



Express FM (Portsmouth) Ltd

Safeguarding and Child Protection Policy

1. This is the Safeguarding and Child Protection Policy (the “Policy”), last adopted (having been reviewed and, if necessary, amended) by the board of directors of Express FM (Portsmouth) Ltd on February 24th 2016. Contact details were updated in April 2017. It will be formally reviewed by the board again on or before February 28th 2018.
2. The purpose of the Policy is to ensure that any child (the legal definition of a child is a person under the age of 18 years.) who takes part in an activity we organise can do so safely, under appropriate supervision and without fear of harm. In addition, it recognises that members of our own team may be in a position to spot that a child has suffered harm elsewhere, in which case we have a responsibility to report our findings.
3. This Policy operates in addition to our wider rules on safe working.
4. We work within the context of relevant legislation. In particular:
 - The Children Act 2004 contains obligations to protect children from harm, and to ensure that concerns are fully investigated by the appropriate authorities.
 - The Protection of Children Act 1999 provides the context for us to undertake appropriate background checks on team members who work with children.
 - The Human Rights Act 1998 and the UN Convention on the Rights of the Child lay-out rights for children, and procedures whereby they can challenge infringement of those rights.
 - The Sexual Offences (Amendments) Act 2000 places special constraints on those in a position of trust in relation to children.
 - The Protection of Freedoms Act 2012 gives definitions of regulated activities for working with children and vulnerable adults.
5. We will also work within the principles of 4LSCB’s Working Together to Safeguard Children 2010.

6. Our radio work gives rise to certain special responsibilities. In particular:
 - We never allow unsupervised children to connect equipment to mains electricity.
 - We take care to ensure that the content of programmes made by and/or for children is appropriate. Offensive material, including music with offensive lyrics that may come from the child's own collection, will be excluded.
 - We take care to ensure that no child broadcasts a message that humiliates another child.
 - Any use by a child of the internet will be for programme research purposes only, and will be supervised.
 - No broadcast or other publication by Express FM should include information that may allow the public to contact a child directly and individually.
 - We make every effort to promote positive images of young people. While doing so, we work to obstruct downloading of their pictures from our website, and wherever possible we establish that parents/guardians have raised no objection to photography.
7. We work to ensure that any bullying behaviour (whether or not it is expressed on air) is challenged and ended.
8. All activities involving children will be planned and will be appropriate to their needs and/or enthusiasms. In doing such planning we will have regard to the target age range of each activity.
9. We ensure that our commitment to child protection is communicated to all staff and relevant volunteers (the Child Team Members or CTMs). A copy of this Policy and the appended Procedures will be given to all CTMs as part of their induction, and they will be invited to raise any queries with our Child Protection Representative.
10. We ensure that our commitment to child protection is explained to child participants in our activities. This explanation will be in uncomplicated language and will include a reference to an easy way to raise any concerns.
11. Our Station Manager is our nominated Child Protection Representative (CPR). His name is Miles Henson and he can be contacted in confidence by anyone with concerns via e-mail: miles@expressfm.com. We ensure he receives appropriate training that is regularly updated.
12. Every member of the Express FM team, including directors, staff, contractors and volunteers, agrees to share responsibility for implementing this Policy.
- 13.2. We adhere to the Child Protection Procedures appended to this Policy.

Safeguarding and Child Protection Procedures

1. Recruiting staff and volunteers

- 1.1. This procedure applies to any director, employee, freelance/contractor or volunteer whose work with Express FM will entail delivering services in person to children (Child Team Member or CTM). We consider our work with children to be a regulated activity relating to children.
- 1.2. We do not consider our work with adults to be a regulated activity relating to adults.
- 1.3. We do not consider our work with children to be a regulated activity relating to children. If we do undertake an activity which is a regulated activity, before starting any work with children, the CTM must undergo an enhanced check through the Disclosure and Barring Scheme (DBS) resulting in no adverse report and no soft data "brown envelope" received from the police.
- 1.4. Each CTM will be required to apply in writing for their role. The application must name two referees unrelated to the applicant.
- 1.5. The referees will be contacted in writing; this will include a specific question about suitability and motivation for working with children. No work with children will be undertaken by the CTM before positive responses are received. Any gaps or omissions in CV or application forms will be explored and recorded at interview.
- 1.6. Any DBS checks will be renewed in accordance with Independent Safeguarding Authority guidelines.

