the third party to ensure appropriate measures are taken. Where a third party is hired to manage an activity, a safeguarding policy is present within the risk management plan. Active Fusion will ensure all staff working with young people at sessions and events have an appropriate DBS check and have received Safeguarding training. All young volunteers supporting activity will be given an overview of the safeguarding procedures and will have undergone a DBS check before supporting delivery. Any persons without a DBS check in place will not be left unsupervised with children, young people or vulnerable adults at any time.	Active Fusion Safeguarding Policy. Event Plan (inc. Safeguarding Policy) and Contract with key Partner organisation.
	Training.		
	Networks.		
	Events.		

Active Fusion Funded and	This is where Active Fusion as an organisation	The local delivery organisation (with designated lead for safeguarding).	This is to be made clear in any agreements between Active Fusion
---------------------------------	--	--	--

resourced Activity	supplies funding and/or resources to a local delivery partner to provide new or enhanced activity at a local level under the 'Brand' of Active Fusion – e.g., Fusion Communities services.	Safeguarding will be present in the Active Fusion process. Organisations will be required to have the following in place to receive Active Fusion funding support: • A Safeguarding policy • A Code of conduct • A Single central register for staff • Appropriate staff vetting/checking process • Public liability/Professional Indemnity Insurance. Policies will be checked via the review process by the Active Fusion Operations and Finance Team.	and the delivery partner. Before funding/resource is awarded, organisations will have had their safeguarding set up reviewed as part of the Active Fusion application process. This information is held on a central Active Fusion grants System
--------------------	--	--	--

Social Media

At all levels of the delivery chain, the use of social media, and in relation to Safeguarding will have an impact.

- **Direct Active Fusion Delivery** – Active Fusion staff and contractors working in public-facing roles will adhere to the Active Fusion ICT policy outlining appropriate use of social media. The Safeguarding policy will also be applied to the conduct and communication of Active Fusion staff whilst using social media.
- **Active Fusion Funded and Active Fusion Resourced Activity** – Active Fusion will ensure organisations are always aware that, they are representing Active Fusion and of their conduct and communication via social media. Guidelines on the use of social media and safeguarding are available via the Child Protection in Sport Unit and organisations will be informed of this information and support.

Safeguarding Expectations of Partner Organisations

Active Fusion will take all reasonable steps to ensure that partner organisations will:

- Ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children:
 - Have a positive and enjoyable experience of sport and physical activity in safe and child centred environment



- Are protected from abuse whilst participating in a sporting activity
- Respect and promote the rights, wishes and feelings of young people
- Recruit, train and supervise their staff to adopt best practice to safeguard and protect children and young people from abuse and reduce the likelihood of allegations being made against them
- Have in place a Code of Conduct for staff to adhere to
- Have in place a policy and procedures relating to safeguarding and carry out relevant checks as part of the implementation of that policy
- Respond to any allegations or concerns appropriately, and when appropriate implement disciplinary and appeals procedures
- Work with Active Fusion and the relevant safeguarding authorities by sharing information when necessary, following information-sharing protocols
- Abide by the children and young people clauses in any contractual obligations or award agreements with Active Fusion
- Use their position and influence to champion the safeguarding and prevent agendas in its contacts with external agencies, organisations, and individuals.

Safeguarding Policy – Appendix 2

Safeguarding Definitions & Terminology

Safeguarding and promoting the welfare of children are defined for the purposes of this policy as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and
- Taking action to enable all children to have the best outcomes

(Working Together to Safeguard Children 2018 HM Government)

Safeguarding is not just about protecting children from deliberate harm. It relates to aspects of Active Fusion life including:

- Learners' health and safety
- The use of reasonable force
- Meeting the needs of learners with medical conditions
- Providing first aid
- Educational visits
- Intimate care
- Internet or e-safety
- Appropriate arrangements to ensure on site security, considering the local context.



- Mental health and well-being

It can involve a range of potential issues such as:

- Bullying, including cyber bullying, sexist bullying (by text message, on social networking sites, and so on) and prejudice-based bullying
- Racist, disability, and homophobic or transphobic abuse
- Radicalisation and extremist behaviour
- Child sexual exploitation
- Child criminal exploitation
- Sexual Violence and Harassment
- Sexting/Youth Produced Imagery
- Substance misuse
- Issues that may be specific to local area or population, for example gang activity and youth violence
- Issues affecting children including domestic violence, sexual exploitation, female genital mutilation and forced marriage
- Educating children and young people to stay safe online
- Knowledge of Trauma Informed practice and Adverse Child Experiences are demonstrated in safeguarding practice.

This list is expanded within KCSIE Sept 2025 and local DSCP procedures detail specific areas of safeguarding. This setting complies with all statutory responsibilities.

Terminology

Designated Safeguarding Lead (DSL) previously known as a designated safeguarding officer, is the named person for safeguarding in education establishments.

LADO – Local Authority Designated Officer – deals with any allegation against any member of staff in a public setting.

Safeguarding and promoting the welfare of children refers to the process of protecting children from abuse or neglect, preventing the impairment of health and development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care and undertaking that role to enable those children to have optimum life chances and to enter adulthood successfully.

Child Protection refers to the process undertaken to protect children who have been identified as suffering or being at risk of suffering significant harm.

Staff refers to all those working for or on behalf of the school in either a paid or voluntary capacity.



Child/Young Person refers to all young people who have not yet reached the age of 18.

Parent refers to birth parents and other adults who are in a parenting role – stepparents, foster parents, carers, and adoptive parents.

There are four main elements to the Policy:

- A. **Prevention** – through the creation and maintenance of a whole charity protective ethos.
- B. **Procedures** – for identifying and reporting cases, or suspected cases of abuse
- C. **Support to children and young people** – who may have been abused, including early preventative work.
- D. **Preventing unsuitable people working with children** – by following statutory guidance, DSCP, LADO, DBS and TSA and HR procedures.



Safeguarding Policy – Appendix 3

Designated Safeguarding Roles

Active Fusion will ensure Safeguarding is led in the organisation by the **Designated Safeguarding Lead (DSL)** and supported by the **Deputy Safeguarding Officers (DSO)**. This individual, along with colleagues will take a lead in relation to safeguarding/child protection issues, with Active Fusion and its delivery chain of providers.

The DSL will be expected to attend a basic child protection awareness course designated officer training and are subject to a disclosure and barring service (DBS) check.

