

CHAPTER2

Safeguarding Policy

Version 2.04



January 2026

Reading Family Church Offices
448a Basingstoke Road
Reading
RG2 0RX

Registered Charity No. 1177011

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Definitions

- Workers refer to those engaged by Chapter2 either in paid or volunteer basis.
- Leadership refers to the Trustees of Chapter2.

Policy Statement

As a Leadership we recognise the need to provide a safe and caring environment for children, young people and adults with care and support needs. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

As a Leadership we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and any attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

The Leadership undertakes to:

- Follow statutory and specialist guidelines in relation to safeguarding children, young people and adults with care and support needs and will ensure that all workers will work within the agreed procedure of our safeguarding policy.
- Implement the requirements of all relevant legislation including, but not limited to; Working Together to Safeguard Children 2023, the Disability Discrimination Acts 1995 and 2005, Equality Act 2010 and referring concerns about adults with care and support needs to the local authority under the Care Act 2014 and Northern Ireland’s Adult Safeguarding Prevention and Protection in Partnership 2015.
- Support, resource and train those who undertake this work.
- Ensure that we are keeping up to date with national and local developments relating to safeguarding.

- Ensure that everyone agrees to abide by these recommendations and the guidelines established by this organisation.
- Support all in the organisation affected by abuse.
- Support the Designated Safeguarding Lead(s) in their work and in any action, they may need to take in order to protect young people; and
- Prevent the document from being copied by other organisations.

Chapter2 will work to support the welfare and safety of all people we work with through:

- maintaining people's welfare as our paramount concern;
- ensuring that we help children, young people and adults with care and support needs to stay safe by providing support that helps them to recognise when they don't feel safe and identify who they can talk to;
- providing suitable support and guidance so that children, young people and adults with care and support needs have a supportive adult to approach if they are in difficulties;
- working with guardians and other agencies to build an understanding of our responsibility to ensure the welfare of all children, young people and adults with care and support needs including the need for referral to other agencies in some situations;
- ensuring all Workers are able to recognise the signs and symptoms of abuse and are aware of our procedures;
- monitoring children, young people and adults with care and support needs who have been identified as having welfare or protection concerns; keeping confidential records and rationale for decisions which are stored securely and shared appropriately with other professionals;
- providing all Workers with the necessary information to enable them to meet their statutory responsibilities to promote and safeguard the wellbeing of children, young people and adults with care and support needs; and
- demonstrating that our top priority is to safeguard young people and promote their welfare by consistently modeling good practice.

When this policy is not followed

If it comes to light that this policy has not been followed, there needs to be a review of the situation and understanding of the reasons why it was not followed. These reasons need to be reviewed and dealt with appropriately. Through this process the policy should be clarified for those concerned and there needs to be a renewed commitment to follow the policy with greater understanding. Trustees should be informed of any material breach of this policy and a decision made as to the future of the mentoring relationship based on the impact of the breach.

Related Policies and Procedures for Reference:

- Code of Conduct
- Whistleblowing
- Online Safety
- Use of Reasonable Force

Section 1: Details of the organisation

Name of Organisation: Chapter2

Address: Reading Family Church Offices, 448a Basingstoke Road, Reading, RG2 0RX

Tel No: +44 7796 182852

General Email address: info@Chapter2.org.uk

Safeguarding Trustee Name: Giles Allchurch

Safeguarding Trustee Contact Telephone / Email:

giles.allchurch@readingfamilychurch.org.uk

Designated Safeguarding Lead (DSL): Christina Pepper

Designated Safeguarding Lead (DSL) Contact Telephone: 07864010833 /

Email: christina@chapter2.org.uk

Deputy Safeguarding Lead Name: Andrea Smith

Deputy Safeguarding Lead Contact Telephone: 07305321126 /

Email: andrea@chapter2.org.uk

Charity Number: 1177011

Insurance Company: Ansvar

Overview of Chapter2 and Scope of the Policy

The mission of Chapter2 is, firstly, to provide children, young people and adults with care and support needs with a trained, assessed and monitored 1-to-1 mentor. Secondly, it is to provide a wider community of mentors for the children, young people and adults with care and support needs to be mentored within, facilitated by leisure time activities.

Chapter2 has a hybrid operational model with two elements:

1. a centrally managed mentoring programme in which Chapter2 is responsible for the safeguarding of young people; and
2. partnership programmes whereby the partner organisation is responsible for the safeguarding of the young people.

In our partner programmes, it is the responsibility of the partner organisation to manage the team of mentors in a way that is consistent with their safeguarding policies. Consequently, the direct supervision and care for children, young people and adults with care and support needs will not be the responsibility of Chapter2. Chapter2 will only partner with legally registered organisations with appropriate safeguarding policies.

However, Chapter2 supports partner organisations to; (i) establish a working relationship with referral agencies for children, young people and adults with care and support needs (i.e. schools within their local community); (ii) establish and maintain a team of trained and assessed mentors; and (iii) provide leisure time activities for mentors and mentees.

