



# Safeguarding Children

## Policy

### Wildlings & Wellbeing

Designated Safeguarding Lead (DSL) : Katy Ryalls

Available to contact via 07738004691 24/7 regarding safeguarding concerns

Deputy Safeguarding officer : Rebecca Cheswick 07515695085

#### **Safeguarding is everyone's responsibility:**

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard children and promote their welfare.

Safeguarding and promoting the welfare of children – and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise.

Individual children, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need co-ordinated help from health, education, children's social care, and quite possibly the voluntary sector and other agencies, including youth justice services.

For those children who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote welfare of the child(ren) and – where necessary – to help bring to justice the perpetrators of crimes against children. All agencies and professionals should:

- ✓ be alert to potential indicators of abuse or neglect.
- ✓ be alert to the risks which individual abusers, or potential abusers, may pose to children.
- ✓ share and help to analyse information so that an assessment can be made of the child's needs and circumstances.
- ✓ contribute to whatever actions are needed to safeguard and promote the child's welfare.
- ✓ take part in regularly reviewing the outcomes for the child against specific plans; and
- ✓ work co-operatively with parents unless this is inconsistent with ensuring the child's safety.

#### **Definitions of abuse and neglect:**

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

#### **Physical abuse**

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.

#### **Emotional Abuse**

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 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 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.

### **Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg: rape, buggery or oral sex) or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. This would include encouraging children to behave in sexually inappropriate ways over the internet, including via social media.

### **Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate caretakers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

### **Staff awareness**

All staff will be made aware of this policy as part of their initial induction process and there will be regular briefings and updates for all staff.

Where necessary or possible, staff who are freelance and do not work in school settings will be encouraged to attend appropriate training courses. Courses can be booked via Buy Doncaster training schedule @ <https://buy.doncaster.gov.uk/> or phoning

### **Reviewing the Policy and Procedure**

This policy and procedure will be reviewed every year, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy.  
Information sharing

### **Information Sharing**

When there is a concern that a child is at risk of significant harm, all information held by the setting must be

shared with Children's Social Care, police, and health professionals. Section 47 of the Children Act 1989 and sections 10 and 11 of the Children Act 2004 empower all agencies to share information in these

circumstances. If DSL's are in doubt, they should consult the Doncaster Children's Services Trust (DSCT) front door MASH Team on 01302 737777.

On occasions when safeguarding concerns exist for a child in the context of a family situation and siblings

attend other educational establishments or the children are known to other agencies, it may be

appropriate for the designated safeguarding staff to consult with, on a confidential basis, their counterpart

from other establishments or other agencies to share and jointly consider concerns. If in any doubt about

the appropriateness of this process, advice can be sought from the DSCT 01302 737777

In accordance with section 29 of the Data Protection Act, the police are allowed access to provider records in certain circumstances such as criminal investigations. If you have any queries regarding police access to any provider records, please contact the Safeguarding Lead Katy Ryalls on 07738004691

It is good practice to seek consent from the child or their parent before sharing information. Children over the age of 12 years are considered to have the capacity to give or withhold consent to share their information, unless there is evidence to the contrary; therefore, it is good practice to seek their views. If the young person is over 16, they should be involved in decision-making about information sharing, unless they do not have the capacity to give consent.

However, consent is not always a condition for sharing and sometimes we do not inform the child or family

that their information will be shared, if doing so would:

- place a person (the child, family, or another person) at risk of significant harm, if a child, or serious harm, if an adult; or
- prejudice the prevention, detection, or prosecution of a crime; or
- lead to unjustified delay in making enquiries about allegations of significant harm to a child or serious harm to an adult.

Consent should not be sought if the establishment is required to share information through a statutory duty, e.g., section 47 of the Children Act 1989 as discussed above, or court order.

## **Liaison with Other Agencies**

The setting will:

- Work to develop effective links with relevant agencies in relation to Safeguarding (Child Protection).
- Send representatives to case conferences, core groups and Child Protection review meetings.
- Follow our in-house procedure for Missing children.

We work in partnership with other agencies in the best interests of the children.

Therefore, we will, where necessary, liaise with the school nurse and doctor, and DCST

Requests for service to DCST should (wherever possible) be made, by the Safeguarding Designated Staff, to the DCST advice and duty team 01302 737777.