Details of Active Fusion Designated Safeguarding Lead and wider safeguarding contacts are provided at the bottom of this Appendix.

Responsibilities of the DSL:

- Be the lead for Active Fusion's work on the welfare and safety of young people across the organisation. This includes the promotion of a child or young person-centred approach to the development and delivery of programmes, activities, events, and associated experiences.
- Coordinate the internal Active Fusion Safeguarding Working group.
- Be responsible for the inclusion and monitoring of Safeguarding across all services of the charity.
- Receiving notification of any information relating to safeguarding/child protection issues.
- Making any immediate enquiries necessary to clarify the nature of the concern, and identifying which other organisations should be contacted.
- Deciding on an appropriate response (when necessary having sought advice and support from CPSU or other statutory childcare agency e.g., Children's Social Care (formerly Social Services), Police, Local Safeguarding Children's Partnership).
- Responses could include consulting with or referring the matter to another sports organisation's safeguarding officer (e.g., CSP, NGB or LA Leisure Services), or contacting a statutory agency such as Children's Social Care (formerly Social Services), Police or the Local Safeguarding Children's Partnership.
- If the concerns relate to the behaviour of a member of staff or volunteer (poor practice or suspected abuse), consulting with the relevant manager/HR so appropriate disciplinary processes can be initiated.
- Recording all actions (including those actions agreed by other organisations or individuals) and establishing a record, which is stored securely in accordance with the requirements of the Data Protection Act.
- Manage the development and use of online case management system across Active Fusion including staff training on the use of the system.
- Providing advice to staff on safeguarding matters.



- Acting as the organisational link with other agencies or organisations involved in dealing with safeguarding issues, which arise.
- Ensuring all office staff are aware of and understand these procedures.
- Ensure there is adequate training for staff of the organisation in areas including Safeguarding, working with young people, and dealing with extremism and radicalisation
- Oversee the DBS process for Active Fusion ensuring the DBS check is part of inductions for relevant staff and reviewing staff lists on a regular basis.
- Ensure Safeguarding is a part of all new staff member's induction and is a part of the internal audit and process training for all staff. The Designated Safeguarding role is to be carried out by the Head of Development. In his/her absence, this is to be deputised by the Deputy(s) and or Director.

Trustee Responsibility

- The Board of trustees fully recognises its responsibilities about safeguarding and promoting the welfare of children and has ensured at least part 1 of DfE Keeping Children Safe in Education 2025 has been implemented and understood by all staff.
- This states that the board of trustees should ensure that:
 - The charity has Child Protection procedures in place.
 - Review Online security.
 - Have a robust PREVENT risk assessment in place.
 - The charity operates safe recruitment procedures and appropriate checks are carried out on new staff and adults working on any Active Fusion programme.
 - The charity has procedures for dealing with allegations of abuse against any member of staff or adult on site.
 - The charity has a member of the Leadership Team who is designated to take lead responsibility for dealing with Child Protection issues with a job description and time allocated to attend meetings and training.
 - The board of trustees should remedy any deficiencies or weaknesses regarding Child Protection arrangements.
 - The board of trustees has nominated a member responsible for liaising with the LA and/or partner agencies in the event of allegations of abuse against the director. *This should be the Chair of Trustees.*
 - The board of trustees reviews its Safeguarding policy and procedures annually. RAG rating KCSIE 2025 in practice with the DSL.
 - The board of trustees approves the LA/DSCP annual Safeguarding Audit.
 - It undertakes a review of behaviour and safety (safeguarding) as part of the Governing Body self-evaluation on a regular basis.
 - All members of the governing body understand and fulfil their responsibilities and discharge KCSIE 2025 requirements. They support the role of the designated safeguarding lead in managing referrals, training, and raising awareness (KCSIE 2025).



- Ensuring the charity is compliant with Part 2: The Management of Safeguarding KCSIE 2025
- The board of trustees has ensured all staff have read at least part 1 of the new KCSIE 2025 statutory guidance and this is now included in all staff induction and whole school training.
- The procedures contained in this policy apply to all staff, volunteers, sessional workers, agency staff, contractors or anyone working on behalf of the charity. They are consistent with South Yorkshire Child Protection procedures/Doncaster Safeguarding Children Board (DSCP) child protection procedures.
- We fully embrace the KCSIE quotation “It could happen here” and “thinking the unthinkable”.
- The board of trustees is responsible for liaising with the SLT over all matters regarding child protection issues. The role is strategic rather than operational – trustees will not be involved in concerns about individual learners.
- The nominated Safeguarding trustee will support the designated safeguarding lead in their role from the perspective of ensuring the allocation of funding and resource is sufficient to meet the current safeguarding and child protection activity.
- The DSL and named safeguarding trustee are responsible for providing an annual report to the board of trustees of child protection activity.
- The local authority undertake an annual compliance process which includes reviewing safeguarding policies and practices for which the DSL must ensure that the annual compliance review is completed and returned in a timely manner to the local authority.
- The board of trustees should have child protection training on their strategic responsibilities to provide appropriate challenge and support for any action to progress areas of weakness or development in the charity’s safeguarding arrangements.
- The chair is nominated to liaise with the local authority and/or partner agencies on issues of child protection in the event of allegations of abuse made against director or DSL.
- Under no circumstances should the establishment’s trustees be given details of individual cases. Trustees may, however, be provided with a report at the end of the academic year, outlining the number of cases dealt with and other statistics which do not identify individual children.

Key Roles

Nominated Trustee – Pat Hagan – pat.hagan80@gmail.com



Designated Safeguarding Lead: Suzy Broadhead – suzy@activefusion.org.uk

Deputy Safeguarding Lead: Remi Luke - remi@activefusion.org.uk

Deputy Safeguarding Lead: Lindsay James - lindsay@activefusion.org.uk



SAFEGUARDING - Appendix 4

Safer Recruitment

Introduction

Active Fusion will ensure all reasonable steps are taken to prevent unsuitable people from gaining access to and working with children and young people through its comprehensive recruitment and selection procedures.

Regulated Activity

The following additional procedures apply to the recruitment of paid staff and volunteers (full or part time) to posts:

- that will involve significant or regular contact (including by phone, email, text etc) with children and young people.
- that will involve supervising children and young people.
- that will include line management responsibility for staff or volunteers in regular direct or supervisory contact with children and young people.
- that involve handling or managing personal data about children and young people.