This safeguarding policy pertains directly to the centrally-managed mentoring programme and will be shared with our partner organisation as an example of best practice if requested. The only instance in which this policy will pertain to the partnership programme is during group activities when a Chapter2 Worker may be in attendance (See Appendix 3).

When considering abuse against adults with care and support needs this pertains to:

- 1) Mothers and Guardians whose:
 - a) **Personal characteristics** may include, but are not limited to age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain.
 - b) **Life circumstances** may include, but are not limited to, isolation, socio-economic factors and environmental living conditions (**Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)**)
- 2) Young adults over the legal age of 18

Procedure

Section 2: Prevention

Understanding abuse and neglect

Defining abuse or abuse against an adult is a difficult and complex issue. A person may abuse by inflicting harm or failing to prevent harm. Children, young people and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the young person or adult.

In order to safeguard those in our programmes and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19:

1. States Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.

Also, for adults the UN Universal Declaration of Human Rights with particular reference to Article 5:

No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy (Appendices 1 - 4).

Safer recruitment

The Leadership will ensure all Workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- there is a written job description / person specification for the post;
- those applying have completed an application form and a self-declaration form;
- those short-listed have been interviewed. All interviewing panels will include at least one person who has undertaken up-to-date safe recruitment training, and all recruitment processes will be overseen by an appropriately trained member of staff;
- safeguarding has been discussed at interview for roles in which the candidate will come into contact with young people;

- written references have been obtained, and followed up where appropriate;
- an enhanced disclosure and barring check have been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information);
- for those individuals who have subscribed to the DBS update service we will require to see the original DBS, one form of picture ID and consent from the applicant to check their DBS on the service;
- if we require additional information an online check will be carried out, subject to the prior consent of the applicant;
- qualifications where relevant have been verified;
- a suitable training programme is provided for the successful applicant; and
- the successful applicant has completed a probationary period.

Safeguarding training

The Leadership is committed to on-going safeguarding training and development opportunities for all Workers who come into contact with children, young people and adults with care and support needs, and to developing a culture of awareness of safeguarding issues to help protect everyone. All our Workers will receive induction training and undertake recognised safeguarding training on a regular basis, where the role requires contact with children, young people and adults with care and support needs. No Worker will engage in regulated activity until they have completed the following process:

- Workers will be required to read and sign to say that they have read and will implement the requirements of a summary of Working Together to Safeguard Children, July 2018 (updated December 2023), together with Chapter2's Safeguarding, Online Safety and Use of Reasonable Force policies and Code of Conduct.
- All Workers will complete basic safeguarding training as part of the initial training they receive from Chapter2 and will update that training as required. Chapter2 will ensure that all Workers are updated on any changes to required practice (local or national) through electronic updates.
- Where appropriate Workers will complete PREVENT training to recognise and respond to the risks of radicalisation.

The Leadership will also ensure that young people are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

Management of Workers – Codes of Conduct

As a Leadership we are committed to supporting all Workers and ensuring they receive support and supervision. All Workers have been issued with a code of conduct towards children, young people and adults with care and support needs.

Trustee Responsibilities

Although most Trustees will not have direct contact with children, young people and adults with care and support needs, in order to disclose their duty and commitment to safeguarding they will:

- Complete basic safeguarding training; and where appropriate PREVENT training;
- Undergo an enhanced Disclosure and Barring Service check;
- Review the Chapter2 Safeguarding policy annually; and
- Ensure safeguarding procedures are in place by reviewing the annual safeguarding audit/report.

Section 3: Practice Guidelines

As an organisation working with children, young people and adults with care and support needs, we wish to operate and promote good working practice both within Chapter2 and our partner organisations.

As well as a general Code of Conduct for Workers we also provide a protocol for good practice guidelines for all mentoring activities that Chapter2 and our partners are involved in.

Working in Partnership

The diversity of organisations and settings means there can be great variation in practice when it comes to safeguarding children, young people and adults with care and support needs. This can be because of cultural tradition, belief, and religious practice or understanding, for example, of what constitutes abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership, whether in the UK or not. We will discuss with all partners our safeguarding expectations and have a partnership agreement for safeguarding. If a concern or disclosure is raised with a partner organisation, we will support them in gathering information and making a referral if needed. Safeguarding will be a standing order of quarterly reviews with partners.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children, young people and adults with care and support needs, and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

Section 4: Responding to allegations of abuse

As an organisation that works with children, young people and adults with care and support needs, we take our safeguarding responsibility seriously. We have established safe practices and are conscious of our obligations to record and report incidents appropriately; keep record of the rationale for any decisions made; and we will work with partner organisations to do the same. We also commit to reporting any 'serious safeguarding incidents' to the Children's Social Care and encouraging any relevant partner organisation to do the same.

