

# Safeguarding Policy

## Updates:

<b>Sep 2012</b>	Checked document in line with NSPCC training completed September 2012
<b>May 2013</b>	Checked and amended IW Council contact details to Children's Social Care Duty Team
<b>Jan 2014</b>	Updated in line with Footprint Trust policy for Vulnerable People, and amended IW Council contact details to First Response Teams (children and adults)

UKPHR

Public Health Register

Registered Health Promotion Practitioner no. PR0121

Updated

Jan 2014

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*“Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles.”*

*Working Together to Safeguard Children 2010*

**Designated person with responsibility for child protection within our organisation:-**

Helen Stichbury

**Helen Stichbury will refer all child or vulnerable adults protection concerns or issues to:-**

Children's First Response Team 0845 002 0095

Adults First Response Team 01983 814980

(updated Jan 2014)

# Safeguarding Policy

## 1. Statement of Intent

**Helen Stichbury Consultancy** works with children, young people, families and communities, to enable more people to access the countryside for health and wellbeing. This involves working with people in a variety of settings, including young families in Children's Centres to children in schools and young people in colleges. We also work with vulnerable people, often in conjunction with organisations such as The Footprint Trust.

We are fully committed to promoting the safeguarding, welfare and development of all children and adults and in particular protecting them from significant harm. We will take every possible step to ensure the safety and protection of children and vulnerable people in any setting in which we operate, through the implementation of our own Child & Vulnerable People Protection Policy and by fully complying with the safeguarding and child protection policies within those settings.

Safeguarding children and vulnerable people is the responsibility of everyone regardless of their position in the organisation and personnel operating on behalf of **Helen Stichbury Consultancy** will be mindful of this when carrying out our duties.

## 2. Definitions

A child is defined as a person of 18 years and under.

The core definition of "vulnerable adult" from the 1997 Consultation "Who Decides?" issued by the Lord Chancellor's Department, is a person over 18 years of age:

"Who is or may be in need of community care services by reason of disability, age or illness; and is or may be unable to take care of unable to protect him or herself against significant harm or exploitation".

## 3. Aim of the Policy

The aim of this policy is to outline our practice and procedures, in order to safeguard and promote the welfare of children and vulnerable people. It is aimed at protecting the child or vulnerable person, and the worker, recognising the risk involved in working with children and vulnerable people. The policy covers all personnel operating on behalf of **Helen Stichbury Consultancy**, whether paid or unpaid, and within all areas of work with children and vulnerable people.

## 4. Following a setting's own Safeguarding and Child & Vulnerable People Protection Policies and Procedures

All personnel will follow the safeguarding and child protection requirements as requested by the setting at all times. When work is carried out on behalf of or in conjunction with another organisation such as the Footprint Trust, those procedures will be followed and will take precedence

to the requirements outlined in this document (see the Footprint Trust's policy attached in Appendix F).

## 5. Recruitment

- All applicants, paid or voluntary, frontline or office-based, will be interviewed prior to appointment and at least two references, not relatives, who will provide references that comment on the candidate's previous work with children and vulnerable people, will be obtained as part of that process. References will be followed up verbally.
- All roles will be subject to a risk assessment prior to advert and where there is either direct contact with children or vulnerable people or where there is a significant responsibility for the welfare of children or vulnerable people will be subject to an Disclosure and Barring Service (DBS) check.
- Personnel will not be able to work with children or young people until the DBS check has been successfully completed.
- Personnel will be made aware of the defined process within the organisation for the reporting of concerns for the care and safety of a child or young person, using this Policy.

## 6. Training

- Basic level safeguarding training will be provided to new personnel to ensure that all staff have an understanding of what constitutes child or adult abuse and neglect and are aware of what steps to take should they become aware of concerns for a child or adult.
- Personnel will, on an annual basis, re-familiarise themselves with the Child and Vulnerable People Protection Policy.
- Those who come into direct contact with children or vulnerable adults, or have a significant responsibility for the welfare of children or vulnerable adults, will attend at least one Basic Safeguarding training session every three years to update themselves with any new legislation.
- Records will be kept to ensure all staff have undertaken to read the policy and attend training – see 'Record of Safeguarding Training' in Appendix C.