Advertising

Any advertising used to recruit staff or volunteers to Active Fusion reflects the aims of the organisation, the responsibilities of the role, the level of experience or qualifications required – noting where relevant that experience of working with young people is an advantage. Where appropriate, recruitment advertising will also include expectations around the completion of a DBS check.

Pre-Application Information

Potential applicants are sent a job pack containing pre-application information, which includes a job description, a person specification, and an application form.



Applications

All applicants whether for paid, full or part-time positions are asked to complete an application form.

This includes the following:

- Their consent to a DBS check
- An acknowledgement of their agreement to abide by the organisation's policies including Safeguarding and Protecting Children policy and Code of Conduct.

Applicants are to be advised that failure to disclose information or subsequent failure to conform to the any of the organisation's policies will result in disciplinary action and possible exclusion from working for the organisation.

Checks and References

If a role is deemed to be in regulated activity, it will be subject to a Disclosure and Barring Service (DBS) check. Applicants will subsequently be requested to provide this information to Active Fusion. Any applicants that are present on the Barred list will immediately be deemed unsuitable to work with young people and the appropriate authorities will be informed.

Information relating to the Disclosure and Barring service check will be reviewed by the Designated Safeguarding Lead in consultation with the HR Manager.

A minimum of two written references covering at least three years of employment history will also be taken up and referees are asked to comment on the applicant's previous experience and suitability for working with children and young people, as appropriate. Training will be provided to successful applicants who do not have experience of working with children.

Induction

All new staff in paid posts at Active Fusion will follow a comprehensive induction programme, which includes:



- Providing information about Active Fusion.
- Setting standards and patterns of behaviour expected.
- Providing an understanding of how individual roles contributes to our success.
- Agreeing performance objectives.

All new staff are required to sign-off their agreement to Active Fusion policies (including this policy on Safeguarding and protecting Children) on their first day at Active Fusion.

For new staff in regulated activity, safeguarding and child protection procedures will be explained by line managers as part of the induction process and any training needs established.

If the role is deemed to be in regulated activity a DBS check will be started in the prior to/or in the first week of the induction. Active Fusion uses Barnsley Council for its checks and the new starter will be given access to the online application process for Active Fusion. If the applicant is registered for the DBS online update service, then the check on this service will be carried out by the designated safeguarding officer in the first week of the induction.

All new staff will attend an Induction Day within the first month of joining Active Fusion. Responsibilities of all staff regarding Child Protection are included in the programme for the day.

Training for Active Fusion Staff and Volunteers

DBS checks are only part of the process to protect children from possible abuse. Appropriate training enables Active Fusion staff and volunteers to recognise their responsibilities about their own good practice and the reporting of suspected poor practice/concerns of possible abuse.

All staff and volunteers, whatever their role, are required to sign-off Active Fusion' Safeguarding and Protecting Children policy and our Code of Conduct on Policy Matters to confirm that they have read and understood these policies.

All staff and volunteers working or in contact with children on behalf of the organisation will receive training in basic child protection awareness. This training will be regularly refreshed to reflect changes in policy and practice.

Training will also be provided for staff on Prevent. As outlined in the policy this is closely linked to Active Fusion work in safeguarding and hence staff will have this additional training alongside any safeguarding training that takes place.



All staff will receive training in Active Fusion' approach to safeguarding and the practice and procedures expected of all staff. This will be as part of their induction and will also happen at regular intervals through the year as part an internal training programme for all staff.

Performance Monitoring and Review

At regular intervals (or following a programme or event), Active Fusion staff or volunteers working or in contact with children will be given the opportunity to receive feedback, to identify training needs and set new goals.

Line Managers undertaking the assessment must be sensitive to concerns about poor practice or abuse and act on them at an early stage. Staff and volunteer competence in working with or in contact with children will be formally reviewed by their line managers in accordance with Active Fusion' check and challenge process.



Safeguarding Policy - Appendix 5

Procedures

It is the duty by law of any member of staff, volunteer or visitor who receives a disclosure of abuse, or suspects that abuse may have occurred, to report it to a member of the Safeguarding Team. If a member of the team cannot be found, then the matter should be brought to the attention of the most senior member of staff.

Written disclosures need to be recorded on the 'Safeguarding Form' which can be found on safeguarding section of SharePoint files.

If appropriate, the member of the Safeguarding Team will refer cases of suspected abuse or allegations to the relevant Local Safeguarding Children's Board by telephone in accordance with the Local Safeguarding Board Procedures. In some cases, it may be appropriate for the Police to also be contacted.

It is not the job of the Charity to investigate allegations; this is the responsibility of the Authorities. However, essential information may help these investigations and details such as learner's name, address, and date of birth, family composition, and reason for referral should be recorded. The name of the person who initially received the disclosure and whether the parents/guardians of the learner are aware of the referral should also be included.

Advice and guidance can be obtained from the Local Safeguarding Children Board.

Support will be made available for staff dealing with safeguarding issues.

Professional Confidentiality

A member of staff must never agree with a young person to keep a secret and where there is a safeguarding concern this must be reported to a member of the Safeguarding Team and may require further investigation by the appropriate authorities.

Staff will be informed of relevant information in respect of individual cases on a 'need to know Basis' only. Any information shared with a member of staff in this way must be held confidentially by themselves.

Key Definitions and Concepts

'Safeguarding' and 'Child Protection' – are often terms used interchangeably, and they have different meanings. Safeguarding is what we do for all children and young people, whilst Child Protection refers



to the procedures we use for children and young people at risk of significant harm or who have been harmed.

Where local authorities believe a young person is suffering, or likely to suffer, significant harm, they have a duty to make enquiries to decide whether they should take action to safeguard or promote the welfare of a young person.

Children in Need

Children and young people who are defined as being “in need” under Section 17 of the Children Act 1989, are those whose vulnerability is such that they are unlikely to reach or maintain a satisfactory level of health or development, or their health and development will be significantly impaired, without the provision of service(s). A child with a disability is a child in need.

Significant Harm

The concept of significant harm is the threshold that justifies compulsory intervention into family life in the best interests of the child or young person and gives local authorities a duty to make enquires as to whether to act (Section 47, Children Act 1989) to safeguard or promote the welfare of a young person who is suffering, or likely to suffer significant harm. The Act also gives powers to the Police to take emergency action to protect a young person from significant harm.