2. Training staff and volunteers

- 2.1 Every CTM will be provided with guidance on how to spot signs of neglect and physical, emotional or sexual abuse. A summary is provided at the end of this document.
- 2.2 Every CTM will have explained to them the procedure for reacting to and reporting concerns about abuse or possible abuse.
- 2.3 Every CTM will be trained in responding to disclosures or accusations made by a child or an adult
- 2.4 Specific training will be given for CTMs working in settings such as those outlined in 3.1.2 below.

3. Child protection concerns

3.1 Child protection concerns may arise in one of two different settings:

3.1.1 Where Express FM is invited into a setting wherein other adults continue to take responsibility for the welfare of children (for example, visits to schools and radio workshops in classrooms, where school staff are on hand).

3.1.2 Where one or more Express FM CTMs have responsibility for the welfare of children (for example, leisure-time DJ workshops for young people in our own studios).

3.2 When a child protection concern is raised in a setting such as those outlined in 3.1.1, the correct course of action is to report it fully and rapidly to the responsible person in the host organisation.

3.3 When a child protection concern is raised in a setting such as that outlined in 3.1.2, our Child Protection Representative (CPR) is responsible for keeping a confidential written record of it using our template Child Protection Record. The record will include details of the child's identity, the date and time the concern was raised, and details of the evidence (including any statements by the child). All confidential information and data to be kept in a secure location. Papers to be stored centrally and all data kept in line with the requirements of the Data Protection Act and the Information Sharing Protocol.

3.3.1 The CPR will, if appropriate, pass the concern onwards to Portsmouth Social Care Information & Assessment Team or, in an emergency, the local police.

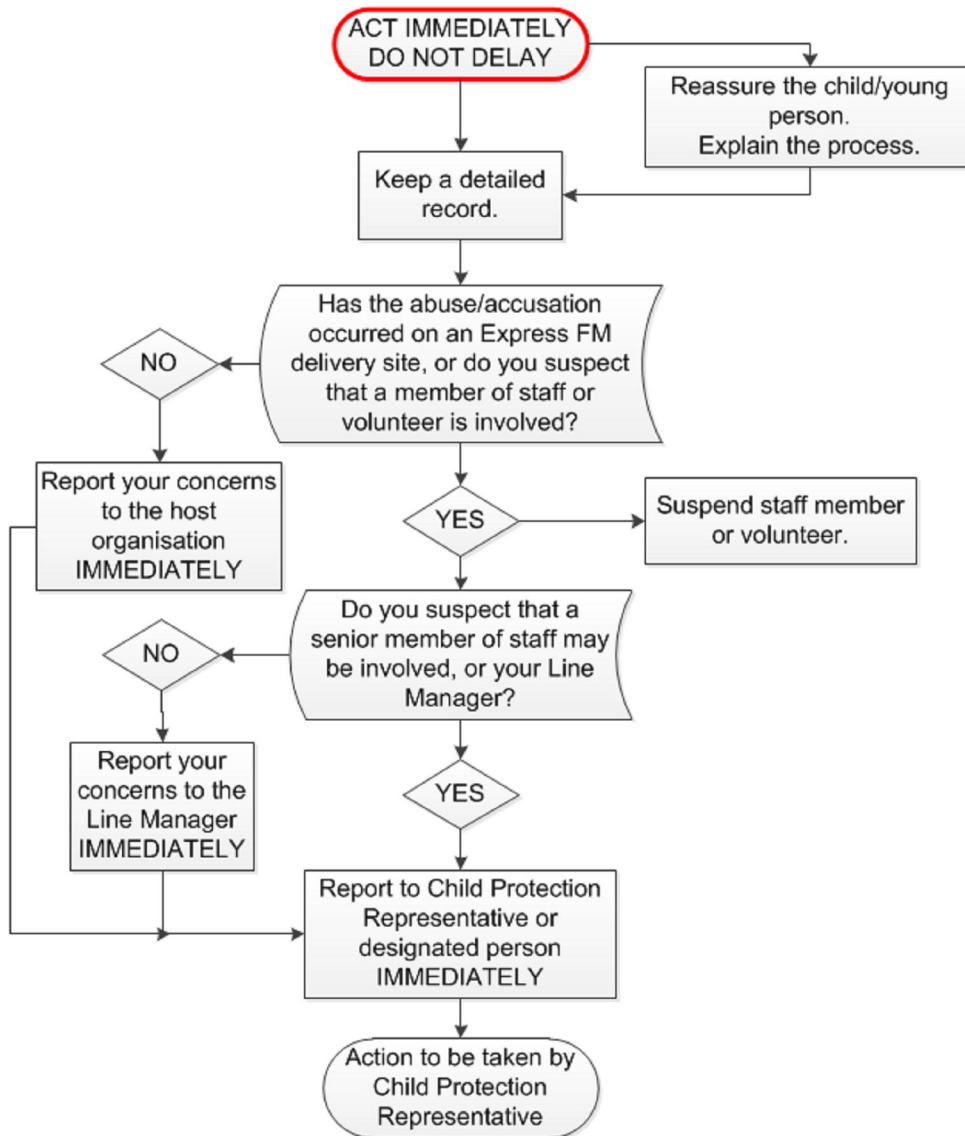
3.3.2 In accordance with Express FM's complaints procedure, if the concern relates to the behaviour of the CPR, or the person raising the concern is unhappy with the way the CPR has dealt with the issue, the concern should be referred onwards to the Chair, Cheryl Buggy, who can be contacted via email: cherylbuggy@expressfm.com.