## 7. Working practice

When working with children and vulnerable people, personnel must adhere to the following practice at all times:-

- Personnel will carry identity badges clearly visible at all times, showing photograph, name, organisation and DBS number.
- On entering the premises or setting, identify yourself immediately and sign in/out as applicable.
- Personnel will not work alone with individual children or vulnerable adults. This is necessary for the protection of the child/adult, and also for the protection of the member of staff.
- If personnel are put in the situation of being alone with a child or vulnerable adult for whatever reason, immediately contact a responsible member of the setting's staff and state that you are unable to continue working alone, and request assistance.
- If the setting does not or is not able to provide assistance, you must terminate the session, stating clearly your reasons for doing so (unable to continue working in a setting alone with an individual child or vulnerable adult) to a responsible member of that setting's staff.
- You must then immediately contact the Designated Person who will report to the setting in writing, stating what has happened and why the session was terminated.

## 8. Photography

Photography is an important and useful media for both recording our work, and also for working with children and vulnerable people. However, the following guidelines **must** be adhered to at all times:-

- Check with the head teacher or responsible member of staff about the setting's policy on the use of photography before taking any photographs.
- Check with the head teacher or responsible member of staff about the taking of photographs of the specific people with whom one has been working.
- Personnel must immediately destroy any photographs which have been inadvertently taken of people whose photographs are not allowed to be taken.
- Any conditions for the use of photographs which the head teacher or responsible member of staff will be strictly complied with.
- Images of children for whom parental permission has been granted for the use of their photographs, will be used in a considerate manner, in all cases reducing personal identification as much as possible.
- Images will be stored on the organisation's computer system for ethical use in the course of our business. There will be no personal identifiers of individual children attached to the photographs or images at any time.

## 9. Examples of circumstances which may invoke the Child & Vulnerable People Protection Procedure

When working directly for **Helen Stichbury Consultants**, if you should witness any of the categories of abuse outlined in Appendix A, or have concerns around the welfare of any child or vulnerable person, speak to the Designated Person and/or the Children's or Adults First Response Team for guidance and advice, or follow the **Child & Vulnerable People Protection Procedure** outlined below.

When working specifically at a setting, you should speak to the Designated Person at that setting in the first instance. If that is not possible or appropriate, contact the Children's or Adults First Response Team for guidance and advice.

## 10. What to do if a child or vulnerable adult discloses

1. Listen to the person. DO NOT directly question the person.
2. Give the person time and attention
3. Allow the person to give a spontaneous account; do not stop a person who is freely recalling significant events.
4. Using the **Child & Vulnerable Adult Protection Form** (see Appendix B), make an accurate record of the information you have been given taking care to record the timing, setting and people present, the person's presentation as well as what was said, using the person's words. *Do not throw this away as it may later be needed as evidence.* This will be kept confidential and maybe used in the future as evidence.

5. Explain that you cannot promise not to speak to others about the information they have shared – do not offer false confidentiality.
6. Reassure the person that they have done the right thing in telling you and they have not done anything wrong.
7. Tell the person what you are going to do next and explain that you will need help to keep him/her safe. DO NOT ask the person to repeat their account of events to anyone.
8. Follow the Child & Vulnerable Person Protection Procedure outlined below.

#### **11. Concerns about colleagues**

1. Any allegations against colleagues, either within the organisation or outside (eg. within an educational setting) must be reported immediately to the Designated Person.
2. Any allegation must be recorded on the **Child & Vulnerable Person Protection Form** (see Appendix B) held by the Designated Person.
3. The Designated Person will contact the Children's or Adults First Response Team.
4. We will keep a clear and comprehensive summary of any allegations made, details of how the allegations were followed up and of any actions taken and decisions reached. All information taken and recorded will be stored in line with data protection procedures.