Under no circumstances should a Worker carry out their own investigation into an allegation or suspicion of abuse. The role of Chapter2 in situations where there are child protection concerns is NOT to investigate but to recognise, record and refer. Follow procedures as below:

- Documenting a concern

The Worker should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

Name: Christina Pepper (hereafter the "DSL")

Tel: +44 7864010833

Email: christina@Chapter2.org.uk

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the DSL or, if the suspicions in any way involve the DSL, then the report should be made to:

Name: Andrea Smith (hereafter the "Deputy")

Tel: +44 7305321126

Email: andrea@Chapter2.org.uk

If the suspicions implicate both the DSL and the Deputy, then the report should be made in the first instance to:

thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The DSL should contact the appropriate agency, or they may first ring the thirtyone:eight helpline for advice. They should then contact social services in the area where the child, young person or adult with care and support needs lives:

Name of local authority: Brighter Futures for Children (Reading)

Children's Social Services

Tel: Children's Multi-Agency Safeguarding Hub: 0118 937 3641, (office hours).

Out of hours Tel: Emergency Duty Team on 01344 351999

Website Address: <https://brighterfuturesforchildren.org/concerned-about-a-child/>

Adult Social Services

Tel: The Reading Adult Social Services: 0118 937 3747 (office hours).

Out of hours Tel: 01344 351999

Website Address: www.Reading.gov.uk

Name of local authority: Hampshire County Council Children's Social Services

Tel: 0300 55 1384

Out of Hours Tel: 0300 555 1373

Website Address:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/safeguardingchildren/childprotection/reportingabuse>

Adult Social Care

Tel: 0300 5551386

Out of hours Tel: 0300 555 1373

Email: adult.services@hants.gov.uk

Website Address:

<https://www.hants.gov.uk/socialcareandhealth/adultsocialcare/safeguarding>

Name of local authority: Wokingham County Council Children's Social Services

Tel: 0118 908 8002

Out of Hours Tel: 01344 351 999

Website:

<https://www.berkshirerwestsafeguardingchildrenpartnership.org.uk/scp/report-safeguarding-concerns/concerned-about-a-child-in-wokingham>

Adult Social Care

Tel: 0118 974 6371

Out of hours Tel: 01344 351 999

Email: adult.services@hants.gov.uk

Website Address:

<https://directory.wokingham.gov.uk/kb5/wokingham/directory/service.page?id=RqI2N5RV8Ss&adultschannel=2>

Police Protection Team Tel: Emergencies (999), Non-emergency (101)

- The DSL may need to inform others depending on the circumstances and/or nature of the concern:
 - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
 - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a Worker working with someone under 18 (see Allegations of Abuse Policy).
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the DSL, the absence of the DSL or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- The Leadership will support the DSL/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need-to-know basis.

- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the organisation will use this procedure. If, however, the individual with the concern feels that the DSL/Deputy has not responded appropriately, or where they have a disagreement with the DSL(s) as to the appropriateness of a referral, they are free to contact an outside agency directly. We hope by making this statement that the Leadership demonstrates its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the DSL/Deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

Detailed procedures where there is a concern about a young person:

Allegations of physical injury, neglect or emotional abuse.

If a child or young person has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the DSL /Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child or young person's safety or if a child or young person is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the young person at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the DSL /Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team directly. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

Detailed procedures where there is a concern that an adult is in need of protection

Suspicious or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, the DSL /Deputy will:

- Contact the Adult Social Care Team who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively, thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

If there is a concern regarding spiritual abuse, the DSL will:

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and, in discussion with them, will consider appropriate action with regards to the scale of the concern.

Allegations of abuse against a person who works with young people

If an accusation is made against a Worker whilst following the procedure outlined above, the DSL/Deputy, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the Worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children and young people. This decision should be informed by the LADO if they are involved.

Further procedures can be found in our Allegations of Abuse policy.

Allegations of abuse against a person who works with adults with care and support needs

The DSL/Deputy will:

- Liaise with Adult Social Services in regard to the suspension of the Worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide.

Section 5: Pastoral Care

Supporting those affected by abuse

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Adoption of the policy

This policy was agreed by the Leadership and will be reviewed annually on:



Signed by:

Position: Chair of Trustees



Signed by:

Position: Trustee

Date: 13 February 2025

Review date: January 2026

A copy of this policy is also lodged with: 31:8

Appendix 1: Responding to a Disclosure or Concern from a Child or Young Person

All Workers are provided with the following procedure when responding to a disclosure:

1. Listen carefully to what the child or young person is saying without interrupting, remain calm and do not over-react.
2. Make clear that you are taking them seriously and acknowledge how difficult it must be for them.
3. Explain, at an appropriate time as early as possible, that because of the seriousness of the matter and our concern for their health, safety and well-being, the information provided by them will need to be shared with others strictly on a need-to-know basis.
4. Under no circumstances ask investigative or leading questions (for example "How many times has this happened?"). Only ask questions for clarification and avoid asking questions that suggest particular answers or are in any way probing.
5. Do not automatically offer any physical touch as comfort. It may not be comforting to someone who has been abused.
6. Avoid admonishing the person for not disclosing earlier as they may interpret it that they have done something wrong.
7. Let them know what will happen next, to whom the information is to be passed on, and what will happen once it has been passed on.
8. Undertake to keep the person informed as to any action that is proposed and to offer support through that process, if that is requested.
9. As soon as possible, record all the details of what was said, using the exact words that the person has used and not interpreting any of the information.
10. Seek support for yourself from your Mentor Manager if you are distressed.

