CHILDREN & YOUNG PEOPLE SAFEGUARDING POLICY

Purpose

The overall purpose of this policy and its associated procedures is to protect the welfare of children and young people using and receiving services provided by Grimm & Co. This includes responding to direct concerns of safeguarding raised by children and young people (referred to as CYP throughout this document).

Section 11 of The Children Act 2004 requires organisations ensure that their functions and services provided on their behalf are discharged regarding the need to safeguard and promote the welfare of CYP.

Our safeguarding policy aims to achieve the following three objectives by being vigilant in the execution of our duties:

- Creating a culture where CYP are valued and their right to safety and respect is upheld.
- Actively managing risk to minimise circumstances where CYP using Grimm & Co's services may suffer harm.
- Working collaboratively with other organisations and the Multi Agency Safeguarding Hub (MASH) to ensure that CYP are safeguarded and protected.

We aim to achieve these objectives by embedding:

- A clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of CYP.
- A senior lead with the required knowledge, skills, and expertise or sufficiently qualified and experienced to take leadership responsibility for the organisation's safeguarding arrangements.
- A culture of listening to CYP and taking account of their wishes and feelings, both in individual decisions and the development of services.
- Clear whistleblowing procedures and a culture that enables issues about safeguarding and promoting the welfare of CYP to be addressed.
- Clear escalation procedures for staff to follow when their safeguarding concerns are not being addressed within their organisation or by other agencies.
- Arrangements which set out clearly the processes for sharing information, with other practitioners and with safeguarding partners.
- A Designated Safeguarding Lead (referred to as DSL throughout this document) and Designated Safeguarding Officers (referred to as DSO throughout this document) for child safeguarding. Their role is to support other practitioners in their organisations and agencies to recognise the needs of CYP, including protection from possible abuse or neglect. Designated safeguarding roles should always be explicitly defined in job descriptions. Practitioners should be given sufficient time, funding,

supervision, and support to fulfil their child welfare and safeguarding responsibilities effectively.
- Safe recruitment practices and ongoing safe working practices for individuals whom the organisation or agency permit to work regularly with CYP, including policies on when to obtain a criminal record check.
- Appropriate supervision and support for staff, including undertaking safeguarding training.
- Creating a culture of safety, equality, and protection within the services they provide.

Scope

Safeguarding and protecting CYP from abuse is **everyone's responsibility**.

We recognise that:

- The welfare of CYP is paramount in all the work we do and in all the decisions we take. All CYP, regardless of age, disability, gender identity, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some CYP are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with CYP, their parents, carers and other agencies is essential in promoting young people's welfare.

This policy applies to anyone working on behalf of Grimm & Co, including senior managers, paid staff, associate artists, agency staff, students, volunteers and the board of trustees (collectively known as staff/volunteers throughout this document).

These policies and procedures apply across all teams within Grimm & Co to ensure that all staff/volunteers, and other workers are clear about their role, responsibility and expectations in responding to any safeguarding concerns regarding CYP at risk. Everyone who works or volunteers for Grimm & Co has a duty to safeguard and promote CYP's welfare alongside a duty to recognise, respond and share concerns or worries about possible abuse and harm in a timely fashion.

Everyone who works or volunteers for Grimm & Co will be supported to make decisions on how to proceed in a way that is in the best interests and safety of the CYP. Grimm & Co's Safeguarding policy and procedures must be followed alongside local inter-agency procedures, protocols and arrangements devised by local MASH.

The policy and procedures are implemented within the framework of relevant national legislation and guidance which includes:

- Working Together to Safeguard Children: a guide to inter agency working to safeguard and promote the welfare of children (HM Government: March 2015, last update before writing of this policy: December 2023).
- Keeping Children Safe in Education: statutory guidance for schools and colleges (HM Government: March 2015, last update before writing of this policy: September 2023).
- Safeguarding Disabled Children Practice Guidance (HM Government: July 2009, last update before writing of this policy: July 2009).

Our mission

At Grimm & Co we believe in changing lives one story at a time. Our purpose is to champion the writer in every child through a creative writing provision.

We support under-resourced CYP aged 0 to 18 with their confidence and skills around creativity and writing. We introduce CYP to discover creativity and imagination through artists, one-to-one mentoring and exciting projects which spark motivation to write. We know that strong writing skills and an ability to imagine beyond what we experience are fundamental to future success. We also believe it is important for young people to see a real reason to write so there is always an outcome to their activities with Grimm & Co.