# Child & Vulnerable People Protection Procedure

A child or vulnerable person protection concern overrides issues of confidentiality as stated in the Children Act 1989. If you have a child or vulnerable protection concern you **must**:-

1. Share those concerns with the Designated Person.
2. Make a record of the concerns using the **Child & Vulnerable Person Protection Form** (see Appendix B), which will be kept in a secure and confidential place.
  - You may follow up sharing your concerns with the Designated Person
  - Do not discuss the concerns with a third party.
  - At no point should the person about whom the concerns are held be informed. This may endanger the child and hamper both the investigation and any subsequent actions that need to be taken.
  - Speak to the Designated Officer if you feel you need support for yourself.
3. In any of the circumstances outlined below, please contact the Children's or Adults First Response Team for advice and guidance:-
  - If you remain unsure after internal consultation as to whether a child protection concern exists
  - When there is a disagreement about whether a child protection concern exists
  - When you are unable to consult with everyone internally as to whether a child protection concern exists
  - When concerns relate to the Designated Person.
4. The Designated Person will contact the Children's or Adults First Response Team for advice and guidance.
5. At the conclusion of a case, the Designated Person will review the circumstances of the case to determine whether there are any improvements to be made to our organisation's procedures or practices to help prevent similar events in the future.

Isle of Wight Council

Children's First Response Team - 0845 002 0095

Adults First Response Team – 01983 814980

Designated Person for **Helen Stichbury Consultants** is Helen Stichbury

(updated Jan 2014)

## Appendix A

### DEFINITIONS OF ABUSE

For the sake of this Safeguarding Policy, these definitions will apply to both children and vulnerable adults

Taken from *Working Together to Safeguard Children 2006* reviewed June 2011

#### **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 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 over protection 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 (e.g. 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, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

#### **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 misuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter(including exclusion from the home or abandonment)
- protect a child from physical, emotional harm or danger
- ensure adequate supervision(including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

## Appendix B



Enabling people to access the natural environment, for health and wellbeing

# Child & Vulnerable People Protection Form

To be completed where there is a concern about a child/vulnerable person, or in the event of an allegation. Details are **strictly confidential** and only be accessed by necessary persons, including the Children's or Adults First Response Team and/or police as appropriate.

Name of person bringing the concern	
Role within organisation	
Name of person recording details	
Role within organisation	
Contact details for person bringing the concern: Tel. home	
Tel. work	
Name of child/vulnerable person:	
Parent/Carer:	
Time & date of the alleged incident	
Record of the concern - giving context and factual detail, and details of any witnesses and any action taken	
Description of any physical evidence e.g. bruising, bleeding, behaviour	
What was said by those involved?	
If available, person's description of what took place (using the words the person uses)	
Who has been informed/notified?	
Their contact details	
Time and date of notification	
Have the parents/carers been advised?	Y/N
Name and signature of person bringing concern	
Time and date	
Name and signature of person completing this form	
Time and date	
<b>For organisation use:-</b>	
Has the First Response Team been informed?	Y/N
Time and date of contact with FR team	

Phone: 07929 397092

email: [info@helenstichbury.com](mailto:info@helenstichbury.com)

## Appendix C



Enabling people to access the natural environment, for health and wellbeing

## Record of Safeguarding Training

Name	
Role in organisation	
Direct contact with children and vulnerable people?	<b>Y/N</b>
DBS/CRB no.	
Date of DBS/CRB check	
DBS/CRB re-check to be completed by (5 years)	
Basic Safeguarding and Child Protection training attended	
Safeguarding Policy issued (date)	
Annual update training (re-familiarisation with Policy Date (1 year)	
Date (2 years)	
Date (3 years)	
Update training to be provided by (3 years)	
Details of any additional safeguarding or child/vulnerable adult protection training undertaken	

Phone: 07929 397092  
email: [info@helenstichbury.com](mailto:info@helenstichbury.com)

