

**Annex 1**

**Safeguarding Activity Risk Assessment and Notes**

Activity: Frequency /Time

Location:

Date of first risk assessment:

Name:

Date to be reviewed:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done

## Annex 2

We hope these Guidelines are helpful with the work you have offered to do for FOM.

Do

- \* Treat all children and young people with respect
- \* Respect a young person's right to personal privacy
- \* Always consult first to make sure that it is ok to take photographs in the local context and that the intended use of the pictures does not conflict with FOM policies
- \* Ensure the images are respectful and do not impact negatively on their dignity and privacy
- \* Never upload the images of children and young people associated with FOM onto social media pages without the full and explicit consent of FOM.
- \* Always seek the parent's and child's consent if he or she is very young or disabled and needs help to go to the toilet
- \* Leave doors open where possible for observation
- \* Remember that it is okay to touch children in a way which is not intrusive or disturbing to him or her, or to others. Keep this public and never behind a closed door
- \* Encourage young people and adults to feel comfortable and confident enough to point out attitudes and behaviours they are concerned about.

- \* Remember that someone else might misinterpret your actions, no matter how well intentioned
- \* Recognise that caution is required even in sensitive moments of counselling, such as dealing with bullying, bereavement or abuse.
- \* Provide an example you wish others to follow.
- \* Make sure that any work or activities with children and young people involves more than one adult, or at least takes place within the sight/hearing of others
- \* Make sure that allegations or suspicions are recorded and acted upon immediately.

#### Do Not

- \* Engage in rough physical games including horseplay
- \* Touch a child in an intrusive or sexual manner
- \* Make sexually suggestive comments to a child, even as a joke
- \* Use physical discipline
- \* Help a child with things of a personal nature that they can do for themselves, such as toileting or changing clothes etc
- \* Show favouritism to any individual
- \* Permit abusive youth peer activities (e.g. initiation, ridiculing, bullying)
- \* Rely on your good name to protect you

- \* Believe 'it could never happen to me'
- \* Spend too much time alone with just one child or young person
- \* Give under 18's overall responsibility

What you should do...

...if you suspect a child is being abused:

1. Record the facts as known to you using the FOM Reporting Form if available to you-

Including when and where conversations took place as well as what was said and being careful to distinguish facts from allegations and opinions.

2. Speak to an FOM Trustee and give them the report within 24 hours of the incident or immediately if the child /young person is in danger

3. It may be in certain exceptional circumstances that the police need to be contacted immediately.

4. Always consider whether immediate medical attention is required.

...if a child tells you something which suggests they have been abused:

1. Listen to the child rather than asking direct questions or pressing for details

2. Do not stop the child while they are freely recalling significant events

3. Reassure the child (who may have been threatened, told to keep what is happening secret, or told that no one will believe them) that they have done the right thing in telling someone, and that they are not to blame

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4. Let them know that there are other people who need to be told so that they can help them
5. Record the facts and tell someone (as listed above in 'if you suspect a child is being abused')
6. Do not delay or decide to give the benefit of the doubt to parents or others
7. Detailed enquiries must be left to the investigating agencies

...if an allegation is made against you:

Inform the FOM Trustees

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**Annex 3**

**Safeguarding Reporting Form**

<b>About you:</b>	
Name:	
Position:	
Your relationship to the child/children concerned	
Child's Name:	
Gender:	
Address or School	
Who does the child or young person live with?	
How did you come to have a concern?  Was abuse observed/suspected?  Was an allegation made?  Did a child or young person disclose abuse?	

<p>Date, time and place of incident(s):</p>	
<p>Nature of concern/allegation: Observations made by you (eg. Child's or young person's emotional state, any physical evidence):</p> <p>Write down exactly what the child or young person said, and what you said:</p> <p>Any other relevant information? (eg disability, language):</p> <p>Were other children or young people involved or aware?</p> <p>Have you reported this to parents or caregivers or any other safeguarding personnel or Agencies?</p>	<p>DRAFT</p>

Time and date of reporting:	
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