



Lighthouse Great Missenden

Child Protection Policy

May 2019 Version 1.0

Lighthouse Great Missenden

Charity: Lighthouse88

Charity Number: 1169296

In conjunction with:

Buckinghamshire Safeguarding Children Board (BSCB)

Devised following the guidance from –
BSCB: Single Agency Child Protection Policy Toolkit

This policy was written in May 2019
The policy will be reviewed in May 2020

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All individuals at Lighthouse Great Missenden are volunteers. Throughout this policy everyone under the age of 18 years of age will be called a child or young person even though they may be classed as a helper. Those over the age of 18 years of age will be called a helper.

Contacts

Lighthouse Great Missenden Contacts

The Designated Safeguarding Lead for Lighthouse Great Missenden is:

Trudi Lynn (RNC; SCPHN-HV)

She can either be located in the First Aid cabin on site,
OR contacted via the handheld radio system.

If the Designated Safeguarding Lead is not available, children, young people, helpers and visitors to the site should report to the Deputy Safeguarding Lead who is:

Caroline Everitt

She can either be located in the Admin cabin in the entrance tent,
OR contacted via the handheld radio system.

Contacts in County

First Response	01296 383 962
Out of Hours	Email: secure-cypfirstresponse@bucksc.gov.uk 0800 999 7677
Local Authority Designated Officer (LADO)	01296 382070 secure-LADO@bucksc.gov.uk
RU Safe? Barnardos - Child Sexual Exploitation Service (Referrals can be made online)	01494 785 552 Mobile: 07546 075 638 Email: rusafe@barnardos.org.uk
Thames Valley Police	101 (999 in case of emergency)
Buckinghamshire Safeguarding Children Board	For procedures, policies and practice guidelines
Bucks Family Information Service	01296 383 065 Txt: 07786 202 920 Email: familyinfo@bucksc.gov.uk
Vulnerable Adults	0800 137 915 Email: safeguardingadults@bucksc.gov.uk
Out of Hours	0800 999 7677

Other Contacts

NSPCC	0800 800 5000
Childline	0800 11 11
Kidscape Bullying Helpline	0207 823 5430
Female Genital Mutilation	0800 0283550 Email: fgmhelp@nspcc.org.uk
Samaritans	116 123 Email: jo@samaritans.org
CEOP (Child Exploitation and Online Protection)	www.ceop.police.uk
Crime Stoppers	0800 555 111 https://crimestoppers-uk.org

Opening Statement

Lighthouse Great Missenden is fully committed to safeguarding and protecting the welfare of all children and young people. We recognise our responsibilities to take all reasonable steps to promote safe practice and to protect children and young people from harm, abuse and neglect. Lighthouse Great Missenden acknowledges its duty to act appropriately with regards to any allegations towards a helper, or towards any disclosures or suspicions of abuse.

Safeguarding is everyone's responsibility

Lighthouse Great Missenden recognises its duty of care to safeguard children as detailed under the Children Acts' 1989 and 2004 and Working Together to Safeguard Children 2015.

Lighthouse Great Missenden believes that:

- the welfare of all children and young people is paramount;
- all children, whatever their age, gender, race, culture, ability, language, ethnicity, religious or spiritual beliefs, sexual identity, or socio-economic group, have the right to be protected from abuse;
- all allegations, reports or suspicions of abuse will be taken seriously and responded to in a swift and appropriate manner.

Lighthouse Great Missenden will ensure that:

- all children and young people will be treated equally, with respect and dignity;
- the welfare of each child will always be of highest priority;
- bullying (in any form) is neither accepted nor condoned;
- action will be taken to stop any inappropriate verbal or physical behaviour;
- there is a clear line of accountability with regards to safeguarding concerns;
- helpers will be kept updated with regards to changes in legislation and policies for the protection of children and young people;
- helpers will undertake relevant and appropriate development and training in relation to safeguarding children;
- all helpers within Lighthouse Great Missenden are fully aware of their responsibilities to safeguarding the children and young people in their care, and that they fully understand the correct process for reporting concerns.

Introduction

Safeguarding is everyone's responsibility, regardless of their connection to Lighthouse Great Missenden, and is not simply for those who have direct contact with children and young people. Therefore, all individuals associated with Lighthouse Great Missenden must adhere to the Child Protection Policy and follow the appropriate processes should they have a safeguarding concern for a child or young person.