Appendix 2: Responding to a Disclosure or Concern from Adults with care and Support Needs

1. Listen carefully to what the adult with care and support needs is saying without interrupting, remain calm and do not over-react.
2. Make clear that you are taking them seriously and acknowledge how difficult it must be for them.
3. Explain, at an appropriate time as early as possible, that because of the seriousness of the matter and our concern for their health, safety and well-being, we would like to share the information provided by them with others outside of Chapter 2 and seek their consent to be able to do so. If you feel the adult with care and support needs is in physical danger you can share the concern without consent (please see below)
4. Under no circumstances ask investigative or leading questions (for example "How many times has this happened?"). Only ask questions for clarification and avoid asking questions that suggest particular answers or are in any way probing.
5. Do not automatically offer any physical touch as comfort. It may not be comforting to someone who has been abused.

6. Avoid admonishing the person for not disclosing earlier as they may interpret it that they have done something wrong.
7. Let them know what will happen next, to whom the information is to be passed on, and what will happen once it has been passed on.
8. Undertake to keep the person informed as to any action that is proposed and to offer support through that process, if that is requested.
9. As soon as possible, record all the details of what was said, using the exact words that the person has used and not interpreting any of the information.
10. Seek support for yourself from your Mentor Manager if you are distressed.

There may be circumstances when we need to share information without the adult's consent:

- it is not safe to contact the adult to gain their consent – i.e. it might put them or the person making contact at further risk.
- you believe they or someone else is at risk, including children.
- you believe the adult is being coerced or is under duress.
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- the adult does not have mental capacity to consent to information being shared about them.
- the person causing harm has care and support needs.
- the concerns are about an adult at risk living in Wales or Northern Ireland (where there is a duty to report to the Local Authority).

When information is shared without the consent of the adult this must be explained to them, when it is safe to do so, and any further actions should still fully include them.

If you are in doubt as to whether to share information seek advice e.g. contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

Safeguarding adults' legislation gives the lead role for adult safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

Therefore, Chapter 2 may need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern you have raised.
- Provide a safe venue for the adult to meet with other professionals e.g. Police/Social Workers/Advocates.

- Attend safeguarding meetings.
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the adult to continue in the Chapter2 mentoring programmes.

Appendix 3: Definitions of Abuse (Children and Young People)

The four definitions (and a few additional categories) of abuse below operate in England based on the government guidance 'Working Together to Safeguard Children' (2018).

What is abuse, neglect and exploitation?

Abuse, neglect and exploitation are forms of maltreatment of a child or young person. Somebody may abuse or neglect a child or young person by inflicting harm, or by failing to act to prevent harm. Harm can include ill treatment that is not physical as well as the impact of witnessing ill treatment of others. This can be particularly relevant, for example, in relation to the impact on children of all forms of domestic abuse, including where they see, hear or experience its effects. Children and young people may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger- for example, via the internet. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. They may be abused by an adult or adults, or another child/young person or by young people.

Physical abuse: Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or young person. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a young person.

Emotional abuse: Emotional abuse is the persistent emotional maltreatment of a child and young person such as to cause severe and persistent adverse effects on the child or young person's emotional development. It may involve conveying to a child or young person 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 or young person 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 a child or young person. These may include interactions that are beyond the child or young person's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or young person 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 or young people frequently to feel frightened or in danger, or the exploitation or corruption of children and young people. Some level of emotional abuse is involved in all types of maltreatment of a children and young person, though it may occur alone.

Sexual abuse: 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 or young person 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 a young person in looking at, or in the production of, sexual images, watching sexual activities, encouraging a young person to behave in sexually inappropriate ways, or grooming a child or young person 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 or young people.

Neglect: Neglect is the persistent failure to meet a child or young person's basic physical and/or psychological needs, likely to result in the serious impairment of the child or young person'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, clothing and shelter (including exclusion from home or abandonment);
- protect a child or young person 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 or young person's basic emotional need.