We will co-operate with DCST in accordance with the requirements of the Children Act and allow access to child and child protection records.

The setting will ensure representation at appropriate inter-agency meetings such as Initial and Review Child Protection Conferences, and Planning and Core Group meetings, as well as Family Support Meetings.

We will provide reports as required for these meetings. If our setting is unable to attend, a written report will be sent. The report will, wherever possible, be shared with parents/carers at least 24 hours prior to the meeting.

Where a child in setting is subject to an inter-agency child protection plan or any multi-agency risk management plan we will contribute to the preparation, implementation, and review of the plan as appropriate. In the majority of cases (unless sharing will cause further harm to the child), the DSL will discuss concerns with parents/carers before approaching other agencies and will seek consent/to inform parents/carers when making a referral to another agency. Appropriate staff will approach parents/carers after consultation with the DSL. The exception to this rule will be in situations where a member of staff has reasonable cause to believe that informing parents/carers of a referral to another agency may increase the risk of significant harm to the child.

Parents/carers are informed about our Safeguarding/Child Protection policy via our website.

## **Early Identification, recognising and responding to safeguarding needs**

### **Early Help Enquiry 'One Front Door'**

The Early Help enquiry through the One Front Door (EHOFD) has been established to improve communication, information sharing; and to support more effective delivery of services where there is a need for multi-agency response.

The EHOFD is a multi-disciplinary team with two main functions:

- Providing information, advice and guidance to professionals who have queries about children who made need a coordinated early help response.
- Screening all early help enquires forms to ensure an appropriate level of response for the child and family.

The team is available from 8.30 am to 4.30 pm, Monday to Friday, and telephone messages will be responded to within one working day.

Telephone: 01302 734110

Email: [earlyhelphub@doncaster.gov.uk](mailto:earlyhelphub@doncaster.gov.uk)

If you believe that an early help assessment (EHA) is needed, contact the EHOFD to discuss your concerns. After discussing your concerns, if it is agreed this is a case for early help, you will be asked to complete enquiry and consent forms with the family.

The EHOFD will assess the case and inform you of the action required. This could be:

- If an EHA has already been completed or there is an existing TAC/F, you will be asked to share your information and join the TAC/F
- Single agency response for a specific piece of work
- EHA required – lead practitioner identified
- No further action
- Escalation to Children’s Social Care if this case is already known to them or the information gathered during screening indicates escalation is required.

The EHOFD does not replace the existing ‘front door’ arrangements for children’s social care in Doncaster. If at any stage, you have any concerns that a child is at risk of harm you must follow your agency’s safeguarding procedure and make a referral to Children’s Social Care Multi Agency Safeguarding Hub (MASH) Team on:

- Telephone: 01302 737777 (available 8.30 am – 5.00 pm Monday to Friday)
- Telephone: 01302 796000 (outside office hours)
- During this telephone call you will be asked to follow up by completing an online referral form the same day <https://www.doncasterchildrenstrust.co.uk/worried-about-a-child>

[ChildrenAssessmentService@dcstrust.co.uk](mailto:ChildrenAssessmentService@dcstrust.co.uk)

In addition to the Early Help Enquiry ‘One Front Door’ DSLs will also liaise with Early Help Coordinators to ensure early help assessments are supported, implemented, and reviewed. The Early Help Coordinators will support TAF and Lead Professional roles.

### **Children with additional needs (including looked after children)**

#### **Children with SEN and Disabilities**

All staff will be aware that if children are behaving in a particular way or they’re looking distressed or their behaviour or demeanour is different from in the past, this may be a sign of abuse, and not seen as part of their disability or their special educational needs.

Children within this group are at a higher risk of being left out, of being isolated from their peers, and they are disproportionately affected by bullying. Staff will ensure that children with SEN and disabilities have a greater availability of support.

## Preventing radicalisation

Our setting knows how to recognise and respond to any behaviour that could link to radicalisation/extremism. PREVENT officers are the first point of contact for any and staff or pupils' behaviour that may point to radicalisation/extremism are discussed with the CYPO immediately. If unavailable to call 101. If travel abroad is suspected/immediate threat staff are aware to call 999, one front door DCST service, and they also have access to the confidential anti-terrorist hotline 0800789321.

