



Safeguarding Policy & Procedures

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Ocean Generation Safeguarding Policy

6 April 2023

Overarching Definitions

Vulnerable Person: A Vulnerable Person is [defined by the UK Government](#) as someone in need of special care, support, or protection because of age, disability, risk of abuse or neglect. Whilst the outreach work of Ocean Generation focuses primarily on young people under the age of 25 years, this policy is designed to ensure the safeguarding of all vulnerable people impacted by the work of Ocean Generation.

Child: For the purposes of this policy, the term child uses the [United Nations Definition](#), meaning every person below the age of eighteen years unless under the law applicable to the child, majority is attained earlier.

Young People: For the purposes of this policy, the term Young People means every person below the age of 25 years old.

Staff: In this policy the terms staff, or staff member are inclusive terms for all full- or part-time employees, interns, volunteers or other externally contracted workers.

Trustees: The term Trustee refers to any formally recognised member of the Board of Directors of Ocean Generation who collectively share overall legal responsibility for the activities of the charity.

Policy Statement

Ocean Generation is committed to safeguarding and promoting the welfare of children, young people and all other vulnerable people and requires all staff to share this commitment. This policy sets out the charity's approach to safeguarding, including the procedures for managing safeguarding concerns and allegations. All staff and trustees should be aware of this policy and procedures in order to understand their individual responsibilities and help promote best practice.

Ocean Generation recognises that many people can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. Promoting the wellbeing of vulnerable people and safeguarding them from significant harm depends upon effective information sharing, collaboration between agencies and understanding of the need to work in partnership with all potentially vulnerable people and their families.

Ocean Generation's safeguarding policy is based on the following legal and regulatory framework:

- [The Children Act 1989](#) and [2004](#)
- [The Safeguarding Vulnerable Groups Act 2006](#)
- [The Protection of Freedoms Act 2012](#)
- [The Children and Social Work Act 2017](#)



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Ocean Generation is required to fulfil its legal duty under [Section 11](#) of the Children Act 2004 and fulfil statutory responsibilities set out in [The Safeguarding Vulnerable Groups Act 2006](#). Therefore, safeguarding and promoting the welfare of children must be an integral part of the services offered to all vulnerable people within Ocean Generation.

The aim of this policy is to set out the responsibilities of Ocean Generation and its staff to safeguard and promote the welfare of vulnerable people. This guidance outlines what is unlawful and will not be tolerated, and how staff can act professionally in all engagements with vulnerable people. It also outlines what is and is not appropriate behaviour from staff. It is not exhaustive, and staff should complete risk assessments for all events involving vulnerable people in order to help identify and manage any potential risks.

Devyn Arbogast is the Designated Safeguarding Officer (DSO) for Ocean Generation and should be the first point of contact in relation to safeguarding issues.

Richard Hill is the Designated Safeguarding Lead (DSL) for Ocean Generation and should be contacted immediately if you have urgent concerns about a child and can't contact the DSO.

Philip Jenkins is the Board Level Safeguarding Lead and provides challenge and support to the DSL and DSO.

The Board has responsibility for Ocean Generation's Safeguarding Policy, ensuring that this is reviewed and updated regularly and that the Board has effective arrangements and processes in place in order to secure compliance with statutory obligations and guidance.

The Rights of Children and Young People

Ocean Generation is committed to protecting children and young people from harm. Ocean Generation believes that:

- The welfare of children and young people is paramount and should be a part of all work with vulnerable people.
- All children and young people have the right to grow up in a caring and safe environment.
- Children and young people have the right to be protected from abuse and neglect and to expect that adults in positions of responsibility will do everything possible to protect that right
- The protection of children and young people from abuse should be seen as part of the general responsibility of Ocean Generation.
- Responsibility for safeguarding children and young people must be shared to ensure that young people will be protected effectively, with all relevant agencies and individuals accepting responsibility and working together.
- Ocean Generation's child and young people services should be delivered within an ethical and professional framework.



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Child Abuse

For the purpose of this policy, a child is defined as a person under the age of 18 and also any person aged 18, 19 or 20 who has been in care (since the age of 16) or who has a learning disability ([The Children Act 2004](#)).

[The Children Act 1989](#) recognises four categories of abuse, i.e., Physical abuse, Emotional abuse, Sexual abuse and Neglect. Definitions of these categories are as follows:

1. Physical Abuse

Physically hurting or injuring a child by hitting, shaking, throwing, poisoning, burning, biting, scalding, suffocating, drowning or otherwise causing physical harm. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child person whom they are looking after. E.g., fictitious illness by proxy or Munchausen's syndrome by proxy.