## Appendix D

### WORKING TOGETHER TO SAFEGUARD CHILDREN 2010

Our organisation will always work towards complying with the guidance provided within *Working Together to Safeguard Children* (2010), an extract of which is provided here:-

#### **SAFEGUARDING AND CHILD & VULNERABLE PEOPLE PROTECTION POLICY**

Working Together sets out how organisations and individuals should work together to safeguard and promote the welfare of children and young people in accordance with the Children Act 1989 and the Children Act 2004. It is important that all practitioners working to safeguard children and young people understand fully their responsibilities and duties as set out in primary legislation and associated regulations and guidance.

Working Together is addressed to practitioners and frontline managers who have particular responsibilities for safeguarding and promoting the welfare of children.

1.20 **Safeguarding and promoting the welfare of children** is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care;
- and undertaking that role so as to enable those children to have optimum life chances and to enter adulthood successfully.

2.1 Everyone shares responsibility for safeguarding and promoting the welfare of children and young people, irrespective of individual roles.

2. 11 To fulfil their commitment to safeguard and promote the welfare of children and young people all organisations that provide services for children, parents or families, or work with children, should have in place:

- clear priorities for safeguarding and promoting the welfare of children explicitly stated in key policy documents and commissioning strategies;
- a clear commitment by senior management to the importance of safeguarding and promoting children's welfare through both the commissioning and the provision of services;
- a culture of listening to and engaging in dialogue with children – seeking their views in ways appropriate to their age and understanding, and taking account of those both in individual decisions and the establishment or development and improvement of services;
- a clear line of accountability and governance within and across organisations for the commissioning and provision of services designed to safeguard and promote the welfare of children and young people;
- recruitment and human resources management procedures and commissioning processes, including contractual arrangements, that take account of the need to safeguard and promote the welfare of children and young people, including arrangements for appropriate checks on new staff and volunteers and adoption of best practice in the recruitment of new staff and volunteers;
- a clear understanding of how to work together to help keep children and young people safe online by being adequately equipped to understand, identify and mitigate the risks of new technology;
- procedures for dealing with allegations of abuse against members of staff and volunteers (see paragraphs 6.32–6.42) or, for commissioners, contractual arrangements with providers that ensure these procedures are in place;

- arrangements to ensure that all staff undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up to date by refresher training at regular intervals; and that all staff, including temporary staff and volunteers who work with children, are made aware of both the
- establishment's arrangements and their responsibilities for safeguarding and promoting the welfare of children;
- policies for safeguarding and promoting the welfare of children (for example, pupils/students), including a Child & Vulnerable People Protection Policy, effective complaints procedures and procedures that are in accordance with guidance from the local authority and locally agreed inter-agency procedures;
- arrangements to work effectively with other organisations to safeguard and promote the welfare of children, including arrangements for sharing information (see paragraph 2.12); and
- appropriate whistle blowing procedures and a culture that enables issues about
- safeguarding and promoting the welfare of children to be addressed.

To access the full document and further information, go to:-

<https://www.education.gov.uk/publications/standard/publicationdetail/page1/DCSF-00305-2010>

## Appendix E

### FURTHER INFORMATION AND USEFUL ADDRESSES

Support for children and vulnerable people:-

Children's First Response Team 0845 002 0095
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Adults First Response Team 01983 814980
--------------------------------------------

- [www.nspcc.org.uk](http://www.nspcc.org.uk)
- [www.everychildmatters.org.uk](http://www.everychildmatters.org.uk)
- [www.childline.org.uk](http://www.childline.org.uk)
- [www.cybermentors.org.uk](http://www.cybermentors.org.uk)
- [www.kidscape.org.uk](http://www.kidscape.org.uk)

Support for parents & carers:-

- Advisory Centre for Education [www.ace-ed.org.uk](http://www.ace-ed.org.uk)
- Parentline Plus [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

General advice :-

- Anti-bullying Alliance [www.anti-bullyingalliance.org.uk](http://www.anti-bullyingalliance.org.uk)
- NSPCC [www.nspcc.org.uk](http://www.nspcc.org.uk)
- 4lscb procedures [www.4lscb.org.uk](http://www.4lscb.org.uk)

Managing allegations against people who work with children

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

## Appendix F

# FOOTPRINT TRUST

The Footprint Trust, The Riverside Centre, The Quay, Newport. IW. Tel 01983 822282.