## **Doncaster Local Authority / South Yorks Police / National contacts for PREVENT Leads:**

### **Doncaster Council PREVENT Leads:**

Rachael Long; Crime & Safer Doncaster Theme Manager - 01302 737469

Bill Hotchkiss; Head of Service, Community Safety – 01302 737871

Sarah Stokoe; Children's Safeguarding Team Manager & Lead PREVENT Trainer – 01302 736743

### **South Yorkshire Police Prevent Team:**

Out of Hours - Emergency 999

Out of Hours - Non-emergency 101

Prevent internal email: [Prevent\\_Inbox@southyorks.pnn.police.uk](mailto:Prevent_Inbox@southyorks.pnn.police.uk)

### **Prevent Inspector and Channel Lead:**

Inspector Jennifer Lax

0114 2961374 / 07748761136

### **Prevent Sergeants**

PS Joanne Batty

Ext 714275 / 0114 2964275 / 07770 823772

PS John Morris

Ext 714801 / 0114 2964801 / 07584 617167

### **Prevent Officers**

PC Dean Kennedy

Ext 714346 / 0114 2964346 / 07557 255167

PC Michael Clifton

Ext 714346 / 0114 2964346 / 07768 818317

PC Sarinder Dev

01142 523210

PC Lindsey Howard

Ext 714346 / 0114 2964346 / 07584 113601

Rachael Clarke

Ext 718893 / 0114 2523893

### **National contacts:**

Report Extremist Material: <https://www.gov.uk/report-terrorism>

Preventing Terrorism: [www.ltai.info](http://www.ltai.info)

North East Counter Terrorism Unit : [www.northeastctu.police.uk](http://www.northeastctu.police.uk)

UK Anti-Terrorist Hotline Number: 0800 789 321

NaCTSO website is [www.nactso.gov.uk](http://www.nactso.gov.uk) (lockdown & protected space guidance)

## Radicalisation

Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups. The process of radicalisation is different for every individual and is a process, not a one-off event; it can take place over an extended period or within a very short time frame. It is important that staff are able to recognise possible signs and indicators of radicalisation.

Children and young people may be vulnerable to exposure or involvement with groups or individuals who advocate violence as a means to a political or ideological end.

Children and young people can be drawn into violence, or they can be exposed to the messages of extremist groups by many means. These can include family members or friends, direct contact with members, groups, and organisations or, increasingly, through the internet, including through social media sites. This can put children and young people at risk of being drawn into criminal activity and has the potential to cause significant harm.

Examples of extremist causes that have used violence to achieve their ends include animal rights, the far right (UK) and international terrorist organisations such as Al Qaeda and the Islamic State.

Potential indicators identified include:

- Use of inappropriate language
- Possession of violent extremist literature
- Changes in behaviour, language, clothing, or appearance
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

## PREVENT

PREVENT is part of the UK's counter terrorism strategy. It focuses on supporting and protecting vulnerable individuals who may be at risk of being exploited by radicalisers and subsequently drawn into terrorist related activity. PREVENT is not about race, religion or ethnicity, the programme is to prevent the exploitation of susceptible people.

### Responding to concerns

If staff are concerned about a change in the behaviour of an individual or see something that concerns

them (this could be a colleague too) they should seek advice appropriately with the DSL who should contact

the Local Authority Prevent Lead – Rachael Long on 01302 73469 for further advice or Education Lead – Sarah Stokoe 01302 736743.

South Yorkshire Police Prevent Team is the first point of call on 0114 2964346.

## Child Exploitation

### Sexual exploitation

Where child sexual exploitation, or the risk of it, is suspected, frontline practitioners should pass this onto the designated member of staff for child protection or contact the Education CSE team contacts. The DSL should complete the CSE checklist tool for partners and refer to the table at the end of the tool to help decide how to proceed; a copy of the completed tool must be kept in the child's child protection records for future reference.

### Criminal exploitation

Child criminal exploitation (CCE) is child abuse where children and young people are manipulated and coerced into committing crimes. Victims can be made to feel special by being given gifts or money or be very scared due to threats and violence.