Lighthouse Great Missenden is committed to the welfare and protection of the children and young people who access the site at any time. This includes the week before and after Lighthouse Great Missenden runs to enable set-up and break-down of the site and any additional activities run during this period.

The aims of this policy are:

- to ensure that all helpers feel confident to raise concerns about a child, young person or another helper in a confidential, non-judgemental environment;
- to provide an environment in which children and young people feel safe, secure, valued, respected and confident to know that they can approach adults if they are having difficulties or concerns.

This policy has been developed in accordance with the principles established by the Children Acts' 1989 and 2004, and in line with the following:

- Working Together to Safeguard Children 2015
- What to do if you are worried a child is being abused 2015
- The Data Protection Act 2018
- Safeguarding and protecting people for charities and trustees (guidance)
- Safeguarding for volunteer involving organisations: A guide to help you develop a comprehensive approach to safeguarding in your organisation (guidance)
- Disclosure and Barring Service: A guide to Child Workforce Roles for Registered Bodies and Employers (guidance)
- NSPCC's 2019 Knowledge and Information Services document: Child Protection Records, Retention and Storage Guidelines.

All helpers at Lighthouse Great Missenden receive annual training prior to commencing these roles. This training includes information pertaining to professional boundaries, see appendix 1.

Roles & Responsibilities

Lighthouse Great Missenden is committed to safeguarding and promoting the welfare of children and young people. In order to safeguard children and young people effectively Lighthouse Great Missenden acknowledges that all helpers need to:

- communicate effectively and appropriately throughout the process;
- share information in a confidential, respectful, legal, ethical and timely manner;
- liaise with the Designated Safeguarding Lead at the earliest opportunity to ensure children and young people are kept safe.

Lighthouse Great Missenden expects all helpers to commit to safeguarding children and young people to the best of their ability. In doing so they must:

- understand the different categories of abuse and neglect, and how to recognise the signs;
- understand their responsibility to report any disclosures, allegations or concerns that a child or young person is being, or is at risk of being, abused or neglected promptly;
- report any disclosures, allegations or concerns they may have regarding another helper's behaviours towards any children or young people;
- not discuss disclosures, allegations or concerns with anyone other than the Designated Safeguarding Lead/Deputy Safeguarding Lead;
- recognise that some parents and carers may require additional support in raising their children, for example as a result of mental health issues, substance misuse or domestic abuse;
- understand the line of accountability for reporting safeguarding concerns and be fully aware of who the Designated Safeguarding Lead is and of their role;
- bring all disclosures, allegations or concerns to the Designated Safeguarding Lead, or in their absence the Deputy Safeguarding Lead, who will follow the appropriate processes to ensure the children and young people are safeguarded;

Everyone should understand that if there is an immediate risk of harm then they should call the Police (on 999) or First Response (on 01296 383 962) directly and update the Designated Safeguarding Lead at the earliest opportunity.

Recognising signs of abuse

All helpers registered at Lighthouse Great Missenden are to be made aware, through annual mandatory training, that the abuse of children and young people can take many forms.

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 institution or community setting by those known to them or, more rarely, by others. Children can be abused by an adult, or adults, or another child or children.

Physical abuse: A form of abuse which 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: 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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person.

It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capacity, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), 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, although it may occur alone.

Sexual Abuse: Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex), or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation: This is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity:

(a) in exchange for something the victim needs or wants,
and / or

(b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect: 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 home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers);

or

- ensure access to appropriate medical care or treatment.

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

Designated Safeguarding Lead

All organisations working with children and young people should have a Designated Safeguarding Lead position filled by an appropriately qualified individual. The Designated Safeguarding Lead for Lighthouse Great Missenden will:

- provide a direct point of contact for all children, young people, helpers and members of the public visiting the site who have a child protection concern;
- ensure that the Child Protection Policy is being fully adhered to;
- record any concerns and support helpers to record any disclosures made them in a clear and contemporaneous way differentiating fact, opinion and hearsay;
- ensure records are stored securely and information shared appropriately in accordance with data protection;
- ensure that the appropriate action is taken in line with the BSCB procedure for 'What to do if you are concerned about a child in Buckinghamshire' (see appendix 2);
- use the BSCB Thresholds Document to inform decision making (see appendix 3);
- call First Response for advice if it is unclear whether a referral needs to be made to Children's Social Care.