Our Safeguarding policy and associated procedures reinforce our values and responsibility to uphold our statutory duties. They demonstrate our compliance with UK legislation, policy guidance, research, and good practice. This is challenging and sensitive work and it is vital that our staff, trustees, volunteers and associate artists understand their safeguarding responsibilities and know what to do to safeguard their welfare.

Approach

All staff/volunteers and those contracted from other agencies, who are working directly with CYP will be made aware of this policy, will undergo Safeguarding Children training and will receive an enhanced child workforce DBS check. See Policy No. BO104 Disclosure & Barring DBS Policy.

The role of volunteers and associate artists is as follows:

- To complete training in Safeguarding Children Level 2 online course annually.
- To have read and understood Grimm & Co's Children and Young People's Safeguarding Policy.
- To follow all of Grimm and Co's Children and Young People's safeguarding procedures.
- To report any safeguarding concerns, suspicions or disclosures to a Grimm & Co manager or member of staff, see Appendix 1, Safeguarding Procedure Flowchart.

The role of Grimm and Co staff/volunteers is as follows:

- To complete training in Safeguarding Children Level 2 or equivelent annually.
- To have read and understood Grimm & Co's Children and Young People's Safeguarding Policy.
- To follow all of Grimm and Co's Children and Young People's safeguarding procedures.
- To ensure all activities protect the welfare of CYP (this includes the environment, digital activities and photography and filming) as far as reasonably practicable, see Policy No. GO715 Digital Safeguarding Policy, Policy No. GO716 Filming & Photography Policy, Policy No. GO717 Missing Child Policy.
- To report any safeguarding concerns, suspicions or disclosures to a Grimm & Co safeguarding designated lead or officer, see Appendix 1, Safeguarding Procedure Flowchart

Grimm & Co has the following key members of staff:

- 1 Designated Safeguarding Lead (DSL).
- 4 Designated Safeguarding Officers (DSO).

These make up the Safeguarding Team who meet regularly and promote safer working practices, handle alleged and confirmed incidents and organise and cascade appropriate training to the wider Grimm & Co team. See Appendix 2 Safeguarding Team.

Grimm & Co also involves:

- The Founding Chief Executive
  Dr. Deborah Bullivant MBE DL EdD: Deborah.bullivant@grimmandco.co.uk
- One Named Safeguarding Trustee
  Dr. Rachna Joshi: rachnayjoshi@gmail.com

Both will:

- Be trained in Level 3 Safeguarding or equivalent.
- Have their email address added to the policy and included on our website
- Understand our safeguarding policies and procedures.
- Where possible, the Named Safeguarding Trustee will lead on safeguarding in their own organisation
- Be available to act as an independent assessor if any incident occurs and is reported, and as the central reporting role during any absence of the DSL. The Chair of the Board of Trustees may also be involved in specific safeguarding concerns.

To maintain support around safeguarding as the Emporium of Stories (Grimm & Co) grows, DSOs may be added to the team.

The DSL will not be expected to be a child protection expert but will be a channel for information. They will not be expected to deal with any child protection issues on their own. The DSL will ensure that all staff and partners of Grimm & Co receive copies of policies and procedures in relation to the safety and protection of children, young people, and adults at risk of harm.

The DSL will establish and manage an incident file where they will record any reported incidents or breach of safeguarding policies and procedures. This will be kept in a secure place and its contents will be confidential.

The DSL has responsibility for responding to concerns about the abuse of CYP when these are raised with them.

Early Years
The DSL will also notify the Multi-Agency Safeguarding Hub (MASH) Contact Centre on 01709 336080 of any serious accident or injury to, or the death of, CYP while in the charity's care. This must be done immediately (ASAP) and followed up in writing within 10 days.

Once procedures have been followed the DSL will escalate concerns that pose a significant organisational risk to the Founding Chief Executive. The Founding Chief Executive will act, where possible, as reviewer should any safeguarding incidents arise.

The Founding Chief Executive will provide support to the DSL when cases that pose significant risk are escalated. They meet the DSL and the Named Safeguarding Trustee a minimum of twice a year to review activity, take measures to improve systems and practices where necessary, ensure training is sufficient and that all Grimm & Co staff are aware of the policies and procedures which are easily accessible.