Child Sexual Exploitation

Child Sexual Exploitation is the term used for contact or non-contact child sexual abuse when there is any actual or attempted abuse of a child's vulnerability or trust and an opportunity for the abused to enhance their social standing or receive payment from third parties. Non-contact abuse includes online grooming and sexual exploitation

Radicalisation

Radicalisation is defined as the process by which people come to support terrorism and extremism and in some cases to then participate in terrorist groups.

Extremism

Extremism is defined by the Crown Prosecution System (CPS) as: “The demonstration of unacceptable behaviour by using any mean or medium to express views, which:

- Encourage, justify, or glorify terrorist violence in furtherance of beliefs.
- Seek to provoke others to terrorist acts.
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts.



- Foster hatred which might lead to inter-community violence in the UK”

Types of Abuse and how to recognise

The following explanations of types of possible signs of abuse are taken from Working Together to Safeguard Children.

Lists of signs and symptoms cannot provide a definitive diagnosis of abuse and many children or young people at some time of their life may exhibit one or maybe more of them. However, such signs and symptoms may suggest abuse if a young person exhibits either several of them, perhaps within a short space of time, or an extreme form of a particular symptom, or if a pattern of signs and symptoms emerges.

It is important that staff are aware of the signs and symptoms and, whilst they may be indicative of some other problem or issue, the possibility that the young person is being abused should not be discounted. Any concern about a young person who is showing signs of abuse or of being at risk of abuse should be followed up with the Safeguarding Team.

Physical Abuse

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.

Possible signs:

- Bruises and scratches to face and head.
- Pinch bruises or bite bruises.
- Bruising around both eyes simultaneously.
- Torn frenulum (skin linking upper jaw and lip).
- Fingertip bruising on front and back of chest (gripping).
- Finger or hand marks on any part of the body.
- Ligature marks on either neck, arms, or legs.
- Cigarette burns.
- Linear or shaped burns or bruises (e.g., iron/radiator).
- ‘non-cascade’ scalds.
- Head injury may be no outward sign of injury.
- Poisoning.
- Bald patches.
- Recurrent unexplained/untreated injuries or lingering illness.

Possible behaviour:



- Explanation inconsistent with injury.
- Refusal to discuss injuries.
- Fear of going home or parents being contacted.
- Arms and legs kept covered in hot weather or fear undressing.
- Frozen watchfulness/cowering/flinching at sudden movements.
- Withdrawal from physical contact.
- Fear of medical help.
- Admission of excessive punishment.
- Running away.
- Self-destructive tendencies.

Emotional Abuse

Is 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 children 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 the 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.

Possible Signs

- Speech delay, poor verbal ability, lack of communication skills
- Bed wetting, soiling (without physical cause)
- Lack of concentration, learning problems
- Unreasonable fear of new situations
- Eating disorders (overeating and under eating)
- Inappropriate emotional responses to stressful situations
- Low self-esteem
- Self-mutilation
- Alcohol, drugs, solvent misuse

Possible Behaviour

- Over reaction to mistakes
- Obsessive behaviour (e.g., rocking, twisting hair, sucking thumb)
- Withdrawal from relationships with other children
- Fear of parents being contacted.
- Extremes of passivity or aggression
- Attention seeking



- Chronic running away
- Compulsive stealing, scavenging for food or clothes.
- Impaired capacity to enjoy life.

Neglect

Is the persistent failure to meet a child's basic physical and/or psychological need, likely to result in a serious impairment of the child's health or development. Neglect may occur during pregnancy because 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 harm and external harm or danger.
- Ensure adequate supervision (including the use of inadequate caregivers)
- Or ensure access to appropriate medical care or treatment.
- It may also include neglect or, or unresponsiveness to a child's basic emotional needs.

Possible Signs

- Unkempt appearance, poor personal hygiene
- Poor skin/hair condition
- Drop through height/weight centiles.
- Small stature (where not a family characteristic)
- Constant tiredness
- Repeated accidents
- Untreated medical conditions
- Inappropriate clothing
- Constant hunger
- Frequent lateness, or non-attendance at school
- Accidental self-poisoning

Possible Behaviour

- Chronic running away
- Compulsive stealing
- Scavenging of food and clothes
- Low self-esteem
- Neurotic behaviour (e.g., rocking, thumb sucking, hair twisting)
- Inability to make social relationships.
- Tendency to destroy things.

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 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.

Possible Signs

- Wetting and soiling themselves
- Sudden drop in performance/poor concentration
- Obsessed with sexual matters as opposed to normal exploration.
- Changes from being happy and active to being fearful and withdrawn.
- Unexplained sources of money/gifts
- Urinary infections, bleeding, or soreness in the genital/anal areas
- Vaginal discharge – vaginal warts
- Soreness and bleeding to the throat
- Chronic ailments e.g., stomach pains, headaches without obvious cause
- Eating disorders
- Becomes severely depressed.
- Has a poor self-image
- Uses drugs/alcohol to excess.
- Not allowed to have friends around or to go out on dates.
- Fearful of undressing for physical education.
- Venereal infection.
- Pregnancy.

Possible Behaviour

- Overly compliant behaviour
- Behaves in a sexually inappropriate way in relation to their age.
- Withdrawn and unhappy, insecure and “clingy”
- Plays out sexual acts in too knowledgeable a way for their age.
- Regresses to behavioural pattern of much younger children
- Say of themselves that they are bad or wicked.
- Arriving early at school/College/training and leaving late with few, if any, absences
- Excessive masturbation – exposing themselves.
- Drawings of sexually explicit nature
- Attempts to sexually abuse another child.
- Recurring nightmares and/or fear of the dark
- Had a “friend who has a problem” and then talks about the abuse of “a friend”.
- Self-mutilates/attempted suicide.
- Running away
- Prostitution



Peer-on-Peer Abuse

Peer-on-peer abuse can take place in various forms. Abuse is abuse and should never be tolerated or passed off as “banter” or “part of growing up”.

Honour-Based Violence

So-called ‘honour-based’ violence (HBV) encompasses crimes which have been committed to protect or defend the honour of the family and/or the community, including Female Genital Mutilation (FGM), forced marriage and practices such as breast ironing. All forms of HBV are abuse (regardless of motivation) and should be handled as such. If in any doubt, staff should speak to the Safeguarding Team.