Exploitation

Exploitation is a form of abuse that occurs where an individual or group takes advantage of an imbalance in power to coerce, manipulate or deceive a child into taking part in criminal activity. It may involve an exchange for something the victim needs or wants, and/or for the financial advantage or increased status of the perpetrator or facilitator and/or through violence or the threat of violence. We know that different forms of harm often overlap, and that perpetrators may subject children and young people to multiple forms of abuse, such as criminal exploitation (including county lines) and sexual exploitation. Children can be exploited by adult males or females, as individuals or groups. They may also be exploited by other children, who themselves may be experiencing exploitation – where this is the case, it is important that the child perpetrator is also recognised as a victim. Whilst the age of the child may be a contributing factor for an imbalance of power, there are a range of other factors that could make a child more vulnerable to exploitation, including, sexual identity, cognitive ability, learning difficulties, communication ability, physical strength, status, and access to economic or other resources.

Sexual exploitation: sexual exploitation is a form of 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. Sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Extremism: Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that

minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Chapter2 recognises that any child or young person may benefit from early help, but Workers are encouraged to consider the wider environmental factors present in a child and young person's life which could pose a threat to their welfare or safety (contextual safeguarding). Early help is support for children of all ages that improves a family's resilience and outcomes or reduces the chance of a problem getting worse. Providing early help is more effective in promoting the welfare of children than reacting later. Workers are required to be particularly alert to the potential need for early help for the following 'categories' of children young people:

Children and Young People with Disabilities, Additional Needs or Special Educational Needs: Chapter2 recognises that, statistically, children and young people with additional needs, special educational needs, emotional and behavioural difficulties and disabilities are most vulnerable to abuse. Workers will be encouraged to be particularly aware of the likelihood of abuse in the lives of these children and young people.

Child and Young Carers: Chapter2 recognises that children and young people who are living in a home environment which requires them to act as a young carer for a family member or a friend who is ill, disabled or misuses drugs or alcohol can increase their vulnerability and that they may need additional support and protection. Workers will seek to identify young carers and signpost to external support. They will liaise with external agencies as appropriate and refer to Social Care if such referral appears appropriate / supportive.

Children and Young People at Risk of Criminal Exploitation: Criminal exploitation of children and young people is a form of abuse. It may take many forms, but invariably involves adults or other children or young people encouraging / forcing / bribing children or young people to engage in criminal activity on their behalf e.g., drug networks or gangs exploit young people to carry drugs and money from urban areas to suburban and rural areas. Exploitation can occur even if the activity appears to be consensual. Workers will be trained to be aware of criminal exploitation to include developments in 'County Lines' activity, and will follow the procedures outlined in this policy if concerns of criminal exploitation arise. The DSL will complete the Local Safeguarding Children Partnership (LSCP) Children Exploitation Checklist and refer to the Multi-Agency Safeguarding Hub (MASH) if there is a concern that a young **person** may be at risk of criminal exploitation. Chapter2 recognises that young people who go missing from education, home or care can be at increased risk of criminal exploitation and/or trafficking and will respond appropriately when children and young people go missing, particularly on repeat occasions.

Fabricated / Induced Illness (FII): FII is a rare form of abuse. It occurs when a parent or carer, usually the child or young person's biological mother, exaggerates or deliberately causes symptoms of illness in the child or young person and understands that it is a form of abuse. Chapter2 will:

- Ensure the DSL is trained to recognise and respond appropriately should suspicions arise, no matter how far-fetched they appear;
- Promote awareness of FII through supervision conversation and access to resources;
- Support Workers to recognise the signs and indications and ensure persistent unexplained absences are recorded and explored further;
- Encourage young people to seek help and support about concerns they may have;
- Ensure that Workers are aware that any suspicions should be reported to the DSL;
- Understand that sharing information with guardians may not be appropriate and ensure that decisions of this nature are made by Children's Social Care or the police.

Children and Young People Misusing Drugs or Alcohol: The discovery that a child or young person is misusing legal or illegal substances or reports of their substance misuse are not necessarily sufficient of itself to initiate protection proceedings, but Chapter 2 will consider such action when there is evidence or reasonable cause to:

- Believe the child or young person's substance misuse may cause him to be vulnerable to other abuse such as sexual abuse;
- Believe the child or young person's substance related behaviour is a result of abuse or pressure or incentives from others, particularly adults;

or where:

- the misuse is suspected of being linked to parent/care substance misuse;
- The misuse indicates an urgent health or safeguarding concern;
- The child or young person is perceived to be at risk of harm through any substance associated criminality.

Children and Young People Living with Substance Misusing Parents/Carers: Misuse of drugs and/or alcohol is strongly associated with significant harm to children and young people, especially when combined with other features such as domestic violence. Should Workers become aware that any of the following factors are present:

- use of the family resources to finance the parent's / parents' dependency, characterised by inadequate food, heat and clothing for the young person;
- exposure of the young person to unsuitable caregivers or visitors eg customers or dealers;
- the effects of alcohol on parents/carers leading to an inappropriate display of sexual and/or aggressive behaviour;
- drug and / or alcohol use by parents/carers leading to emotional unavailability, irrational behaviour and reduced parental vigilance;
- disturbed moods on the part of parents/carers as a result of withdrawal symptoms or dependency;
- unsafe storage of drugs and/or alcohol or injecting equipment in the home;
- drugs and/or alcohol having an adverse impact on the growth and development of an unborn child.