The board legally holds responsibility for safeguarding Grimm & Co and will be kept informed via the Named Safeguarding Trustee and the Founding Chief Executive. The Founding Chief Executive will brief the Board of Trustees annually on safeguarding matters including volume of activity, location, trends, risks, and actions taken, in addition to any requested updates or the raising of a serious concern.

The role of the DSL is as follows:

- Make arrangements for the conduct of investigations into safeguarding issues.
- Report suspicions or allegations of safeguarding incidents to relevant authorities (MASH).

- Create and maintain links with the statutory authorities and other relevant agencies and resource groups.
- Maintain up to date Safeguarding Level Three and Designated Safeguarding Lead training.
- Advise on good practice to the DSO team.
- Provide relevant support to those directly involved in the safeguarding concern and to the person against whom the allegation has been made.
- Ensure that information regarding a safeguarding investigation is shared on a need-to-know basis.
- Make resources available for effective implementation of the Safeguarding Policy.
- Maintain awareness of current legislation and share updates and changes with the safeguarding team to ensure compliance.
- Attend monthly meetings with safeguarding team to review any incidents reported and share information on new requirements.
- Provide the Founding Chief Executive and board of trustees with relevant updates on safeguarding.
- Maintain contact with other local partner agencies involved with safeguarding.
- Conduct an annual self-audit of safeguarding processes and data storage.

The role of the DSO is as follows:

- Attend monthly meetings as part of the safeguarding team to review any incidents reported, new requirements and checking training compliance across the wider team.
- Support DSL with safeguarding incidents / concerns and implement best practice.
- Ensure the wider team are aware of who is on the safeguarding team.
- Conduct an annual self-audit of safeguarding processes and data storage.

The safeguarding team will report all incidents to the DSLs who in turn are responsible for the escalation of incidents when necessary to the relevant local multi-agency representatives (MASH)

What the law requires

According to the law, a child is any young person under the age of 18. This means that Grimm & Co's Safeguarding Policy applies to and protects staff /volunteers under the age of 18 as well as any young person attending workshops in person or online, and those visiting the premises and community events.

CYP should never experience abuse of any kind. We have a responsibility to promote the welfare of all CYP, to keep them safe and to practice in a way that protects them.

Under the Working Together to Safeguard Children: a guide to inter agency working to safeguard and promote the welfare of children, Grimm & Co has a statutory responsibility to

keep safe all CYP that they come into contact with and to share information and identify concerns with MASH.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them.
- Appointing a Designated Safeguarding Lead and a minimum of two Safeguarding Officers within the staff team.
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff/volunteers, a code of conduct for Children and Young People and a code of Conduct for Parents/Carers. See Appendix 3.
- Producing a Digital Safeguarding Policy and related procedures to ensure CYP are safe online when working with Grimm & Co.
- Providing effective management for staff/volunteers through supervision, support, training so that all staff/volunteers know about and follow our policies, procedures and behaviour codes confidently and competently.
- Recruiting and selecting staff/volunteers safely, ensuring all necessary checks are made including an enhanced Child Workforce DBS certification, see Policy No. BO101 Recruitment Policy.
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance. See Data Protection policy, No. GO708.
- Making sure that CYP and their families know where to go for help if they have a concern relating to their experience with Grimm & Co. See Policy No. BO120 Management of Compliments & Complaints Policy.
- Following the most appropriate safeguarding policy and procedure. For example, any incident that takes place where Grimm & Co is the lead provider (in-house), we will follow Grimm & Co's policy and procedure. If an incident takes place where Grimm & Co is not the lead provider (in a school, festival or event) we will refer to the lead provider's safeguarding policy and procedures.

First Aid

Grimm & Co has a separate First Aid Policy, Policy No. HS611. Staff should always refer to this policy if there are any first aid concerns or administration of any first aid regarding any children or young people, this includes early years.

Legislation and Regulation requirements

For Grimm & Co to meet its responsibilities the following legislation and associated guidance are of significance.

Legislation

The Children Act 1989.
The Children Act 2004.

Safeguarding Vulnerable Groups Act 2006.
Data Protection Act, 2018.
Care Act, 2004.
Children and Social Work Act, 2017.

Guidance

Keeping Children Safe in Education.
Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children.
Safeguarding Disabled Children Practice Guidance.
UK Council for Internet Safety Children's Safety Online and Youth Produced Sexual Imagery reports.
Prevent Duty Guidance.
Sexual Violence and Sexual Harassment Between Children in Schools and Colleges.
Child Abuse Concerns: guide for practitioners.
Multi-Agency Statutory Guidance on Female Genital Mutilation (FGM).
NSPCC's How Safe Are Our Children?.
Information Sharing Advice for Safeguarding Practitioners.