Female Genital Mutilation (FGM)

FGM comprises of all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long-lasting harmful consequences.

Section 5B of the Female Genital Mutilation Act 2003 (as inserted by Section 74 of the Serious Crime Act 2015) places a statutory duty upon teachers along with regulated health and social care professionals in England and Wales, to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Teachers must personally report to the Police cases where they discover that an act of FGM appears to have been carried out. As per the requirements set out in ‘Keeping Children Safe in Education 2016’ teachers who fail to report such cases will face disciplinary action.

Forced Marriage

Forcing a person into a marriage is a crime in England and Wales. A forced marriage is one entered without the full and free consent of once or both parties and where violence, threats or any other form of coercion is used to cause a person to enter into a marriage. A lack of full and free consent can be where a person does not consent or where they cannot consent (if they have learning difficulties, for example). In addition, some communities use religion and culture to coerce a person into marriage.

Child Sexual Exploitation

Child Sexual Exploitation is the term used for contact or non-contact child sexual abuse when there is any actual or attempted abuse of a child’s vulnerability or trust and an opportunity for the abused to enhance their social standing or receive payment from third parties. Non-contact abuse includes online grooming and sexual exploitation.



Possible Signs (of CSE)

- unexplained gifts or new possessions
- associating with other young people involved in exploitation
- having older boyfriends/girlfriends
- suffering with STDs or become pregnant
- changes in emotional well-being
- misuse of drugs and alcohol
- missing for periods of time/go home late
- regularly misses training

Radicalisation

Radicalisation is defined as the process by which people come to support terrorism and extremism and is in some cases to then participate in terrorist groups.

Extremism

Extremism is defined by the Crown Prosecution System (CPS) as: "The demonstration of unacceptable behaviour by using any mean or medium to express views, which:

- Encourage, justify, or glorify terrorist violence in furtherance of beliefs.
- Seek to provoke others to terrorist acts.
- Encourage other serious criminal activity or seek to provoke others to serious criminal acts.
- Foster hatred which might lead to inter-community violence in the UK"

Students with Special Educational Needs and/or Disabilities

Evidence suggests that students with special education needs, and disabilities (SEND) are more likely to suffer neglect or be abused. The Charity safeguards all students but it particularly aware of the need to protect and safeguard this vulnerable group. Students with SEND are identified and recorded on ProMonitor, the charity's partner college MIS system. Student files are read by all staff who work with the young person. EHCP outcomes are also recorded on ProMonitor and regularly reviewed with the student's parent/guardian/carer and Local Authority.

Specific Issues and Further Information

Further information and specialise advice are available on areas such as forced marriage, female genital mutilation, those affected by drugs and alcohol abuse in families, fabricated illness, children abused through prostitution, complex (organised or multiple) abuse involving one or more abusers and several children. Forced marriage is a marriage conducted without the full consent of both parties where duress is a factor. This should not be confused with an "arranged marriage". Forced marriage is regarded as a form of domestic abuse for adults, and where children are involved, as a form of child abuse. Initial concerns should be reported to the Designated Staff who will liaise with appropriate agencies.



Procedures for Handling and Responding to Disclosures and Allegations of Abuse

The following brief notes provide guidance for staff who receive a disclosure or who have concerns about allegations of abuse.

In addition, staff are encouraged to contact the Designated Staff if they have any initial concerns about the possible child protection situation.

Remember the Charity adopts a child centred approach, and the wishes of the child or young person are at the centre of all our activities.

Receiving a Disclosure

DO

- Take allegations or suspicions of abuse seriously
- Respond with tact and sensitivity to anyone who confides in you
- Re-assure the person that it is right to speak to someone
- Allow the person to speak in his/her own way and time
- Discuss the need to refer to the appropriate person in Charity
- Make brief notes using the persons own words

DON'T

- Promise confidentiality (only those who need to know will be told)
- Make judgements
- Investigate the allegation or suspicion of abuse
- Ask leading questions or probe for details
- Interpret what has been said or make assumptions about the situation
- Contact parents/carers before seeking advice

Following up a Disclosure, Allegation or Suspicion of Abuse

- Contact a member of the DSL as soon as practical.
- Provide written details (A Safeguarding Reporting Form can be downloaded from the staff drive).
- All written information and rough notes will be retained by the Designated Staff.
- The Designated Staff will seek advice from the appropriate agencies.
- Where there are serious concerns of 'significant harm' the Designated Staff will refer immediately to the Local Authority Safeguarding Board and LADO.
- If urgent hospital treatment is needed for a young person whilst on Charity premises or wherever training takes place, inform the Designated Staff if this relates to a child protection issue.



- Both the young person, and if required, the member of staff to whom the disclosure was made can access support from partner college counselling and support services.

Records and Monitoring

The Charity maintains up to date and accurate records of any cause for concern regarding our Safeguarding Team. There is also indication of the status of each individual case and when it is deemed appropriate to pass this information to other agencies.

Members of staff receiving a disclosure of or noticing signs of abuse should use the Charity safeguarding referral form (found in the safeguarding folder on internal drive) to record these concerns as accurately and as soon as they can. These forms should be passed to a member of the safeguarding team and will be kept securely in a confidential cabinet in the room used by the safeguarding officer. A confidential database accessible only by safeguarding members is kept updating and monitor the charity case load. This database also provides statistics that help to inform the nature of support and where extra resources may be needed by our Safeguarding Team.



Safeguarding Policy - Appendix 6

Lone Working Policy

1. Introduction

This policy should be read in conjunction with Active Fusion' Health & Safety and Safeguarding policy.

It is designed to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe procedures which will minimise such risks. It is not intended to raise anxiety unnecessarily, but to give staff a framework for managing potentially risky situations. Within this document, 'lone working' refers to situations where staff in the course of their duties work alone or are physically isolated from colleagues and without access to immediate assistance.

2. Lone working with children and young people

As outlined in the introduction, this lone working policy is to be read in conjunction with Active Fusion Safeguarding Policy.