... then referral will be made to the appropriate LSCP.

Children and Young people Living with Domestic Abuse: Domestic abuse is defined as any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse: psychological, physical, sexual, financial and emotional. Where there is domestic abuse in a family, the child or young person will always be affected; the longer the violence continues, the greater the risk of significant and enduring harm, which they may carry with them into their adult life and relationships. Domestic abuse can also affect young people in their personal relationships as well as in the context of home life. Workers will be trained to be vigilant to signs of domestic abuse and will always refer to appropriate agencies should they consider that there is evidence of such abuse taking place. The DSL will either engage in specific training regarding domestic abuse or ensure another member of staff is appropriately trained. Chapter2 will vigilantly monitor the welfare of children and young people living in domestic abuse households, offer support to them and contribute to any Multi-Agency Risk Assessment Conference (MARAC) safety plan as required.

Children and Young people 'looked after' by the local authority: Chapter2 recognises that looked after children and young people may be more vulnerable to abusive behaviour from others and may have additional needs resulting from their life experiences. Chapter2 will liaise with local authority virtual schools for looked after children and young people and work with local authority staff to ensure they are supported and 'kept safe' wherever possible. Chapter2 will work with carers as they would with all parents to ensure 'wrap around' support.

Children and Young people who have returned home to their family from care: Chapter2 recognises that a previously looked after child or young person potentially remains vulnerable. Chapter2 will vigilantly monitor the welfare of previously looked after young people, keep records and notify Social Care as soon as there is a recurrence of a concern.

Children and Young people showing signs of Abuse and/or Neglect: Abuse or neglect will almost certainly have an adverse impact on those children and young people who experience it. This may last into adulthood unless there is appropriate intervention and support. Children and young people who have experienced abuse or neglect may subsequently behave in ways that are challenging and defiant or passive and withdrawn. Chapter2 recognises that children and young people may develop abusive behaviours and that these children and young people may need to be referred on for appropriate support and intervention. The organisation will provide training for Workers to ensure that they have the skills to identify and report cases, or suspected cases, of abuse in accordance with the procedures outlined in this policy.

Children and Young people at Risk of Radicalisation: Chapter2 recognises that children and young people may be vulnerable to extremist ideology and radicalisation and that protecting

them from this risk forms part of the organisation's safeguarding response. Chapter2 management will ensure that all DSLs and safeguarding trustees have undertaken PREVENT awareness training and that all Workers receive information about their PREVENT duty. Through appropriate training we will ensure that Workers are alert to changes in children and young people's behaviour which could indicate they need help or protection. Concerns that a child or young person is at risk of radicalisation must be referred to the DSL in the usual way. If appropriate, the DSL will make a Channel referral. Further information is available in the Revised Prevent Duty Guidance: for England and Wales, July 2015 (updated 2021).

Privately Fostered Children and Young people: Private fostering is when a child or young person under the age of 16 (under 18 if disabled) is provided with care and accommodation for 28 days or more by a person who is not a parent, person with parental responsibility for them or a relative. Chapter2 (through the DSL) will follow the mandatory duty to inform the local authority of any 'Private Fostering' arrangements.

Children and Young people who have Family Members or carer in custody or are affected by parental offending: Chapter2 is committed to supporting children and young people who have a parent or close relative in prison and will work with the family to find the best ways of supporting the child or young person. Children and young people with family members in prison are usually at significant risk of poverty, stigma, isolation, poor mental health and poor attendance. Chapter2 will treat information shared by the family in confidence and it will be shared on a 'need to know' basis. Chapter2 will work with the family and the child or young person to minimise the risk of the child or young person not achieving their full potential.

Children and Young people who have experienced multiple suspensions, are at risk of being permanently excluded from schools, colleges and in Alternative Provision or a Pupil Referral Unit.

Children at risk of exclusion often face challenges such as unmet SEND, trauma, or behavioural issues. If Chapter2 becomes aware of a young person who is not attending school we will contact the school to make them aware of the child's absence and, if appropriate, to inquire about the absence.

Children and Young people who have a mental health need

Children with mental health challenges may show signs of distress, such as withdrawal, low self-esteem, or self-harm. If necessary, Chapter2 will signpost mothers/guardians to the appropriate mental health support service which will be able to provide the child with further help.

Children and Young people who are at risk of modern slavery, trafficking, sexual exploitation

Exploitation risks include unexplained absences, relationships with older individuals, or unexplained gifts. Early help to prevent exploitation focuses on immediate safeguarding referrals, engaging specialist organisations, and building trust to support any disclosures that may need to be made. Should a mentor suspect a mentee being at risk, or should a mentee make a disclosure to a mentor, the mentor should let the Mentor Manager or Chapter2's Designated Safeguarding Lead know immediately.

