



Child Protection

Statement & Policy

Navy Cadet Force

CHILD PROTECTION STATEMENT & POLICY

NB

The Title Navy Cadet Force has been shortened throughout this document to NCF purely to reduce printing costs and in line with our Environmental Policy.

1. Child Protection Policy

1.1 Introduction

Everyone who participates in the NCF is entitled to do so in an enjoyable and safe environment. The NCF have a moral and legal obligation to ensure that, when given responsibility for young people, coaches and volunteers provide them with the highest possible standard of care.

The NCF is committed to devising and implementing policies so that everyone within the organisation accepts their responsibilities to safeguard children from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

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

A child/young person is defined as a person under the age of 18 (Children's Act 2004)

1.2 Policy Statement

The NCF is committed to the following:

- the safety and welfare of the child is paramount
- all children, whatever their age, culture, ability, gender, language, racial origin, religious belief and/or sexual identity should be able to participate in Unit Activities in a fun and safe environment
- taking all reasonable steps to protect children from harm, discrimination and degrading treatment and to respect their rights, wishes and feelings
- all suspicions and allegations of poor practice or abuse will be taken seriously and responded to swiftly and appropriately
- all NCF volunteers who work with children will be recruited with regard to their suitability for that responsibility, and will be provided with guidance and/or training in good practice and child protection procedures
- working in partnership with parents and children is essential for the protection of children

1.3 Monitor and review the policy and procedures

The implementation of procedures should be regularly monitored and reviewed. The Welfare Team will regularly report progress, challenges, difficulties, achievements gaps and areas where changes are required to the XO and Staff Officer Compliance.

The policy should be reviewed every 2 years or whenever there is a major change in the organisation or in relevant legislation.

The policy owner is the XO.

2 Promoting Good Practice

2.1 Introduction

To provide children with the best possible experience and opportunities in the NCF everyone must operate within an accepted ethical framework such as the NCF Standards of Behaviour contained within the Discipline Policy.

It is not always easy to distinguish poor practice from abuse. It is therefore NOT the responsibility of Volunteers in the NCF to make judgements about whether or not abuse is taking place. It is however their responsibility to identify poor practice and possible abuse and act if they have concerns about the welfare of the child, as explained in section 4.

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

2.2 Good Practice

All personnel should adhere to the following principles and action:

- always work in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets)
- There must at all times be a suitable ratio of adults to cadets. Where there are only male cadets present then there shall be a minimum of one male staff member (or DBS cleared instructors/assistants) present plus one other male or female staff member (or DBS cleared instructor/assistant). Where there are only female cadets present then there shall be a minimum of one female staff member (or DBS cleared instructors/assistants) present plus one other male or female staff member (or DBS cleared instructor/assistant). Where there is a group of male and female cadets there shall be a minimum of one male and one female member of staff (or DBS cleared instructor/assistant).
- make the experience of Unit Activities fun and enjoyable: promote fairness, confront and deal with bullying
- treat all young people appropriately and according to their needs and at all times with respect and dignity
- always put the welfare of the young person first.
- maintain a safe and appropriate distance with Cadets(e.g. it is not appropriate for staff or helpers to have an intimate relationship with a child or to share a bedroom or sleeping accommodation with them, or to be alone in a room with a young person)
- Avoid unnecessary physical contact with young people. Where any form of manual/physical support is required it should be provided openly and with the consent of the young person. Physical contact can be appropriate so long as it is neither intrusive nor disturbing and the young person's consent has been given
- Involve parents/carers wherever possible, If groups have to be supervised in changing rooms always ensure staff / DBS cleared person etc work in pairs
- request parental consent if staff are required to transport young people in their cars

- gain written parental consent for any significant travel arrangements e.g. overnight stays
- ensure that if mixed teams are taken away, they should always be accompanied by a male and female member of staff or DBS cleared instructor/assistant
- ensure that at external events adults should not enter a young person's room on their own or invite young people to their rooms where they are alone
- be an excellent role model, this includes not smoking or drinking alcohol in the company of young people
- always give enthusiastic and constructive feedback rather than negative criticism
- recognising the developmental needs and capacity of the young person and do not risk sacrificing welfare in a desire for unit or personal achievements. This means not pushing them against their will
- keep a written record of any injury that occurs, along with details of any treatment given
- keep a written record of any disciplinary matters