### **Young People under the age of 18 and Vulnerable Persons - Policy**

This policy aims to provide protection for all those working for The Footprint Trust Ltd (managers, full and part time workers, and volunteers - all are referred to as 'workers' in this document) and for the young people with whom they work.

The Footprint Trust is committed to safeguarding the welfare of the young people who come into contact with the organisation, through training for all its workers and volunteers.

It is the duty of all employees of the Footprint Trust to prevent the physical, sexual or emotional abuse or neglect of children, young people and vulnerable persons.

We are committed, as an organisation, to take up references on all workers engaged with Young or Vulnerable persons, conducting Criminal Records Bureau checks and regularly updating these on a three-year cycle.

### **Procedures**

- i) All workers should receive basic training in the identification and referral of young people who have been, or are likely to suffer harm,
- ii) Any allegation or suspicion of abuse must be referred immediately to your line manager or other named person – **Ray Harrington-Vail or Carole Walker**.
- iii) When you receive information that a person has, or is likely to be harmed in any way, you should tell the person that you have taken the information seriously and that it is your duty to pass the information onto your line manager.
- iv) You should write a factual account of the information you have received as promptly as possible and pass this to your line manager. It is very important that you record only factual information, such as date, time, place, who was present and what was said. You should avoid writing about your feelings or whether you believe what you have heard to be true or untrue.
- v) If there is information that a member of staff may be suspected of abuse, they will be interviewed, and a statement will be taken from the young person by either the Ray Harrington-Vail, General Manager or Carole Walker, Company Chairman.
- vi) A factual account of the information received is recorded and the necessary action taken as appropriate as promptly as possible.

## **Guidelines for Footprint Trust working with young people and vulnerable persons**

- Ensure that access to the premises is safe and well lit at night
- Avoid occasions where a single worker is in the company of a single person. If

the meeting is in a separate room, leave the door open or have a third person present.

Inform other workers about the meeting and the reason for it.

- Do not meet young people or vulnerable persons away from the organisation base without a parent or other adult being present.
- All projects should strive never to have workers working on their own with a young

person or vulnerable individual. On the occasions when this is unavoidable, the project manager (or whoever is responsible for safeguarding young peoples welfare) must ensure that they have received satisfactory police checks and a rigorous reference process completed on any worker having lone access to young people.

- When a worker is required to transport young people, they must plan to avoid being left alone with a young person in the vehicle. When this is unavoidable they should record the time at the beginning of the journey and ensure that this information is passed on to another worker or volunteer at the end of the journey.

### **Nominated Independent Person**

- The nominated person will have received formal local ACPC Child Protection Training and will have clear written guidance and procedures and their role and responsibilities when a young person has disclosed that she/he has been, or is likely to be physically, sexually or emotionally abused.

### **Staff**

- Procedures set in place for the protection of children and young people apply to all paid or seconded workers.
- Each paid member of staff, secondee or volunteer should have a written job description which includes:
  - i) The person to whom they will be accountable for their work (line manager

or supervisor)

ii) The person whose work they will supervise (if any)

iii) A description of the work they will undertake with young and vulnerable people, with reference to any relevant guidelines

iv) The duty to prevent the abuse of all young and vulnerable people in contact with the organisation and reference to the action to be taken if abuse is discovered or disclosed.