There are some situations when Active Fusion members of staff will find themselves working alone with a young person or young people. These may include:

- A staff member working alone with a group of young people under 18 years of age.
- A staff member working along with a young person in a 1 to 1 situation.
- A staff member working with a vulnerable young adult through an apprenticeship or traineeship programme in a 1 to 1 situation.
- A staff member travelling with a young person or young people.
- A situation where a staff member needs to isolate a young person and work 1 to 1 with them. This is likely to deal with a personal or behavioural issue with the young person.

In each of these situations Active Fusion staff members is expected to follow the steps of this policy, in particular

- Section 3 - Reporting and Recording concerns.
- Section 4 - Assessment of Risk

In Section 5 of this document, there is supplementary information relating to the situations listed above that must be taken into consideration by staff members when working in a 1-to-1 situation.

In every situation above, the staff member should follow the steps below:



Prior

- Inform your line manager or relevant senior staff member of the following details:
- Date
- Time
- Venue
- Name of person you are working with/meeting
- Activities involved.
- Communicate with the same person that you have met with the person/group at the start of the meeting/session (usually via text message)

Post

- Inform the same line manager/relevant senior staff member that the meeting/session has ended. (Usually via text message)

3. Reporting and Recording concerns

During a lone working situation, either with a group of young people or in a 1 to 1 situation, the following process should be followed:

1. If there is a serious concern over the safety of a young person/vulnerable adult.
 - The staff member informs the police immediately.
 - The staff member then informs their line manager of the actions taken to inform the police.
2. If there is a minor concern over the safety of a young person/vulnerable adults
 - The staff member must report this via the Safeguarding system and form procedure.
 - This will inform the designated officer that an incident/concern has been raised.

Support for Staff members

In all cases when lone working with a young person/young vulnerable adult it is important that support is provided to the staff members in this situation. We fully appreciate that it can be a difficult experience for anybody who has to refer a serious concern, or deal with any welfare concerns that are raised to them in a lone working situation. Active Fusion fully understands it has a duty to support and protect these staff members. Therefore, the following is provided to these members of staff:

- The main emergency contact for all staff members is the police.
- Support is provided for any staff members who have reported any concerns (Non serious and minor) by the Safeguarding team. They will be available on a weekday timetable with the DSL available on weekends.



- The contact details of the Safeguarding Team will be made available to staff working in a 1 to 1 capacity.
- This support is also available for any staff members who may be concerned about their own safety after working with a young person/young vulnerable adult or dealing with a concern or issue raised by a young person/young vulnerable adult.

4. Assessment of risk

In drawing up and recording an assessment of risk the following issues should be considered, as appropriate to the circumstances:

- The environment – location, security, access.
- The context – nature of the task, any special circumstances.
- The individuals concerned – indicators of potential or actual risk.
- History – any previous incidents in similar situations.
- Any other special circumstances.
- Where there is any reasonable doubt about the safety of a lone worker in each situation, consideration must be given to sending a second worker or making other arrangements to complete the task.

5. Supplementary Information for Lone working Situations

i. A staff member working alone with a group of young people under 18 years of age.

This is to be avoided and where possible staff should ensure that a second member of staff is available

If this cannot happen, or if a staff member is unexpectedly unavailable to support the group (sickness etc), then a Designated Safeguarding Lead/Officer must be informed of:

- What is taking place.
- Where – the location.
- When – the times.
- Who is involved.
- Activities taking place.

In a group situation the staff member should ensure that they are always with 2 or more young people at any one time, unless a situation in number 4 arises.

ii. A staff member working alone with a young person in a 1 to 1 situation

- This situation may occur in a training/mentoring capacity.
- In this situation, looking at how to minimise the risks can be considered as to plan when and where the meeting will take place.



- Public places, or visible meeting places must be used in this scenario.
- As above, the Designated Safeguarding Lead/Officer must be informed if any type of work like this is taking place with details including the place, time and who is involved.
- Active Fusion will ensure that all staff members who carry out 1 to 1 work with young people undertake a DBS check including the Barred Person's list check.
- It is possible that in this situation a young person may disclose information that means scenario 4 may occur.

iii. **A staff member travelling with a young person or young people**

- This may occur when young people are travelling to residentials, events, young advisors' opportunities etc. When travelling by public transport, the Designated Officer or line manager of the staff member concerned must be made aware of:
 - Who is travelling.
 - Destination.
 - Arrival time.
 - Departure time.
- The relevant person (above) must be contacted when the staff member and young people arrive at their destination. If there is a reason this is not possible the staff member must confirm arrival at the soonest opportunity.
- When travelling by car Active Fusion will ensure the driver has:
 - A current DBS checks.
 - Business insurance for their vehicle.
- As above the DSL/DSO or line manager of the must member should be informed of:
 - Who is travelling.
 - Destination.
 - Expected arrival time.
- It is good practice and a preferred outcome to have 2 staff members present in the vehicle when travelling with young people.
- In the case of an emergency (sickness or injury has occurred to a young person) if it is deemed appropriate by the first aider on site the young person may need transporting to a local hospital or medical centre. In this case it may not be appropriate or feasible to have 2 staff members. It is good practice to take other young people along to accompany the sick or injured young person.

iv. **A situation where a staff member needs to isolate a young person and work 1 to 1 with them. This is likely to be to deal with a personal or behavioural issue with the young person.**

- In this situation, which may occur from the others above, the first and most important action is to make sure the young person is taken care of, and their needs are put first.
- If a staff member is in a situation where information of a personal nature is disclosed to them, it may be appropriate to talk alone to the young person. In this situation the following actions must take place:



- Inform a colleague that a young person wants to speak alone to the staff member present.
- Identify where you are going to speak to them and for how long.
- The staff member who is alone with the young person is to listen to what they have to say.
- It is important that the young person is informed that any information disclosed will need to be passed onto the relevant people at Active Fusion (below), but it will be done confidentially and informed by the young person.
- Any incident of this nature is to be immediately referred to either the Safeguarding lead at that event, or the DSL/DSO at Active Fusion and they will take the appropriate actions (as referenced in the Safeguarding policy).



Safeguarding Policy - Appendix 7

Safeguarding Report Form

Active Fusion – Incident & Safeguarding Report Form - <https://forms.office.com/r/KjkVJ1CbNR>

Please refer to the incident reporting procedure within section 7, page 8 of the safeguarding policy.



Safeguarding Policy - Appendix 8

Social Media and Safeguarding

Introduction

Active Fusion embraces the use of social and digital media. We manage several Facebook pages, Twitter accounts, YouTube channels and LinkedIn. We also use online platforms such as Instagram, SlideShare to spread the message of our charitable activity for young people living in South Yorkshire's most deprived communities.