2.3 Poor Practice

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

- unnecessarily spending excessive amounts of time alone with young people away from others
- taking young people alone in a car on journeys, however short
- taking young people to your home where they will be alone with you
- sharing a room with a young person
- engaging in rough, physical or sexually provocative games, including horseplay
- allow or engage in inappropriate touching of any form
- allowing young people to use inappropriate language unchallenged
- making sexually suggestive comments to a young person, even in fun
- reducing a young person to tears as a form of control
- allow allegations made by a young person to go unchallenged, unrecorded or not acted upon
- do things of a personal nature that the young person can do for themselves

When a case arises where it is impractical/impossible to avoid certain situation e.g. transporting a young person in your car, the tasks should only be carried out with the full understanding and consent of the parent/carer and the young person involved. The young person should sit in the back of the car.

If during your care you accidentally hurt a young person, the young person seems distressed in any manner, appears to be sexually aroused by your actions and/or if the young person misunderstands or misinterprets something you have done, report any such incidents as soon as possible to another member of staff and make a written note of it. Parents should also be informed of the incident.

3 Defining Child Abuse

3.1 Introduction

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

There are four main types of abuse:

- physical abuse,
- sexual abuse,
- emotional abuse and
- neglect.

The abuser may be a family member, someone the young person encounters in residential care or in the community. Any individual may abuse or neglect a young person directly, or may be responsible for abuse because they fail to prevent another person harming the young person.

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

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

3.2 Types of Abuse

3.2.1 Physical Abuse:

where adults physically hurt or injure a young person e.g. hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, and drowning. Giving young people alcohol or inappropriate drugs would also constitute child abuse.

- This category of abuse can also include when a parent/carer reports non-existent symptoms or illness, or deliberately causes ill health in a young person they are looking after. This is called Munchausen's syndrome by proxy.
- In a sport situation, physical abuse may occur when the nature and intensity of training disregard the capacity of the child's immature and growing body

3.2.2 Emotional Abuse:

The persistent emotional ill treatment of a young person, likely to cause severe and lasting adverse effects on the child's emotional development. It may involve telling a young person they are useless, worthless, unloved, and inadequate or valued in terms of only meeting the needs of another person. It may feature expectations of young people that are not appropriate to their age or development. It may cause a young person to be frightened or in danger by being constantly shouted at, threatened or taunted which may make the young person frightened or withdrawn.

- Ill treatment of children, whatever form it takes, will always feature a degree of emotional abuse.
- Emotional abuse in unit activities may occur when the young person is constantly criticised, given negative feedback, expected to perform at levels that are above their capability. Other forms of emotional abuse could take the form of name calling and bullying.

3.2.3 Bullying

Bullying may come from another young person or an adult. Bullying is defined as deliberate hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. There are four main types of bullying.

It may be physical (e.g. hitting, kicking, slapping), verbal (e.g. racist or homophobic remarks, name calling, graffiti, threats, abusive text messages), emotional (e.g. tormenting, ridiculing, humiliating, ignoring, isolating from the group), or sexual (e.g. unwanted physical contact or abusive comments).

In unit activities bullying may arise when a member of staff pushes the young person too hard to succeed, or a rival athlete or official uses bullying behaviour.

3.2.4 Neglect

Neglect occurs when an adult fails to meet the young person's basic physical and/or psychological needs, to an extent that is likely to result in serious impairment of the child's health or development. For example, failing to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failing to ensure access to appropriate medical care or treatment.

Refusal to give love, affection and attention can also be a form of neglect.

Neglect in units could occur when a member of staff does not keep the young person safe, or exposes them to undue cold/heat or unnecessary risk of injury.

3.2.5 Sexual Abuse

Sexual Abuse occurs when adults (male and female) use children to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing young people pornography or talking to them in a sexually explicit manner are also forms of sexual abuse.

In unit time, activities which might involve physical contact with young people could potentially create situations where sexual abuse may go unnoticed. Also the power of the staff over cadets, if misused, may lead to abusive situations developing.