Children who are lesbian, gay, bisexual, or gender questioning

N.B. The following wording has been taken from the Department of Education's most recent publication of Keeping Children Safe in Education:

This section remains under review, pending the outcome of the gender questioning children guidance consultation, and final gender questioning guidance documents being published.

A child or young person being lesbian, gay, or bisexual is not in itself an inherent risk factor for harm, however, they can sometimes be targeted by other children. In some cases, a child who is perceived by other children to be lesbian, gay, or bisexual (whether they are or not) can be just as vulnerable as children who are. However, the Cass review identified that caution is necessary for children questioning their gender as there remain many unknowns about the impact of social transition and children may well have wider vulnerabilities, including having complex mental health and psychosocial needs, and in some cases additional diagnoses of ASD and/or ADHD. It recommended that when families/carers are making decisions about support for gender questioning children, they should be encouraged to seek clinical help and advice. When parents are supporting pre-pubertal children, clinical services should ensure that they can be seen as early as possible by a clinical professional with relevant experience. As such, when supporting a gender questioning child, schools should take a cautious approach and consider the broad range of their individual needs, in partnership with the child's parents (other than in the exceptionally rare circumstances where involving parents would constitute a significant risk of harm to the child), including any clinical advice that is available and how to address wider vulnerabilities such as the risk of bullying. When deciding how to proceed, schools should refer to our Guidance for Schools and Colleges in relation to Gender Questioning Children. Risks can be compounded where children lack trusted adults with whom they can be open. It is therefore vital that staff endeavour to reduce the additional barriers faced and create a culture where they can speak out or share their concerns with members of staff.

Appendix 4: Definitions of Abuse (Adults)

The following information relates to the Safeguarding of Adults as defined in the Care Act 2014, Chapter 14. Safeguarding, this replaces the previous guidelines produced in 'No Secrets' (Department of Health 2000). The legislation is relevant across England and Wales but on occasions applies only to local authorities in England.

The Safeguarding duties apply to an adult who;

- has need for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Organisations should always promote the adult's wellbeing in their safeguarding arrangements. People have complex lives and being safe is only one of the things they want for themselves. Professionals should work with the adult to establish what being safe means to them and how that can be best achieved. Professional and other staff should not be advocating 'safety' measures that do not take account of individual well-being, as defined in Section 1 of the Care Act.

Link: The Care Act 2014 <http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Link: Care and Support Statutory Guidance under the Care Act 2014
<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

Link: Northern Ireland (Adult Safeguarding Prevention and Protection in Partnership 2015)
<https://www.health-ni.gov.uk/sites/default/files/publications/dhssps/adult-safeguarding-policy.pdf>

This section considers the different types and patterns of abuse and neglect and the different circumstances in which they may take place. This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

Physical abuse: including assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.

Domestic violence: including psychological, physical, sexual, financial, emotional abuse; so-called 'honour' based violence.

Sexual abuse: including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Psychological abuse: including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment,

verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or supportive networks.

Financial or material abuse: including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Modern slavery: encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Discriminatory abuse: including forms of harassment, slurs or similar treatment; because of race, gender and gender identity, age, disability, sexual orientation or religion.

Organisational abuse: including neglect and poor care practice within an Institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission: including ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, care and support or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Self-neglect: this covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. Incidents of abuse may be one-off or multiple, and affect one person or more.

Spiritual Abuse: "Coercion and control of one individual by another in a spiritual context. The target experiences spiritual abuse as a deeply emotional personal attack. This abuse may include: - manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, pressure to conform, misuse of scripture or using the pulpit to control behaviour, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation from others, especially those external to the abusive context" (Oakley, 2013 in Oakley & Kinmond, 2013 p21).

Appendix 5: Peer Group Activities

For any peer-group activity facilitated or provided by Chapter2 the Mentor for each child or young person will take responsibility for the child or young person in their care and shall report any safeguarding incidents in accordance with the safeguarding policy of the relevant organisation. However, any safeguarding incident that occurs 'on-site' at a Chapter2 facilitated event should also be reported to the DSL who will endeavour to ensure that appropriate action has been taken by the partner organisation.

Before setting up a peer-led activity the following should be taken into consideration:

- The appropriateness of the venue for the activity.
- Any medical issues, dietary needs and allergies will be appropriately managed.
- Emergency contact numbers are to hand for all members under the age of 18 years.

If the provision of food is part of the activity, leaders must ensure that food is prepared in accordance with Basic Food Hygiene standards.

Whilst there may be a valid argument for groups of age 16+ being led and run by their peers, adult leaders should always be in the vicinity and should contribute to any programme reviews and planning. Peer-group leaders must be trained and supported by at least one adult.