The Designated Safeguarding Lead for Lighthouse Great Missenden is:

Trudi Lynn (RNC; SCPHN-HV)

She can either be located in the First Aid cabin on site,
or contacted via the handheld radio system.

If the Designated Safeguarding Lead is not available, children, young people, helpers and visitors to the site should report to the Deputy Safeguarding Lead who is:

Caroline Everitt

She can either be located in the Admin cabin in the entrance tent,
or contacted via the handheld radio system.

If neither the Designated Safeguarding Lead nor the Deputy Safeguarding Lead is available, advice should be immediately sought from:

the **First Response Team** on **01296 383 962**;

outside of office hours call: 0800 999 7677;

email: **secure-cypfirstresponse@buckscc.gov.uk**

NB. This email address is only secure if emailing from another secure account.

What to Do If You Are Concerned About a Child

All helpers at Lighthouse Great Missenden will be given training annually to ensure they are clear about what they need to do if they have safeguarding concerns. The importance of which is paramount to ensure that the welfare and safety of all children and young people is safeguarded whilst they attend Lighthouse Great Missenden.

Disclosure of abuse: If a child or young person discloses to a helper at Lighthouse Great Missenden that abuse or inappropriate behaviour has or is taking place, they should:

- Listen to the child. Allow them to tell you what has happen in their own way, and at their own pace. Do not interrupt a child who is freely recalling significant events.
- Remain calm. Be reassuring and supportive but try not to respond emotionally.
- Do not ask leading questions. Only ask questions if you are seeking clarification about something they have said. Use TED; Tell, Explain, Describe.
- When you are able to, make an accurate record of what you have been told, taking care to note any times, dates or locations mentioned. Use the child's own words where possible. Do not substitute anatomically correct names for body part names used by the child.
- Reassure the child that they did the right thing in telling someone and you are glad they told you. Reassure the child that they have not done anything wrong.
- Do not promise to keep their disclosure a secret, but reassure the child that you will only share the information with the right people who will be able to help them. Explain what you will do next.
- At your earliest opportunity, speak to your Designated Safeguarding Lead regarding the disclosure, who will determine the correct course of action based on the level of need, and where appropriate can assist with making a referral to Children's Social Care or Early Help.
- Under no circumstances should anyone discuss disclosures, allegations or concerns with other helpers to protect those involved and eliminate rumours.

If your Designated Safeguarding Lead and Deputy Safeguarding Lead are not available, ring First Response for advice.

If there is immediate risk of harm to a child DO NOT DELAY, ring 999

Allegations or concerns regarding a helper

Lighthouse Great Missenden acknowledges its duty to act appropriately when any allegations, disclosures, suspicions or concerns of abuse are raised. All allegations, disclosures, suspicions or concerns will be dealt with in line with the BSCB: What to do if you are concerned about the behaviour of a staff member or volunteer towards a child or young person (see appendix 4).

The following concerns could be raised:

- by a helper who has a concern about the behaviour of another helper towards a child or young person;

or

- by a child or young person who has made a disclosure of inappropriate behaviour made towards them by a helper.

This includes if a helper has:

- behaved in a manner that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved in a way that indicated that s/he is unsuitable to work with children.

All helpers should be alert to the signs of organised or widespread abuse and/or the involvement of other perpetrators or institutions. They, alongside the Designated Safeguarding Lead and/or Deputy Safeguarding Lead should consider whether the matter needs to be dealt with in accordance with [BSCB Complex Abuse Procedures](#) which, if applicable, will take priority. Advice from First Response and Local Authority Designated Officer (LADO) should be taken in these incidences.

Lighthouse Great Missenden encourages helpers to raise concerns regarding behaviours they have witnessed by another helper which they deem to be abuse in accordance with the definitions of abuse stated in this policy. Any concerns should be brought to the Designated Safeguarding Lead or Deputy Safeguarding Lead in the first instance and the individual raising the concerns will be supported throughout the process below.

- The individual raising the allegation/sharing the disclosure should make a written record of the incident including times, dates and location of the incident(s), any person(s) present, what was said etc.
 - > Allegations relating to past or non-recent events, should be responded to in the same way as contemporary concerns and with the same degree of priority.
- In the event of a disclosure the child's own words should be used where possible.
- The individual raising the allegation should sign and date the record and immediately inform the Designated or Deputy Safeguarding Lead.
 - > If neither are available, do not wait – contact the LADO for advice 01296 392 070.