3.3 Indicators of Abuse

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

- unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- an injury for which an explanation seems inconsistent
- the young person describes what appears to be an abusive act involving them
- another young person or adult expresses concern about the welfare of a young person

- unexplained changes in a young person's behaviour e.g. becoming very upset, quiet, withdrawn or displaying sudden outbursts of temper
- inappropriate sexual awareness
- engaging in sexually explicit behaviour
- distrust of adult's, particularly those with whom a close relationship would normally be expected
- difficulty in making friends
- being prevented from socialising with others
- displaying variations in eating patterns including over eating or loss of appetite
- losing weight for no apparent reason
- becoming increasingly dirty or unkempt

Signs of bullying include:

- behavioural changes such as reduced concentration and/or becoming withdrawn, clingy, depressed, tearful, emotionally up and down, reluctance to go training or attend cadets or events
- an unexplained drop off in performance
- physical signs such as stomach aches, headaches, difficulty in sleeping, bed wetting, scratching and bruising, damaged clothes, bingeing e.g. on food, alcohol or cigarettes
- a shortage of money or frequent loss of possessions

It must be recognised that the above list is not exhaustive, but also that the presence of one or more of the indications is not proof that abuse is taking place. It is NOT the responsibility of those working in the NCF to decide that child abuse is occurring. It IS their responsibility to act on any concerns.

4 Responding to Suspicions and Allegations

4.1 Introduction

It is not the responsibility of anyone working in the NCF 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 so that they can then make inquiries and take necessary action to protect the young person. This applies BOTH to allegations/suspicions of abuse occurring within the NCF and to allegations/suspicions that abuse is taking place elsewhere. This section explains how to respond to allegations/suspicions.

4.2 Receiving Evidence of Possible Abuse

We may become aware of possible abuse in various ways. We may see it happening, we may suspect it happening because of signs such as those listed in section 3 of this document, it may be reported to us by someone else or directly by the young person affected.

In the last of these cases, it is particularly important to respond appropriately. If a young person says or indicates that they are being abused, you should:

- stay calm so as not to frighten the young person
- reassure the child that they are not to blame and that it was right to tell
- listen to the child, showing that you are taking them seriously

- keep questions to a minimum so that there is a clear and accurate understanding of what has been said. The law is very strict and child abuse cases have been dismissed where it is felt that the child has been led or words and ideas have been suggested during questioning. Only ask questions to clarify
- inform the child that you have to inform other people about what they have told you. Tell the child this is to help stop the abuse continuing.
- safety of the child is paramount. If the child needs urgent medical attention call an ambulance, inform the doctors of the concern and ensure they are made aware that this is a child protection issue
- record all information
- report the incident to the C.O/OOD/Unit Welfare Officer

4.3 Recording Information

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

Information should include the following:

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

4.4 Reporting the Concern

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

Appendix 1 details what to do if you have concern's that a child is being abused

The NCF expects its members of staff to discuss any concerns they may have about the welfare of a child immediately with the Commanding officer and subsequently to check that appropriate action has been taken.

If the Commanding Officer is not available you should take responsibility and seek advice from the Welfare Team.

A summary of reporting procedures is provided in Appendix 2

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

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

As mentioned previously in this document the unit staff / volunteers are not child protection experts and it is not their responsibility to determine whether or not abuse has taken place. All suspicions and allegations must be shared with the Welfare Team and / or the local authorities. (See Appendix 3)

Social services have a legal responsibility under The Children Act 2004 to investigate all child protection referrals by talking to the child and family (where appropriate), gathering information from other people who know the child and making inquiries jointly with the police.

NB:

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

Any suspicion that a child has been abused by a member of staff or a volunteer should be reported to the welfare Team, who will ensure the XO is informed, and will take appropriate steps to ensure the safety of the child in question and any other child who may be at risk.

This will include the following:

- The CO will notify the Welfare Team who will liaise with the XO.
- The XO will refer the matter to Social Services Department
- the parent/carer of the child will be contacted as soon as possible following advice from the social services department
- The XO should be notified to decide who will deal with any media inquiries (ordinarily this will be the department for NCF Development) and implement any immediate disciplinary proceedings in accordance with the NCF Discipline Policy
- the XO should notify the Colonel of the NCF, to pass on to the Trustees, providing only the necessary detail
- if the C.O is the subject of the suspicion/allegation the report must be made to the Staff Officer/XO.
- the XO will make the necessary notifications

Allegations of abuse are sometimes made some time after the event. Where such allegation is made, you should follow the same procedures and have the matter reported to the Welfare Officer. This is because other children in the NCF or outside it may be at risk from the alleged abuser. Anyone who has a previous conviction for offences related to abuse against children is automatically excluded from the NCF.