4. Behaviour around children

4.1 Any CTM must adhere to Express FM's code of behaviour for working with children:

- No physical contact may be made with a child, and any initiated by the child should be politely ended at the earliest possible moment.
- One-to-one lone working with a child will take place only when other adults are present in the building. Where possible, this work will take place in a room which has a visibility panel or an open door.
- No member of staff or volunteer shall take a child to use the toilet
- Personal relationships with children - including visits to the CTM's home, exchanging gifts, lending or borrowing money and any kind of exclusive, secretive or sexual relationship - are not allowed.

Express FM Child Protection Procedure Flowchart



Express FM Child Protection Representative: Miles Henson 07711 651599

Contact Telephone Numbers:

023 9283 9111

0845 600 4555

0845 045 4545

0808 800 5000

Portsmouth Social Care Information & Assessment Team

Emergency out-of-hours

Hampshire Police

NSPCC

CHILD PROTECTION RECORD

To be completed in all cases in the event of an allegation or complaint of child abuse.

Details will be strictly confidential and only be accessed by necessary persons, including Social Services and/or police as appropriate.

Name of child: _____

Parent/Carer: _____

Address: _____

Telephone: Home _____ Work _____

Time & date of the alleged incident _____

Record of who was concerned and what is said to have happened/what was seen and by whom

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Description of any physical evidence e.g. bruising, bleeding, changed behaviour

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What was said by those involved?

Child's description of what took place (using the words the child uses)

Who has been informed/notified

Time and Date?

Have the parents/carers been advised?

Yes

No

Name of person and position recording details

Signature, Time and Date

Outcome:

Signs of Abuse. The following may help you decide whether a child's welfare is at risk of abuse, harm or neglect.

Signs which may suggest physical abuse

- Multiple bruising to different parts of the body
- Bruising of different colours indicating repeated injuries
- Fingertip bruising to the chest, back, arms or legs
- Burns of any shape or size
- An injury for which there is no adequate explanation

Signs of possible sexual abuse

- Something a child has told you
- Something a child has told someone else
- A child who shows worrying sexualised behaviour in their play or with other children
- A child who seems to have inappropriate sexual knowledge for their age
- A child who may be visiting or being looked after by a known or suspected sexual offender

Signs which may suggest emotional harm

The following signs may be present in children whose parents are over-critical and emotionally distant, or who are unable to meet their child's emotional needs:

- Children whose behaviour is excessive. For example, excessive, eating, rocking, headbanging.
- Children who self harm. For example, they may cut or scratch themselves or overdose.
- Children who attempt suicide
- Children who persistently run away from home
- Children who show high levels of anxiety, unhappiness or withdrawal
- Children who seek out or avoid affection to an unusual degree.

Signs which may suggest neglect

- Squalid, unhygienic or dangerous home conditions
- Parents who fail to attend to their children's health or development needs
- Children who appear persistently undersized or underweight
- Children who continually appear tired or lacking in energy
- Children who suffer frequent injuries due to lack of supervision.