- > If the allegation relates to the Designated Safeguarding Lead, speak to the Deputy Safeguarding Lead or contact the LADO directly.
- > If the allegation relates to the Deputy Safeguarding Lead, speak to the Designated Safeguarding Lead or contact the LADO directly.
- The Designated or Deputy Safeguarding Lead should then countersign and date the written record of the allegation.
- Next steps should be agreed and based on whether the threshold for referring to the LADO has been met. These decisions should be included in the written report. If in doubt, call the LADO for advice.
 - > Should a helper at Lighthouse Great Missenden feel that their reported allegation is not being dealt with appropriately, then they should contact the LADO directly.

Priority must be given to keeping the child or young person safe following an allegation. If there are concerns relating to the child or young person involved then the procedure for reporting a concern about a child should also be followed (see appendix 2). Contacting the child or young person's parents/carer/guardian should be discussed in liaison with the LADO and the parents given the leaflet – Information for parents and carers (see appendix 5).

Should the threshold for LADO not be met, Lighthouse Great Missenden will keep secure records regarding the allegations/concerns regarding an individual(s). Should additional concerns or allegations be raised it could demonstrate a pattern of concerning behaviour/accumulative effect. In these case's the LADO should be consulted for guidance to form a coordinated response. Examples of patterns of concerning behaviours include:

- multiple occurrences of low-level negative behaviour towards a child, children and/or young person(s);
- a previous allegation has been reported, and then further allegations (above or below the LADO threshold) have been reported of a similar nature;
- behaviour or language indicating extremist views, including praising terrorist actions.

The helper to whom the allegation, disclosure, suspicion or concern has arisen will be spoken to if appropriate after liaison with the LADO and given the leaflet – Supporting Staff and Volunteers following an allegation of abuse (see appendix 6).

This process can be a difficult experience for those involved and Lighthouse Great Missenden has a duty of care to keep its helpers emotionally "safe", whether it is the helper who has disclosed information or the helper that has been allegedly accused of abuse or suspicious behaviour.

In order to support the LADO through the managing allegations process, Lighthouse Great Missenden will:

- follow all advice given by the LADO throughout the investigation process, including how to manage the helper against whom the allegation is made;
- follow all advice given by the LADO relating to supporting the child, young person or helper making the allegation;
- follow all advice given by the LADO to ensure that all other children, young people and helpers connected to Lighthouse Great Missenden are kept safe and rumours quashed;
- ensure feedback is provided to the LADO about the outcome of any internal investigations within Lighthouse Great Missenden.

Transfer of Risk: Should an individual helper be involved in child protection, other safeguarding procedures or Police investigations in relation to abuse or neglect, they must inform their Age Group Leader/Team Coordinator or the Designated Safeguarding Lead. In these circumstances, Lighthouse Great Missenden will need to assess whether there is any potential for risk that can transfer to the work done on site with the children and young people.

Safer Recruitment

Lighthouse Great Missenden follows the safer recruitment practices in line with the [Buckinghamshire Safer Recruitment Toolkit](#) to the best of our ability.

It is important to note that helpers are not interviewed due to the number of individuals who sign up to help, although references are obtained prior to them working with a child or young person.

We endeavour to receive all references before Lighthouse Great Missenden commences on the Monday morning. Referees from late applications are contacted by telephone. There is a designated individual assigned to solely contacting and chasing references.

Any helper, over the age of 16, who is in regulated activity with the children and young people will have a current DBS (Disclosure and Barring Service) check. For detailed information and guidance relating to regulated activity and DBS checks please refer to the guidance document below:

[Disclosure and Barring Service: A guide to Child Workforce Roles for Registered Bodies and Employers](#)

Training

All helpers, prior to commencing their role will attend annual mandatory training and a record of who has had this training will be kept by the Chairperson.

All helpers at Lighthouse Great Missenden are aware of the confidential nature of child protection information, which is mentioned as part of the annual training.

If helpers wish to gain more insight into the field of safeguarding and child protection then scenarios can be used in discussions in order for helpers to gain a wider perspective from others with different levels of experience and knowledge in the field. Confidentiality will be maintained throughout and all information will be given on an anonymous basis. This additional insight will be provided by the Designated Safeguarding Lead on request.