Appendix 1 Safeguarding Procedure Flowchart

A safeguarding concern arises from information which indicates that a child or young person (CYP) has or may have been affected by - this can be anything you are worried about, a suspicion or a disclosure:

- Behaviour that has harmed (or may have harmed) a CYP
- Been exposed to criminal activities that could or have caused **harm** to a CYP

If you have a safeguarding concern or suspicion

- inform a member of the safeguarding team, a manager or a member of staff
- As soon as you can, complete an incident form (located in the office on the safeguarding board From No. HS608 Accident/Incident Report Form). Hand this to the manager or member of staff you spoke to.

If a CYP discloses (tells you) a safeguarding concern.

- **Explain** to the CYP that **you will share this information** with a senior member of staff in order to **help** them.
- **Inform one of the safeguarding team, manager or member of staff ASAP**
- **Listen carefully** to and **take seriously** what the CYP is saying.
- **Reassure** the CYP who has made the disclosure to you and say that they have done the right thing and **assure them that you believe them**.
- Give the CYP **time to talk**, **but do not probe or ask leading questions**. **Investigation is not your responsibility**.
- **Do not promise to keep secrets. All allegations of harm or potential harm must be acted upon.**
- **Record** what has been said as soon as possible after the conversation and ensure that a **Designated Safeguarding Lead (DSL) is notified immediately**.
- **Do not confront** the person subject to the allegation
- **Call 999 if you feel the CYP, yourself or others are in immediate danger.**

- As soon as you can, complete an incident form (located in the office on the safeguarding board). Form No. HS608 Accident/Incident Form
- If you are noting bruising or marks, be sure to include the size, quantity and colour of the bruising or marks.
- Hand the cause for concern form to a member of the safeguarding team. If a member of the safeguarding team is unavailable, hand the form to a Grimm & Co manager.
- The Safeguarding Team will proceed with the matter and inform you of any appropriate steps going forward.

If the concern remains:

The Safeguarding Team will then discuss what action to take regarding the safeguarding concern that has been raised. These actions will include;

- Making arrangements for the conduct of investigations into the safeguarding issues
- Reporting suspicions or allegations of safeguarding incidents to relevant authorities where necessary i.e. Social Care, Rotherham Safeguarding Children Partnership or Police
- Ensuring the safeguarding information is stored confidentially and in the correct place
- Providing relevant support to those directly involved in making a referral and to the person against whom the allegation has been made.

When safeguarding issues need to be raised to other authorities a DSL will make a referral.

- Refer to the Multi-Agency Safeguarding Hub (MASH) by telephone: 01709 336080 (24hrs)
- Within 24 hours complete the Worried About A Child (Professionals) form

If you feel that Grimm & Co have not taken your Safeguarding concern seriously, please contact.

Multi-Agency Safeguarding Hub (MASH) by telephone: 01709 336080 (24hrs)

Appendix 2 - Safeguarding Team

Gemma Thornton – Designated Safeguarding Lead

Zorazelda King – Safeguarding Officer

Meg Harvey – Safeguarding Officer

Sarah Brown – Safeguarding Officer

Appendix 3

CODE OF CONDUCT STAFF & VOLUNTEERS

Grimm & Co expects all staff (including temporary, agency, interim, contractor or consultant staff, trustees and volunteers) to be scrupulously impartial and honest in all affairs relating to the charity and their job within it. All staff also have a responsibility as employees to act as ambassadors for the Charity in terms of their general conduct both within and outside the organisation. This policy outlines the responsibilities of staff working for the Charity.

Under Common Law the duties of an employee are as follows:

- to be ready and willing to work
- to be professional and courteous at all times, this includes not using offensive language or swearing
- to offer their services personally: for example, they must not subcontract the work for which they are employed
- to take reasonable care in the exercise of that service, including the duty to be competent at work and to take care of the charity's property
- to not wilfully disrupt the Charity's business
- to obey reasonable requests as to the time, place, nature and method of service
- to work only for the Charity in the Charity's time
- to disclose information to the Charity relevant to the Charity's business: for example, that they might know or discover
- to hold solely for the Charity the benefit of any projects, work, illustrations, pedagogy, or positive methods of work relevant to the business on which the Charity is engaged
- to respect the charity's trade secrets
- in general, to be of good faith and do nothing to destroy the trust and confidence necessary for employment
- to account for all benefits – monetary or in-kind - received in the course of employment
- to not give or receive bribes or otherwise act corruptly
- to reimburse the employer for loss caused by the employee.