4.5 Concerns outside the NCF (e.g. a parent or carer)

- Report your concerns to the C.O
- If the Unit C.O is not available, the person being told or discovering the abuse should contact the Welfare Team and the Unit Welfare Officer
- Social Services and the XO will decide how to inform the parents/carers
- The Welfare Team will also report the incident to the XO. The XO will be responsible for ascertaining whether or not the person/s involved in the incident play a role in the NCF and act accordingly
- Maintain confidentiality on a need to know basis

4.6 Confidentiality

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:

- CO and Unit Welfare Officer
- Welfare Team
- The parents of the child
- The person making the allegation
- The XO and Colonel
- Social Services/police
- The alleged abuser (and parents if the alleged abuser is a child) Seek National

All information should be stored in a secure place with limited access to designated people, in line with data protection laws and the NCF' policies.

4.7 Internal Inquiries and Suspension

The Welfare Team will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries. Any decision to suspend an individual will be carried out in line with the NCF' Discipline Policy

Irrespective of the findings of the social services or police inquiries the Welfare Team 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; especially where there is insufficient evidence to uphold any action by the police. In such cases the Welfare Team must reach a decision based upon the available information which could suggest that on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout.

The ultimate decision regarding suspension or reinstatement rests with the Colonel in accordance with the Discipline Policy.

5 Recruiting and Selecting Personnel working with Children

5.1 Introduction

It is important that all reasonable steps are taken to prevent unsuitable people from working with children. This applies to all staff and volunteers, both full and part time. To

ensure unsuitable people are prevented from working with children the following steps should be taken when recruiting.

5.2 Controlling Access to Children

- All staff and volunteers should complete an application form. The application form will elicit information about the applicants past and a self disclosure about any criminal record.
- Nobody will join the NCF unless they have been subjected to a DBS Check, or any subsequent replacement to it.
- Three confidential references, including one regarding previous work with children should be obtained. These references MUST be followed up in line with NCF Regulations.
- Evidence of identity (passport or driving licence with photo) will be taken as part of the DBS process.

5.3 Interview and Induction

All staff/volunteers will be required to undertake an interview carried out to acceptable protocol and recommendations. All staff and volunteers should receive formal or informal induction during which:

- A check should be made that the application form has been completed in full, including sections on criminal records and self disclosures
- Their qualifications should be substantiated
- The role requirements and responsibilities should be clarified
- They should sign up to the NCF Rules and Regulations and Standards of Behaviour
- Child Protection Procedures are explained and training needs identified e.g. basic child protection awareness course to be attended

5.4 Training

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

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

The NCF requires:

- All staff and volunteers who have access to children to undergo a DBS check
- All staff and volunteers to undertake relevant child protection training, to ensure their practice is exemplary and to facilitate the development of positive culture towards good practice and child protection
- All staff and volunteers to receive advisory information outlining good/bad practice and informing them what to do if they have concerns about the behaviour of an adult towards a young person

5.5 Photographs

From time to time the NCF may take, or allow others to take, photographs and film footage of cadets at their Unit or taking part in activities, camps and events in order to help promote the organisation.

These photographs and images may appear in the press, printed publications, promotional material, on television or on a website.

- Each parent is requested to sign a consent form so that photographs and moving images of their son/daughter/ ward can be used for such purposes. The consent is on the form AF6 and this will remain in the cadet's personal file. If the cadet moves units the file will be transferred with them.
- If they are unwilling to give such consent then all steps possible will be taken to prevent that cadet from being identifiable in any photograph or moving image.
- If it is not possible to remove the individual from the photograph or moving image or prevent them from being identifiable then the photograph or moving image will not be used.

POLICY OWNER

The policy falls under the remit of the XO

REVIEW DATE

The policy will be reviewed within two years unless there is a need to review it before that time.

It is important that all Staff Officers and Commanding Officers ensure that they are working to the most recent copy of the policy. Care must be taken in respect of printing off the policies to ensure that the copy held is the current version.

These can be found on the NCF' website. Should you be in any doubt please contact the NCF' Staff Officer Compliance.

The Responsibility of this Policy falls to the Colonel of the Navy Cadet Force.



Signed:
2023

Date: January

Print: Colonel Terry Fitzgerald

This Policy has been approved for distribution by the Chairman of the Navy Cadet Force.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Signed:
2023

Date: **January**

Print: Luke Giles