Information Sharing, Confidentiality and Record Storage Guidelines

Information Sharing: Information sharing is vital to safeguarding and promoting the welfare of children and young people. It is also an intrinsic part of any helper's job when working with children and young people. Decisions about how much information to share, with whom and when, can have a profound impact on individuals' lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum it could be the difference between life and death. Poor or non-existent information sharing is a factor repeatedly flagged up as an issue in Serious Case Reviews carried out following the death of, or serious harm to, a child as a result of abuse or neglect.

The importance of appropriate information sharing in effectively safeguarding children is paramount. Further guidance and support for helpers to enable them to make decisions on when and how to share information appropriately is available on the BSCB website.

- BSCB Multi Agency Information Sharing Code of Practice
- HM Government Information Sharing Guidance (2015)
- Seven Golden Rules for Information Sharing

Consent: When responding to a concern about a child, making a referral to Children's Social Care or the LADO, consent will be sought in line with the information provided on the two flow diagrams in appendix 2 and 4.

Lighthouse Great Missenden follows the systems laid out below to ensure accurate records are kept regarding safeguarding and child protection concerns. These systems are clearly understood and adhered to by all helpers at Lighthouse Great Missenden. Any personal information which is shared by a child, young person or adult in a 1:1 or small group conversation, such as sexual orientation or gender identification, **will not** be disclosed to the wider community of helpers.

Lighthouse Great Missenden adheres to the new General Data Protection Regulation (GDPR) 2018 to ensure that personal data is protected. The GDPR strengthens existing rights, provides for new rights and gives citizens more control over their personal data, whatever their nationality or residence.

- Confidential information is held securely on the Lighthouse Great Missenden databases to which only designated persons have access to in line with GDPR.
- Written safeguarding concerns, disclosures and allegations are stored within either the First Aid cabin or Admin cabin which are where the Designated and Deputy Safeguarding Leads can be found respectively.
 - > The cabins are continually monitored and locked when uninhabited.

- Only the Designated Safeguarding Lead and Deputy Safeguarding Lead have access to the safeguarding records to ensure confidentiality is maintained.

All child protection concerns/disclosures from a child or young person and/or any safeguarding allegations made against another helper **will not** be discussed within the wider Lighthouse Great Missenden community of helpers. This information will be shared solely with the Designated and Deputy Safeguarding Leads and with Children's Social Care/LADO as appropriate.

Hand written records will be:

- legible;
- contemporaneous;
- held securely in the designated folder, in the designated cabin;
- accessed only by the Designated or Deputy Safeguarding Lead;
- shared only with those who 'need to know' about the situation.

Between Lighthouse Great Missenden being run each year, child protection and safeguarding records will be stored securely by the Designated Safeguarding Lead or Deputy Safeguarding Lead if required. Should referrals be made to Children's Social Care or the LADO then these records will be sent electronically, therefore all paper records will be securely and safely destroyed.

- > Any other child protection records will be securely destroyed for all children when they reach their 25th birthday regardless of intervention or actions carried out.
- > Any records of allegations or disclosures made against a helper of Lighthouse Great Missenden that are found to be malicious will be instantly securely and safely destroyed.
- > Any records of allegations or disclosures made against a helper of Lighthouse Great Missenden that are investigated and found to be accurate will be kept until the individual is 65 years of age or 10 years after the accusation has been made, if the individual is above 65 years of age.

NB: The destruction of records is in alignment with the [NSPCC's 2019 Knowledge and Information Services document: Child Protection Records, Retention and Storage Guidelines](#).

Escalation and Challenging

It is paramount that all concerns are reported, as those who step outside of the agreed safe practices whilst at Lighthouse Great Missenden may affect others accessing Lighthouse Great Missenden, e.g. children, young people, visitors to the site or helpers. In order to do this successfully Lighthouse Great Missenden supports and encourages helpers to feel confident to raise and report concerns, suspicions, disclosures and allegations of abuse. Helpers at Lighthouse Great Missenden are also encouraged to report dangerous and/or illegal activities to the Designated Safeguarding Lead or Deputy Safeguarding Lead as soon as possible, although:

if anyone is in immediate danger the Police should be called directly on 999.