The United Kingdom Statute places further responsibilities on individual employees in regard to their own behaviour and their behaviour towards other employees. This includes anti-harassment and bullying, see Policy No. GO702 and Health and Safety Policy No. HS607.

STANDARD OF CONDUCT REQUIRED BY THE CHARITY

General Conduct

Employees should at all times conduct themselves in such a way as to enhance the reputation of the Charity. Employees need to follow **ALL** policies and procedures set out in the Grimm & Co Policy Manual, these include all Safeguarding, Health & Safety, Data Protection and GDPR and all Confidential and Acceptable Use of Technology Policies.

Grimm & Co will support employees who become aware of and are willing to report breaches of this policy or who genuinely believe that a breach is occurring, has occurred or is likely to occur within the business. Employees should raise the issue internally with their manager or supervisor or in accordance with the Charity's Whistle Blowing Policy No. GO706.

These standards of conduct are intended to underpin and clarify standards required by the Charity of its employees and form a fundamental part of the employment contract. Staff who fail to comply with the guidance detailed in this Policy could be subject, following full investigation, to disciplinary action up to and including dismissal. If through their actions or omissions staff are found to be in contravention of either this Policy or, indeed, their legal responsibilities then the Charity reserves the right to take legal action if it deems it to be necessary to do so.

Bribery and Other Corrupt Behaviour

Grimm & Co has a strict Bribery & Other Corrupt Behaviour policy, see Policy No. BO113 in line with the Bribery Act (2010). Bribery Act 2010 (legislation.gov.uk). A bribe is defined as: giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

If an employee bribes (or attempts to bribe) another person, intending either to obtain or retain business for the charity, or to obtain or retain an advantage in the conduct of the charity's business this will be considered gross misconduct. Similarly accepting or allowing another person to accept a bribe will be considered gross misconduct. In these circumstances the employee will be subject to formal investigation under the Charity's disciplinary procedures, and disciplinary action up to and including dismissal may be applied.

Gifts and Hospitality

In addition to the duties placed on employees by Civil and Statute Law. Grimm & Co requires its employees to ensure that gifts and hospitality offered by suppliers and potential suppliers of goods and services to the Charity are declined. This applies, whether the gifts or hospitality are offered within, or outside normal working hours. The only exceptions to this are trivial gifts with a nominal value of less than £20 such as a calendar, diary, chocolates or mugs can be accepted. All other gifts must be politely refused or, if received through the post, returned to the donor with a suitably worded letter signed by your line manager. See Gifts Policy No. BO112 need to make sure this is in line with this policy.

Transaction of Private Business

Employees having official dealings with contractors and other suppliers of goods or services must avoid transacting any kind of private business with them by any means other than the Charity's normal commercial channels. No personal favours or transactions should be sought or accepted.

Visits to Conferences, Demonstrations etc

The Charity intends that when it is necessary for employees to visit conferences, demonstrations and similar occasions, it should bear the travelling and subsistence expenses itself unless otherwise approved by a senior manager.

Attendance at Lunches, Receptions etc

Where it is evident that the work of Grimm & Co will be facilitated, invitations to attend receptions, lunches etc. may be accepted under the following rules:

- no employee may accept an invitation without first obtaining the approval of their line manager;
- in exceptional circumstances, where it is not possible to seek prior approval, the facts should be reported immediately afterwards;
- if addressed personally, such an invitation may not be transferred to another employee, except with the consent and approval of a senior manager as above and with the concurrence of the party issuing the invitation;
- invitations involving attendance outside normal working hours may be accepted only on the authority of the line manager;
- as a rule, any employee who has any doubts about the wisdom of accepting any hospitality should decline the offer.

NB The important difference between, for example, attendance in an official capacity at a function organised by the Charity and the acceptance of hospitality from a private individual or firm should be recognised.

Identification

Employees who have been issued with identity badges should wear or carry these whilst carrying out their duties.

Confidentiality

At all times confidentiality must be maintained. No information can be released to unauthorised persons or organisations. The Chief Executive or other Senior Managers of the Charity will inform employees of those authorised to receive information.