This document is a part of Active Fusion overall Safeguarding policy that is used across the organisation. It is therefore to be used in conjunction with all the other elements of the policy.

Summary

As Active Fusion develops and improves its ways at communicating with the network and with young people it is critical that safeguarding protocols keep pace with the raft of communication methods that we and young people use.

This document focuses on the safe use of social media and guidance for Active Fusion staff members in the use of social media. It includes the following:

- Understand the safety aspects including what is acceptable and unacceptable behaviour on a social media
- Relevant legislation and good practice guidance in relation to social media
- How our social and digital media will be managed.
- The conduct of Active Fusion staff and volunteers on social media
- Reporting procedures relating to content or conduct on social media.

Who does this document apply to?

This document is for everyone in the organisation considering the use of social media in relation to their role at Active Fusion, or in relation to staff members of Active Fusion engaging with the organisation's social media from their personal accounts.

This guidance specifically targets the following people:

- The Designated Safeguarding Lead and Deputy Safeguarding Officers
- The communications and marketing team



- Staff responsible for promoting activities and opportunities to children and young people (including volunteering opportunities, events, Fusion Camps etc).
- IT /Operations Manager

These are the key people who will be involved in managing Active Fusion involvement in social media and they will need to work together to ensure that the necessary safeguarding measures are in place and followed on a day-to-day basis.

As stated, the details of this document do apply to all staff and volunteers across the organisation.

What opportunities does the use of social media offer Active Fusion?

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.

Social media provides Active Fusion with opportunities to engage, connect and develop relationships with:

- Organisations in the Active Fusion network.
- Other organisations working with children and young people.
- Young people engaging in Active Fusion activities.
- Members of the public.

Active Fusion can share with these groups Information about events, activities or volunteer opportunities, news stories and campaign messages that can be dissipated virally amongst supporters within online communities. Therefore, social media provides Active Fusion with an opportunity to spread the work it is doing to many people in a quick and easy way.

What are the potential risks to children and young people using social networking and other interactive services?

With all emerging technologies there is also the potential for misuse. Risks associated with user interactive services include cyber bullying, grooming and potential abuse by online predators, identity theft and exposure to inappropriate content includes self-harm, racist, hate and adult pornography.

Most children and young people use the Internet positively but sometimes behave in ways that may place themselves at risk. Some risks do not necessarily arise from the technology itself but result from offline behaviours that are extended into the online world, and vice versa. 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 child offline.
- Sexual grooming, luring, exploitation, and abuse contact with strangers.
- Exposure to inappropriate and/or content.
- Involvement in making or distributing illegal or inappropriate content.
- Theft of personal information.
- Exposure to information and interaction with others who encourage self-harm.
- Exposure to racist or hate material.
- Encouragement of violent behaviour, such as 'happy slapping'.
- Glorifying activities such as drug taking or excessive drinking.
- Physical harm to young people in making video content, such as enacting and imitating stunts and risk-taking activities.
- Leaving and running away from home because of contacts made online.

Potential indicators of online grooming and sexual exploitation of children and young people

There is also concern that the capabilities of social networking services may increase the potential for sexual exploitation of children and young people. Exploitation can include exposure to harmful content, including adult pornography and illegal child abuse images. There have also been several cases where adults have used social networking and user interactive services as a means of grooming children and young people for sexual abuse. Online grooming techniques include:

- Gathering personal details, such as age, name, address, mobile, name of school and photographs.
- Promising meetings with sports idols or celebrities or offers of merchandise.
- Offering cheap tickets to sporting or music events.
- Offering material gifts including electronic games, music, or software.
- Paying young people to appear naked and perform sexual acts.
- Bullying and intimidating behaviour, such as threatening to expose the child by contacting their parents to inform them of their child's communications or postings on a social networking site, and/or saying they know where the child lives, plays sport, or goes to school.
- Asking sexually themed questions, such as 'Do you have a boyfriend?' or 'Are you a virgin?'
- Asking to meet children and young people offline.
- Sending sexually themed images to a child, depicting adult content or the abuse of others.
- Masquerading as a minor or assuming a false identity on a social networking site to deceive a child.
- Using school or hobby sites (including sports) to gather information about a child's interests likes and dislikes.

Guidelines and expectations for the safe use of social media



Active Fusion has considered the risks and indicators above when developing the following set of guidelines for the organisation, staff, and volunteers on the use of social media. We have also set out the expectations on staff and volunteers when using social media.

The following information also contains practical safety measures for Active Fusion online Safeguarding policy strategy.

Safeguarding strategy, policies, and procedures

This document is to be used in conjunction with several Active Fusion existing policies and procedures and it is the role of Active Fusion to ensure its social media profiles and website adhere not only to this document, but to the following policies and procedures

- Safeguarding and Child Protection policy.
- ICT policy.
- Complaints Procedure policy.
- Health and Safety policy.
- Safer Recruitment policy.

Reporting concerns in relation to Active Fusion social media and website

The reporting of any concerns in relation to activity or content on Active Fusion social media channels or website are to follow the same procedure as set out in the Appendix 6 of the Active Fusion Safeguarding Policy. This process is led by the Designated Safeguarding Lead and Director of Active Fusion.

Management of Active Fusion online profiles and website

The management of Active Fusion social media profiles is led by the Head of Marketing. The update and creation of content for social media channels on a regular basis is the responsibility of the following staff:

- Programme Development Manager
- Head of Marketing
- External PR agencies used by Active Fusion.

The staff members carrying out these roles will undertake regular and recognised safeguarding training and will receive support from the designated officer in the development of content that is to be directed directly towards young people. **It is fully expected that other staff members will post information on social media, particularly in relation to the promotion of opportunities to young volunteers. These staff members will also undergo regular safeguarding training and undertake a regular DBS check as they will be in regulated activity.**



The DSL will also be involved in the planning of any social media campaigns that involve communication directly with young people via the Active Fusion social media profiles.

External Agencies

Active Fusion does use external agencies for PR support, and this does include social media and website content. The social media content created and managed by PR agencies is not usually directed at young people about opportunities and events, but in raising awareness of the work of the charity and its campaigns. We will treat the staff of any external agency in the same way as an Active Fusion staff member or employee in relation to safeguarding. We will ensure that the agencies used understand our approach to safeguarding and our policies and procedures. If deemed necessary, we will provide training for these agencies.