The protection of children and young people will always be an area in which there may be differences of opinion about the best course of action. It is very important that all those working with children and families feel able to air their views and constructively challenge the actions of others.

Lighthouse Great Missenden acknowledges the differing points at which helper's individual levels of learning and knowledge regarding safeguarding lie and will support all those in need to ensure they have the ability to safely challenge and escalate concerns as required. This includes cases where the difference of opinion is with professionals who are more senior or experienced. Similarly, helpers, agencies or professionals should not be defensive if challenged.

E-Safety

Technology is playing an ever-increasing role in the lives of children and young people. As such, it is important that helpers understand the responsibility they have to use this technology appropriately when working with children and young people by role modelling positive behaviour.

All helpers volunteering at Lighthouse Great Missenden are informed at the annual training of the potential risks connected to the use of technology, from cyber bullying, to sexting, distribution of images and even the potential for radicalisation. Information regarding these topics, and others, can be found on the BSCB e-safety & Prevent pages.

Lighthouse Great Missenden has social media pages that are monitored to ensure negative, derogatory, abusive and illegal posts are not made.

Contact made to young people under the age of 18 years of age is made via emails, telephone call and mobile messaging through their parents, carers or guardians. If the young person uses their own email address, mobile number when registering for Lighthouse Great Missenden then their parents, carers or guardians are consenting for the young people to be contacted directly.

Due to many young people having mobile phones, it is at their parent's discretion to monitor their friendship group and individual chats. However, all helpers are encouraged to report any concerns directly to the Designated Safeguarding Lead as soon as they are made aware of any conversations that are of an abusive or inappropriate nature.

The use of mobile phones on site is not permitted. If helpers wish to use their mobile phones, they are advised to use them in the Entrance Tent/Cafe, ideally not in the presence of children and young people. The exceptions to this request are:

- during the set-up and break-down of the Lighthouse Great Missenden site;
- if an emergency arises on site (i.e. an ambulance needs to be called, by one of the First Aid Nursing Team);
- the site manager and security helpers who are required to be in contact with external agencies during the week that Lighthouse Great Missenden runs.

Photography and Sound Clips

Lighthouse Great Missenden may take photographs and sound clips of the children and young people engaging and enjoying their time on site. Examples of sound clips may include the children reading prayers or bible readings. Lighthouse Great Missenden may use these photographs and sound clips:

- on the main website and social media platforms;
- during local church services;
- on promotional materials.

As confirmed in the Data Protection Act (2018), Lighthouse Great Missenden will ensure written consent is sought from parents, carers or guardians for any child or young person under the age of 18 prior to any photographs or sound clips being taken. If consent is given, Lighthouse Great Missenden will make a clear agreement with the parent, carer or guardian if they wish to use the image and/or sound clip and how they will be used. Due consideration will be given to the appropriateness of clothing and posture within the picture and its content prior to publication and details such as a child's name or age will not be shared.

Lighthouse Great Missenden is aware that young people who are helpers like to use social media platforms. However, it is strongly advised that no photographs taken on the Lighthouse Great Missenden site should be uploaded on any social media platform by any individual or group without gaining consent from the young person(s) parent/carer as this may pose as a safeguarding risk.

Visitors

Lighthouse Great Missenden is committed to safeguarding children and young people. We therefore expect all visitors to the site to adhere to the same guidelines as all helpers.

- All visitors will be given a badge to wear whilst on site after they have signed in with the Admin team located in the entrance tent.
- Details regarding how to raise a safeguarding concern whilst in site at Lighthouse Great Missenden can be found in the entrance tent, First Aid cabin and Security cabin for visitors to read and action discussions as necessary.
- A hard copy of the child protection policy can be found in the First Aid cabin and Admin cabin for visitors and helpers to access as required. An e-copy can be found on the Lighthouse Great Missenden website (www.lighthousemissenden.org.uk).
- All visitors will not be allowed to be left unsupervised with any child or young person whilst on site.
- Visitors are not allowed to take photographs whilst onsite unless they have permission from the Chairperson.

Appendices

Appendix 1

[Professional Boundaries](#)

Appendix2

[What to do if you have a concern about a child](#)

Appendix 3

[BSCB Threshold Document](#)

Appendix 4

[What to do if you have a concern about a helper](#)

Appendix 5

[Info for parents and carers](#)

Appendix 6

[Support for staff following an allegation](#)