Exploitation can be carried out by individuals or groups, males or females, other young people, or adults. Even if the child or young person seems to be agreeing with it, it can still be exploitation.

If you have any concerns, please contact DCST child sexual exploitation team by calling 01302 737200

Safer recruitment and setting and maintaining appropriate professional boundaries for adults with responsibility for children and young people

### Disclosure and Barring Service (DBS) and reference

The setting ensures that staff follow a Code of Conduct staff behaviour policy (see appendix 1) and other professional standards at all times,

Child Protection matters are conducted in full in accordance with Government guidance ("Working Together to Safeguard Children 2013" and the current version of KCSIE), and DSCP, LADO)

### Whistle Blowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions of colleagues. If it becomes necessary to consult outside the setting, they should speak in the first instance, to the Local Authority Designated

Officer (LADO) following our whistle blowing policy (see appendix 2)

LADO, Mary Woollett Centre, Danum Road, Doncaster, DN4 5HF

Tel: 01302 737748 or 01302 737332

Email: LADO@dcstrust.co.uk

Further information can be found online @

[https://doncasterscb.proceduresonline.com/p\\_alleg\\_against\\_staff.html](https://doncasterscb.proceduresonline.com/p_alleg_against_staff.html)

KCSIE details Ofsted and NSPCC as additional whistleblowing options.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/954314/Keeping\\_children\\_safe\\_in\\_education\\_2020\\_-\\_Update\\_-\\_January\\_2021.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/954314/Keeping_children_safe_in_education_2020_-_Update_-_January_2021.pdf)

<https://www.nspcc.org.uk/keeping-children-safe/>

the

Links with other policies

- Health & Safety
- Risk assessments
- Behaviour
- Data protection

# Procedures

What to do if you have concerns about a child

You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you. If a child discloses information to you, you should:

- ✓ Do not promise confidentiality, you have a duty to share this information and refer to Children's Social Care Services.
- ✓ Listen to what is being said, without displaying shock or disbelief.
- ✓ Accept what is said.
- ✓ Reassure the child, but only as far as is honest, don't make promises you may not be able to keep eg: *'Everything will be alright now'*, *'You'll never have to see that person again'*.
- ✓ Do reassure and alleviate guilt, if the child refers to it. For example, you could say, *'You're not to blame'*.
- ✓ Do not interrogate the child; it is not your responsibility to investigate.
- ✓ Do not ask leading questions (eg: Did he touch your private parts?), ask open questions such as *'Anything else to tell me?'*
- ✓ Do not ask the child to repeat the information for another member of staff.
- ✓ Explain what you have to do next and who you have to talk to.
- ✓ Take notes if possible or write up your conversation as soon as possible afterwards.
- ✓ Record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- ✓ Record statements and observable things rather than interpretations or assumptions.

Whatever the nature of your concerns, discuss them with your manager or designated member of staff. See the diagram on the next page for the process to follow.

If you still have concerns, you or your manager should refer to:

**Doncaster Children's services Trust**

**Phone Number: 01302 737 777** Duty Team

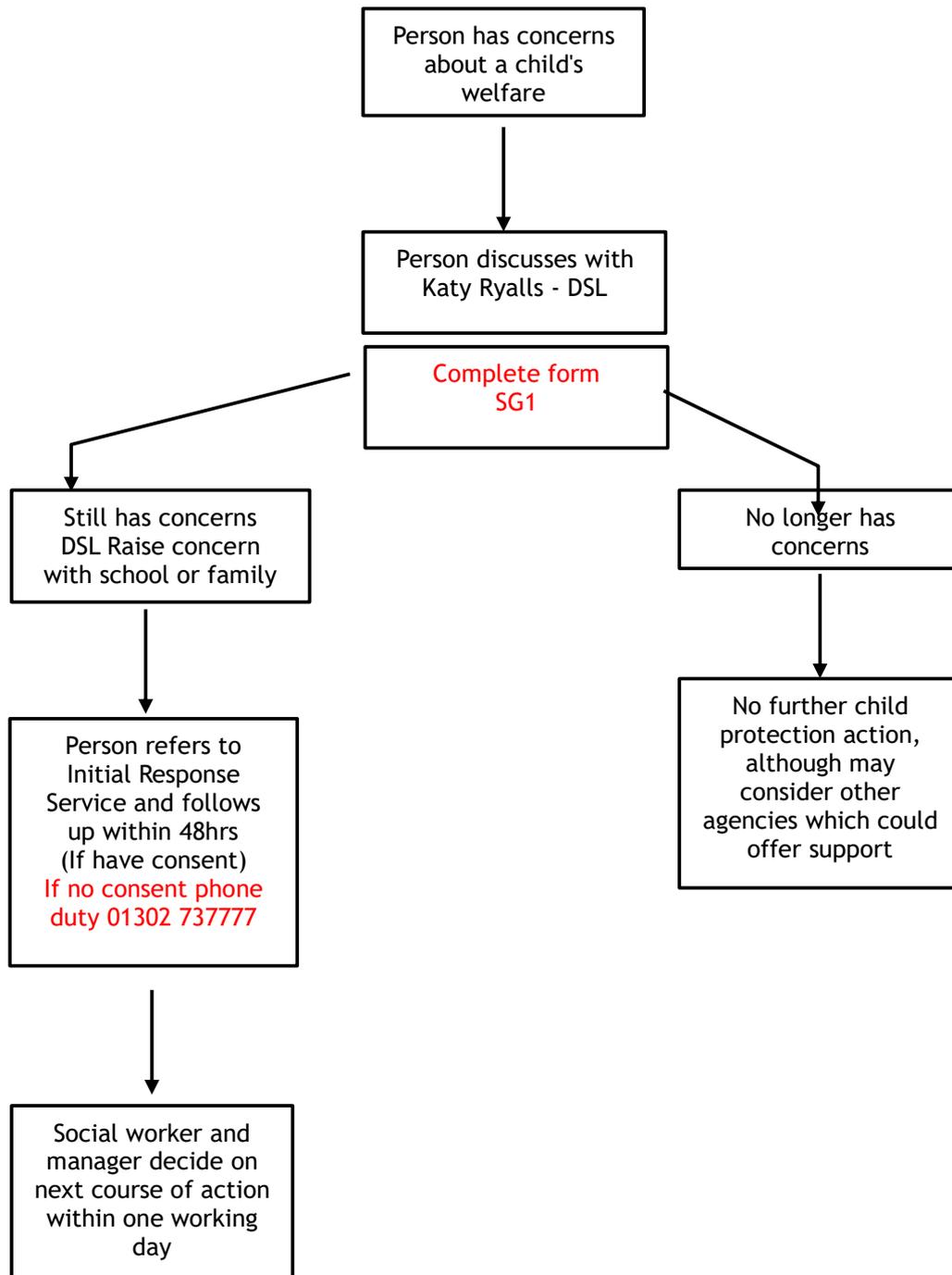
<https://www.doncasterchildrenstrust.co.uk/worried-about-a-child>

## What information will you need when making a referral?

You will be asked to provide as much information as possible. Such as the child's full name, date of birth, address, school, GP, languages spoken, any disabilities the child may have, details of the parents. Do not be concerned if you do not have all these details, you should still make the call.

You should follow up the verbal referral in writing, within 48hrs if you have not received any email confirmation. Do this by contacting 01302 737777.

# Reporting a safeguarding concern - Process Mapping Chart - Where There Are Concerns About A Child's Welfare



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## Change Record

Date of Change:	Changed By:	Comments:
1/12/20	Kr	Updated policy.
01/01/21	KR	Updated policy
01/06/21	KR	Amendments made following QA assessment.

## Appendices - Wildlings & Wellbeing additional policies and procedures

Appendix 1 – Staff Behaviour

Appendix 2 – Whistleblowing policy

Appendix 3 – Social media policy

Appendix 4 – Bullying & harassment policy

Appendix 5 – Form SG1



**Wildlings**

## **Staff Behaviour & Code of Conduct Policy**

Wildling expects all members of staff to follow our **Staff Behaviour Policy**, which sets clear guidance on the standards of behaviour required from our staff and volunteers. The guidance aims to encourage staff to meet the highest possible standards of conduct. Club staff are in a position of trust and influence as role models for the children in their care, and as such must demonstrate behaviour that sets a good example to all users of the setting.