If doubt exists as to the validity of an organisation or individuals to receive information, this must be checked with your line manager.

Personal Relationships

If a personal relationship between two employees develops within the working environment, the onus is on the senior employee concerned to bring this to the attention of their manager to confirm that there is

no conflict of interest, nor will a conflict of interest arise. The Charity reserves the right to move one of the employees concerned if it deems it necessary to do so.

Outside Interests and Employment

Outside interests include directorships, ownership, part ownership or material shareholdings in companies, business or consultancies likely to seek to do business with the Grimm & Co. These should be declared to the individual's line manager as should the interests of a spouse / partner or close relative.

Political and civic activities

It is not the intention of Grimm & Co, or this policy, to dissuade employees from participating actively in public duties. It is important, however, that by doing so there is no suggestion to a third party that the employee is acting on behalf of, or with the support of, Grimm & Co. To avoid any misunderstanding, no Charity employee should permit their charity affiliation to be noted in any outside organisation's materials or activities without the express written approval of a member of senior management.

CODE OF CONDUCT CHILDREN & YOUNG PEOPLE

All children and young people taking part in a Grimm & Co activity will, as a group, produce their own code of conduct. They will discuss and agree the dos and don'ts at the beginning of an activity. These will be recorded by the facilitator and referred to as and when needed throughout the activity. The facilitator will guide this activity, explaining this code of conduct and any actions that may happen if the code is not followed.

This code of behaviour is there to make sure everyone who takes part in Grimm & Co's activities knows what is expected of them and feels safe, respected and valued.

Grimm & Co must make sure that everyone taking part in our activities has seen, understood and agreed to follow the code of behaviour, and that they understand what will happen if there is inappropriate behaviour.

We expect people who take part in our services to display appropriate behaviour at all times. This includes behaviour that takes place outside our organisation and behaviour that takes place online. This code of behaviour aims to:

- identify acceptable and unacceptable behaviour
- encourage cooperation, honesty, fairness and respect
- create an environment where your self-esteem, self-respect and self-confidence will grow
- encourage you to recognise and respect the rights of others
- encourage you to take responsibility for your own behaviour

- help resolve conflicts and make it clear what will happen if you decide not to follow the code.

Dos and don'ts for children and young people

You should:

- be supportive and kind to others
- be friendly
- listen to others
- be helpful
- have good manners
- treat everyone with respect
- take responsibility for your own behaviour
- talk to [insert name/role] about anything that worries or concerns you
- follow this code of behaviour and other rules (including the law)
- join in and have fun!

You shouldn't:

- be disrespectful to anyone else
- bully other people (online or offline)
- behave in a way that could be intimidating
- be abusive towards anyone.

What happens if I do not to follow the code of behaviour?

This code of behaviour is part of our process for making sure everyone who takes part in our activities gets the support they need.

Minor or first-time incident

If you behave in a way that doesn't follow our behaviour code, our staff or volunteers will remind you about it and ask you to change your behaviour. This gives you the chance to think and to plan how you could behave differently, with support from staff and/or volunteers.

Formal warning

If you continue not to follow the code of behaviour after your first reminder, or if your behaviour is more serious, you will be given a formal warning by the person running your activity. They will make a record about what happened and inform your parents or carers if it is appropriate. They will also talk with you about what happened and agree what support you need to improve your behaviour in the future.

We might also decide that further steps should be taken, such as restricting you from taking part in some activities.

Final warning

If the support we have put in place isn't helping you to change your behaviour, we might need to give you a final warning. Again, this will be recorded and we'll inform your parents or carers as appropriate.
At this point, we might need to talk with you and your parents or carers about other services that might be more able to give you the support you need.

Child protection procedures

If any member of staff or volunteer becomes concerned that your behaviour suggests you might be in need of protection or that you might present a risk of harm to other children and young people, they will follow our child protection procedures. This might involve making a referral to the local authority.

If child protection procedures are necessary, we will talk this through with you and your parents as soon as possible, unless doing so would put you in danger or interfere with a police investigation.

The role of parents and carers

We see parents and carers as important in encouraging positive behaviour and will involve them as appropriate. We will always inform and involve your parents or carers if you receive a formal warning about your behaviour, unless doing so would put you in danger.

*This Children's code of conduct is taken from Research and resources Example behaviour code for children and young people – NSPCC website 30.07.2025 Example behaviour code for children and young people