Appendix 6: Overnight Activities

On the occasion that a group activity requires mentees and mentors to stay overnight we will ensure the following procedures are in place and adhered to:

- Obtain written consent of parent or carer on each occasion.
- Hold a meeting for parents or carers in advance to explain the arrangements and answer any questions, including the steps you are taking to keep their children safe.
- Complete a risk assessment which will include what steps will be taken to ensure the children are safe and reflect any public health advice (including, where appropriate, in-country advice of international destinations).
- Ensure parents and carers know the address of where we will be staying and have our contact details.
- Have at least one emergency contact number (but ideally more than one) for the parent or carer of each child attending.
- Ensure there are separate sleeping, washing and toilet areas for adults, older and younger children, and according to sex.
- Brief all children so they know what to do if there is an emergency during the night.

Appendix 67 Swimming Procedures

When a Mentor takes a Mentee swimming he should adhere to the following guidelines.

The Mentor will:

- Make the mum/guardian aware of plans to go swimming.
- Make Mentor co-ordinator aware of plans to go swimming.
- Ensure the mum/guardian has completed and signed the consent form which will also indicate the Mentee's level of swimming ability (<https://chapter2.charitysuite.com/forms/gp4e5myd>).
- Complete a risk assessment using the template below. The Mentor Co-ordinator can support with this.
- Use facilities (indoors and outdoors) where there is a qualified lifeguard on duty.
- Use facilities where there are individual changing cubicles available and change in a separate cubicle to the mentee.
- Not leave the Mentee unattended in the changing room area. (ie if Mentor finishes changing first, he should remain in the changing room area while Mentee changes in their individual cubicles).
- Take Mentee swimming at a time where there will most likely be other people around.
- Keep visual contact of Mentee while in the pool.
- Remind Mentee to tell them if they need to leave the pool for any reason.
- Make note in Charity Suite after your session noting swimming activity.

When at the swimming facility the Mentor should avoid physical contact with their Mentee unless it is:

- To treat an injury
- To prevent an injury
- To meet the requirement of the activity (eg Lifesaving)

In these circumstances, the Mentor should explain the reason for the physical contact to the Mentee. Unless the situation is an emergency, the Mentor should ask the Mentee for permission.

A Mentor may wish to undertake helping the Mentee to improve their swimming technique. If this is the case, in addition to the above, the Mentor should avoid physical contact with the Mentee unless it is:

- Essential to develop a swimming skill or technique

In these circumstances, the Mentor should follow the suggested guidance:

- Receive permission from the mum/guardian for the Mentor to handle the Mentee for the purposes of supporting them in the water or manipulating limbs to convey correct stroke techniques (CharitySuite Consent form).

- Handle Mentee within clear sight of other persons.
- Explain to the Mentee when and where they are going to be held and why.
- Refrain from supporting the Mentee in such a way that the Mentor's hands cannot be seen by onlookers.
- Refrain from supporting a Mentee by handling the Mentee's torso.
- Only support the Mentee by holding their hands, head or feet.

Related Resources

<https://thecpsu.org.uk/resource-library/best-practice/safe-use-of-changing-facilities/>

<https://www.sta.co.uk/wp-content/uploads/2015/06/Teaching-in-the-Water-Safety-v15-1.pdf>

<https://docs.google.com/viewerng/viewer?url=https://www.swimming.org/library/documents/4692/download>

Risk Assessment Template

Name of Mentor:		Name of Mentee:	
Date of the Visit:		Mentee Emergency Contact Number:	
Location of Swimming Facility:		Chapter2 Designated Safeguarding Lead:	Christina Pepper
Reason for the Visit:	Recreational Swimming		

Incident Reporting:	Something is considered an 'Incident' if a person or property has been harmed or damaged in any way. An "Incident Report Form" is to be completed and handed to Chapter2 Designated Safeguarding Lead within 24 Hours for Normal Incidents and immediately for Critical Incidents.				
Specific Activity	Potential cause or source of harm or injury	Potential Injury/Consequence	Risk Level L/M/H	Control Measures	Authorship or Standard Setter (responsible to ensure control measures are in place and functioning)
Changing Rooms and Poolside	Wet floors	Physical injury		Remind mentee to take care when walking around and ensure not to run where there are wet floors	
Changing Rooms	Allegation against mentor	Allegation		Ensure only using swimming facilities where there are individual changing cubicles.	
Changing Rooms	Allegation against member of the public	Allegation		Ensure only using swimming facilities where there are individual changing cubicles Do not leave Mentee unattended in changing rooms	

Swimming	Deep Water	Drowning		<p>Only use facilities where there is a trained lifeguard present</p> <p>Read consent form which will indicate Mentee's level of swimming</p> <p>Make Mentee aware of the depths</p>	
Helping Mentee to improve swimming technique	Allegation against mentor	Allegation		Follow suggested protocols	
Valuables and belongings	Theft	Loss of valuables and belongings		Check prior to see what facilities there are to lock away valuables and belongings.	