Club staff also have a responsibility to maintain their reputation and the reputation of the Club, both during and outside of working hours.

### **Behaviour**

Our staff team are ambassadors for Wildlings and we expect them to conduct themselves professionally at all times. Staff should treat anyone attending the Club (children, parents/carers and visitors) courteously and with respect.

We expect staff to value all the children as individuals and to comply with the Club's **Equalities policy** at all times.

Swearing and abusive behaviour are not tolerated from anyone at the Club. If any member of staff exhibits such behaviour they will be subject to the Club's disciplinary procedures.

### **Dress code**

Whilst working at Wildlings staff will need to help to set up and pack away the setting, prepare food, facilitate craft activities and engage in physical activities with the children. The clothing and footwear worn should be chosen accordingly, taking into account comfort, health and safety, and practicality. Revealing or excessively tight clothing is not acceptable.

Whilst on duty all staff should wear the appropriate outdoor clothing and sensible footwear at all times.

### **Confidentiality and social media**

Staff must not pass on any information about children attending the Club, or their parents and families, to third parties without their permission. The only exception to this rule is information sharing with specific external agencies if there is a safeguarding issue. ('Third parties' includes other parents, friends, other children at the Club, the press, etc.)

Posting any material relating to the Club or its users on social media sites (unless *expressly* permitted by the Manager) is forbidden. Any staff who breach this rule will face disciplinary action.

See our **Data Protection policy**, **Social Media policy**, **Safeguarding policy** and **Staff Disciplinary policy** for more details.



**Wildlings**

Last Updated: 10 January 2021

# Whistleblowing

## Policy

Wildlings is committed to being open, honest and accountable. It encourages a free and open culture in its dealings between the Trustees and those working in Small Charity Support, both employees and volunteers.

This policy aims to help the Trustees and employees/volunteers to raise any serious concerns they may have about colleagues or their employer with confidence and without having to worry about being victimised, discriminated against or disadvantaged in any way as a result.

It is written in the context of the Public Interest Disclosure Act 1998 which protects employees who 'blow the whistle' on malpractices within their organisation.

### *What types of concerns?*

The policy is intended to deal with serious or sensitive concerns about wrongdoings such as the following:

- ✓ a criminal offence
- ✓ a failure to comply with any legal obligation
- ✓ a failure in the protection of children or vulnerable adults
- ✓ a miscarriage of justice
- ✓ a health and safety risk to an individual
- ✓ damage to the environment
- ✓ or concealment of the above.

It is not necessary for individuals who raise the concern to prove the wrongdoing that is alleged to have occurred or is likely to occur.

However if an individual knowingly or maliciously makes an untrue allegation (eg: in order to cause disruption with Wildlings), Wildlings will take appropriate disciplinary action against them. It may constitute gross misconduct.

Individuals should note that they will not be protected from the consequences of making a disclosure if, by doing so, they commit a criminal offence.

This policy does not deal with any complaints staff may have about their employment. This should be dealt with through Wildlings's Grievance Procedure.

Wildlings's Bullying and Harassment policy offers protection to workers against harassment, bullying and discrimination.

Volunteers should make complaints or raise concerns through the Volunteer Complaints Procedure.

Service users should make complaints or raise concerns through the Service Users Complaints Procedure.



## Social Media Policy

Wildlings recognises that many staff enjoy networking with friends and family via social media. However we have to balance this against our duty to maintain the confidentiality of children and parents attending our Club, as well as ensuring that our good reputation is upheld. Staff must remember that they are ambassadors for our Club both within and outside of working hours and are expected to conduct themselves accordingly when using social media sites.

This policy covers (but is not limited to) social media platforms such as:

- Twitter
- Facebook
- YouTube
- Tumblr
- Instagram
- Personal blogs and websites
- Comments posted on third party blogs or websites
- Online forums

### Social media rules

When using social media sites, staff must not:

- Post anything that could damage our Club's reputation.
- Post anything that could offend other members of staff, parents or children using our Club.
- Publish any photographs or materials that could identify the children or our Club.
- Accept invitations from parents to connect via social media (eg friend requests on Facebook) unless they already know the parent in a private capacity.
- Discuss with parents any issues relating to their child or our Club. Instead invite the parent to raise the issue when they are next at the Club, or to contact the Manager if the matter is more urgent.