Monitoring posts about Active Fusion

As part of active social media engagement, it is considered good practice to pro-actively monitor the Internet for public postings about Active Fusion and its work.

Active Fusion should effectively respond to social media comments made by others according to processes laid out in Active Fusion policies.

These responses are to be managed by the Head of fundraising and communications. It is expected that any responses may be decided in conjunction with Chair of the Board of Trustees, Director, Senior Leadership Team, and DSL depending upon the nature and seriousness of the response.

Behaviour and conduct of Active Fusion Staff and volunteers on a social media

The following expectations of Active Fusion staff and volunteers when utilising Active Fusion website and social media channels relate to profiles and channels used in relation to their roles at Active Fusion. There are also expectations on staff and volunteers in relation to their own social media profiles and their connections to Active Fusion and the work of the charity.

Expectations in relation to the website and Active Fusion social Media channels

- Act responsibly when using online media for work and personal use.
- Know the contents of and ensure that any use of social media is carried out in line with this and other relevant policies.
- Attend appropriate training.
- **'Think before you post'** - Consider any messages, photos, videos, or information – do they comply with Active Fusion policies. Is the content e.g., photographs and text appropriate to the audience? Seek guidance from the communications team and/or the DSL.
- Regularly monitor, and update any content posted on an Active Fusion social media account; When adding any content about opportunities avoid taking personal details of children and



young people via social media - personal details including home and email addresses, schools, mobile numbers.

- Promote safe and responsible use through actions and good practice.
- Where staff are managing social media accounts in relation to areas of their work, and it is required to engage with young people directly. All communication is to be done via this social media profile.
- **Do anything that may be considered discriminatory against, or bullying and harassment of, any individual.** For example, making offensive or derogatory comments relating to sex, gender, race, disability, sexual orientation, religion, belief, or age; using social media to bully another individual; or posting images that are discriminatory or offensive or linking to such content.
- Report any concerns in relation to the content and use of Active Fusion website and social media channels to the DSL or to the Director. This may include:
 - Content posted on any social media channel or the website.
 - Conduct of staff/volunteers or partner organisations on social media.
 - Comments made in relation to Active Fusion on social media channels.

Expectations in relation to personal social media profiles

- In all cases, where a personal account is used which associates itself or impacts upon Active Fusion and its campaigns or programmes, it must be made clear that the member of staff is not communicating on behalf of Active Fusion with an appropriate disclaimer. Such personal communications are within the scope of this policy.
- Personal communications which do not refer to or impact upon Active Fusion are outside the scope of this policy.
- Staff are not permitted to follow or engage with current or prior young people engaged with Active Fusion on any personal social media network account. In this instance young people are deemed those under 18 and up to 25 years of age with special educational needs.
- Report any concerns in relation the personal conduct of Active Fusion staff or volunteers on social media channels to the DSL or to the Director. This may include:
 - Content posted on any social media channel that contradicts the expectations of Active Fusion staff and volunteers
 - Conduct of staff or volunteers on social media
 - Comments made in relation to Active Fusion on social media channel
- Any content that is uploaded to personal social media accounts, or actions on social media that do not follow these expectations may result in Active Fusion following its grievance procedures against the individual.



Safeguarding Policy - Appendix 9

Active Fusion Child Sexual Exploitation (CSE) Policy

As set out in Active Fusion' Safeguarding Policy, our focus is to operate in a child and young person-centred environment where every child or young person can feel safe whilst taking part in sport and physical activity. This policy should be read in conjunction with the Safeguarding Policy.

In *Putting Children First (July 2016)* the Government set out its ambitions to support vulnerable children to lead safe and positive lives, to become successful adults and to have the kind of happy childhood that we want for all our children. To support putting children first there is the *CSE Guidance Core Document (2017)*. This is available to all Active Fusion staff and can be used to support any concerns raised about potential CSE of a child or young person.

Child sexual exploitation is a form of child sexual abuse. Sexual abuse 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 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).

Active Fusion understands it has a role to play both with its own staff and volunteers and across the UK in supporting local delivery organisations to identify the possible signs of CSE. This will involve working together to protect the child/young person who is at risk and ensure that relevant authorities are contacted.

Child Sexual Exploitation - Definition

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

Like all forms of child sexual abuse, child sexual exploitation:

- can affect any child or young person (male or female) under the age of 18 years, including 16- and 17-year-olds who can legally consent to have sex.
- can still be abuse even if the sexual activity appears consensual.



- can include both contact (penetrative and non-penetrative acts) and non-contact sexual activity.
- can take place in person or via technology, or a combination of both.
- can involve force and/or enticement-based methods of compliance and may, or may not, be accompanied by violence or threats of violence.
- may occur without the child or young person's immediate knowledge (through others copying videos or images they have created and posting on social media, for example).
- can be perpetrated by individuals or groups, males or females, and children or adults. The abuse can be a one-off occurrence or a series of incidents over time, and range from opportunistic to complex organised abuse; and
- is typified by some form of power imbalance in favour of those perpetrating the abuse. Whilst age may be the most obvious, this power imbalance can also be due to a range of other factors including gender, sexual identity, cognitive ability, physical strength, status, and access to economic or other resources.

Reporting and recording concerns

As outlined in Active Fusion Safeguarding Policy, we have a reporting system that all staff are made aware of, and this includes how to report or raise concerns in the following scenarios:

- At an Active Fusion run event, session, or camp
- About a young person within an Active Fusion funded or branded activity within a local community (run by the local delivery organisation)
- About a young person at an organisation that is part of the Active Fusion network partnership.

In all these scenarios, the basic reporting system is the same. Staff should use the report form and system to record the information about the concern and inform the Designated Safeguarding Lead and or DSO immediately. This is all outlined in Active Fusion Safeguarding Policy.

The DSL/DSO will then use the appropriate system to manage the incident. In most cases it will include working with the local delivery organisation which the child or young person engages with in their community, Children's Social Care, the Police, and the Local Children's Safeguarding Partnership. The DSL will use guidance from the CSE Guidance Core Document (2017) in working with multiple agencies in cases of CSE.

Safeguarding Policy – Appendix 10

Safer Recruitment Process