- Job descriptions and outlines of work should be reviewed on a regular basis and whenever the tasks change significantly

### **Supervision**

- Line managers or supervisors should meet paid or volunteer staff for whom they are responsible on a regular (monthly) basis to review and plan their work

- The line manager should explore relationships where a young or vulnerable person is being highly favoured or treated unduly harshly. If the line manager still has concerns s/he should talk confidentially with other staff and the child/young person concerned. It is the line managers responsibility to continue discussions until s/he is reassured that there is no possibility of abuse.

- Line managers should strive to create an open culture where workers are able to share their concerns about each other in a challenging but honest way to create a safe an honest environment where staff and young people benefit. Line managers should routinely observe workers working with young people.

- Line managers should keep a brief written record of each supervision meeting.

### **Recruitment**

Advertisements for paid or voluntary posts should state the role, responsibilities and specifications of the post and state that it is subject to Criminal Records Bureau Disclosures process.

All people wishing to take up paid or voluntary work involving contact with children and young people should sign a structured application form.

Offering the position to the most suitable candidate should be subject to:

- Provision of documentary evidence of the candidate's identity – one item of photographic evidence is desirable, e.g. passport, new style driving licence, plus one item of address related evidence.
- Receipt of two satisfactory references. State clearly that the applicant is being considered for a position, which involves paid or voluntary work with young people and/or vulnerable people and seek views on their suitability for such work. Send a job description or written outline of the work to inform the referees' judgement.
- Asking questions about unaccounted periods in job history
- The candidate making an application to the CRB for an agreed level of disclosure (see appendix)
- Receiving eventual confirmation that the candidate is suitable to work with children and/or young people

### **Equal Opportunities**

Great care should be taken when seeking or using information about convictions. Some offences have no relevance to the ability or suitability to work with children. Young people and especially young men from inner city areas are over represented among people convicted of minor crimes. Such groups should not be deterred from applying, indeed some organisations may wish to promote the involvement of these groups in pursuit of their equal opportunities policy, or because the experience of these people may be valuable in their work with children and young people.

Applicants should be reassured that information which they disclose is only required to prevent the abuse of children and will be treated in the strictest confidence. Steps should then be taken to ensure that this commitment is carried out.

## **Probation**

Organisations should consider making the appointment of workers conditional upon the successful completion of a probationary period. The length of a probationary period will vary dependent on the position, but will normally be between 3 months and one year. A firm date for review of a probationary period should be set on appointment.

Where appointments are shorter than a reasonable probationary period, workers should be supervised as if they were undertaking a probationary period.

Supervision meetings should be held on a more frequent basis during probationary periods.

Merely completing the probationary period should not automatically lead to a successful completion. The line manager should have no doubt as to the workers ability and commitment to prevent the abuse of children as set out in the job description before confirming the successful completion of the probationary period.

Safe from Harm -Home Office - London 1993

## **Appendix**

**The Criminal Records Bureau**, was in operational since April 2002 and provided a

Disclosure Service in England and Wales. In 2013 The Criminal Records Bureau (CRB) and the Independent Safeguarding Authority (ISA) have merged into the Disclosure and Barring Service (DBS). CRB checks are now called **DBS checks**.

The Standard Disclosure will be for people provisionally appointed to positions that involve regular contact with young people aged under 18. It will list all convictions on record, including spent convictions, cautions, reprimands and warnings held on the Police National Computer and on Government Department lists of people identified as unsuitable to work with young people.

Enhanced Disclosures will be for people provisionally appointed to positions that involve regularly caring for, supervising, training or being in sole charge of young people aged under 18. It will list all the information given on a Standard Disclosure as well as all relevant non conviction information held locally by the police.

Requests for application forms will be made to the DBS, by the applicant, by telephone.

Operators will ask for details from the applicant and will mail the form to the applicant for signature and return.

A Registered Person will have to countersign the application. Contact Footprint Trust office for details.

### **Amendments**

Any amendments require approval by the Board of the Footprint Trust Ltd.

**Issue No 1. 14<sup>th</sup> June 2007 Reviewed June 2010, June 2013**

***Due for review: June 2016***