Any member of staff who posts content or comments that breach confidentiality or which could harm the reputation of our Club or other staff members, or who publishes photographs of the setting or children, will face disciplinary action in line with our **Staff Disciplinary policy**.

### General cautions for using social media

When using social media in any context it is wise to bear in mind the following points:

- No information published via the internet is ever totally secure; if you don't want information to become public, do not post it online.
- Once an image or information is in the public domain, it is potentially there forever - Google never forgets!

### Related policies

See also: **Mobile Phone policy**, **Data Protection policy**, **Staff Disciplinary policy**, **Safeguarding policy**.



Last updated: 15/01/21

# Bullying and Harassment

## Policy

Everyone will be treated with dignity and respect at Wildlings community group. Bullying and harassment of any kind are in no-one's interest and will not be tolerated in the workplace; this includes bullying or harassment of staff by visitors to Wildlings.

This policy applies to all Trustees, members, volunteers and staff on and off the premises, including those working away from their main office, place of work.

Bullying and harassment will be treated as disciplinary offences.

### What are Bullying and Harassment?

**Harassment**, in general terms is unwanted conduct affecting the dignity of men and women in the workplace, where actions or comments are viewed as demeaning and unacceptable to the recipient.

It may be related to age, gender, race, disability, religion, belief, sexuality, nationality or any personal characteristic of the individual, and may be persistent or an isolated incident.

**Bullying** is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient.

Bullying or harassment may be by an individual against an individual or involve groups of people. It may be obvious or it may be insidious. It may be face to face or in written communications, electronic (e)mail, phone. Whatever form it takes, it is unwarranted and unwelcome to the individual. It may take place in private or in public.

For further guidance see:

[www.gov.uk/workplace-bullying-and-harassment](http://www.gov.uk/workplace-bullying-and-harassment)

[www.acas.org.uk/media/pdf/l/r/Bullying\\_and\\_harassment\\_employer\\_2010-accessible-version-July-2011.pdf](http://www.acas.org.uk/media/pdf/l/r/Bullying_and_harassment_employer_2010-accessible-version-July-2011.pdf)

Examples of bullying/harassing behaviour include:

- ✓ spreading malicious rumours, or insulting someone by word or behaviour (particularly on the grounds of race, sex, age, disability, sexual orientation and religion or belief);
- ✓ copying memos that are critical about someone to others who do not need to know;
- ✓ ridiculing or demeaning someone - picking on them or setting them up to fail;
- ✓ exclusion or victimisation;
- ✓ unfair treatment;
- ✓ overbearing supervision or other misuse of power or position;
- ✓ unwelcome sexual advances - touching, standing too close, the display of offensive materials;
- ✓ making threats or comments about job security without foundation;
- ✓ deliberately undermining a competent worker by overloading and constant criticism;
- ✓ preventing individuals progressing by intentionally blocking promotion or training opportunities.

Legitimate, constructive and fair criticism of an employee's performance or behaviour at work is not bullying. An occasional raised voice or argument is not bullying.

### Procedures

Complaints of bullying and/or harassment, or information from staff relating to such complaints, will be dealt with fairly and confidentially and sensitively using the general format set out in Wildlings grievance procedures. However, bullying or harassment will not be treated as a standard grievance; it is a serious issue and will be treated as such.

This form is to be used to record basic information in the light of an allegation, suspicion, or disclosure of a potential safeguarding concern. Completing this record should not stand in the way of contacting Police or Social Services in the event of an emergency or urgent safeguarding incident.

Name of the person completing this form (YOU)	
Date and time of completing this form:	
Your position or relationship to who your safeguarding concern is about	
Your telephone number:	
Your Organisation:	
Name/names of person/s the safeguarding concern or incident is about:	
Address (if known) of person the safeguarding concern is about:	
Telephone number (if known) of the person the safeguarding concern is about:	
Name and Address of Parent, carer or guardian of alleged victim:	
Telephone Number:	
Age and Date of Birth of alleged victim (if known):	
Date and time of any incident (or cause for concern)	
What have you seen or heard?	