2. Sexual Abuse

This is where a child is used by others to meet their own sexual needs. This could include full sexual intercourse, masturbation, oral sex, anal intercourse and fondling. Showing pornographic materials is also a form of sexual abuse. The age of consent for sexual activity is 16 years. Any sexual activity involving persons when one or more of the persons involved is aged 15 or under is unlawful. This is 'underage sex'. Underage sex may involve child abuse, and therefore require a referral to social services and the police.

3. Emotional Abuse

The persistent emotional ill-treatment of a young person such as to cause severe and persistent adverse effects on the young person's emotional development. It may involve conveying to young people that they are worthless, unloved or inadequate. It may involve causing young people to feel frightened or in danger by being constantly yelled at, threatened or taunted which may make the young person very nervous and withdrawn.

4. Neglect

This is where a child's basic physical and psychological needs are not met, which is likely to result in the serious impairment of their health or development (e.g., failure to provide adequate food, shelter and clothing, failing to protect from physical harm or danger, or failure to ensure access to appropriate medical care or treatment). It may also include refusal to give love, affection and attention.

Abuse can take many forms. It's important to recognise that the following are all forms of abuse that may affect vulnerable people: Bullying, County Lines, Criminal Exploitation, Domestic Abuse, Female Genital Mutilation, Grooming, Harmful Sexual Behaviour, Modern Slavery, Online Abuse, Radicalisation, Sexual Exploitation and Trafficking.

Indicators of Abuse

Indications that a vulnerable person may be being abused include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- Deliberately avoiding social services for fear of the child being received into care
- An injury for which the explanation seems inconsistent.



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- The vulnerable person describes what appears to be an abusive act involving them.
- Someone else expresses concern about the welfare of another vulnerable person.
- Unexplained changes in behaviour
- Inappropriate sexual awareness.
- Engaging in sexually explicit behaviour.
- Distrust of adults with whom a close relationship would be expected.
- Trouble with making friends.
- Displays variations in eating patterns including loss of appetite or overeating.
- Becomes increasingly dirty or unkempt.

This is not an exhaustive list. It is important to remember that each circumstance is unique and that the presence of one or more of these indicators is not necessarily proof that abuse is taking place.

Be aware that the signs of abuse and neglect are not always visible. Persistent challenging behaviour can be an indicator that a vulnerable person is experiencing abuse or neglect. So, for example, if a child is frequently seen as being 'naughty', try to consider what may be causing them to behave in that way and how you can best understand and support the child. Please see [Appendix 3](#) for more information on Signs of Abuse.

Bullying

Abuse can also take place between peers in the form of bullying. Bullying may be seen as deliberately hurtful behaviour where it is difficult for the people being bullied to defend themselves.

Bullying can include:

- Physical (e.g., hitting, kicking and theft).
- Verbal (e.g., name calling, constant teasing, sarcasm, racist or homophobic taunts, threats, graffiti and gestures).
- Emotional (e.g., tormenting, ridiculing, humiliating and ignoring).
- Sexual (e.g., unwanted physical contact or abusive comments).

Indicators of bullying:

- Behaviour changes such as reduced concentration, becoming withdrawn, depressed, emotionally unstable, reluctance to go to school.
- Disengagement with activities that were once exciting/fulfilling Physical indicators including headaches, stomach aches, trouble sleeping, bedwetting, bruising, damaged clothes and bingeing, for example on food, cigarettes or alcohol.

Online Safeguarding

This online safeguarding section of Ocean Generation's Safeguarding Policy is intended to promote safe and responsible internet use within our organisation and to minimize the risks associated with online activities. This policy applies to all individuals who use the internet as part of their work or activities within our organisation.

Ocean Generation is committed to ensuring that everyone who uses the internet as part of our organisation's activities can do so safely and securely. We recognize the potential risks associated with



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online activities, such as cyberbullying, online grooming, and exposure to harmful content, and we are committed to taking appropriate steps to minimize these risks.

Fundraising

In regard to fundraising efforts, Ocean Generation will ensure that:

- We comply with the [Code of Fundraising Practice](#), including [fundraising that involves children](#).
- Staff are made aware of the Institute of Fundraising guidance on [keeping fundraising safe](#) and the NCVO Guidance on [vulnerable people and fundraising](#).
- Our fundraising material is accessible, clear and ethical, including not placing any undue pressure on individuals to donate.
- We do not either solicit nor accept donations from anyone whom we know or think may not be competent to make their own decisions.
- We are sensitive to any particular need that a donor may have.

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Conduct Guidelines for Working with Children and Young People

All staff and volunteers who work with children or vulnerable adults must adhere to the following Conduct Guidelines for Working with Children and Young People that sets out expected standards of behaviour, including how to maintain professional boundaries and how to avoid situations that could be perceived as abusive.

The following guidelines help to ensure that children and young people are safeguarded from harm and receive appropriate care and support.

- **Be aware of your professional boundaries:** Understand your role, responsibilities and limitations as a professional working with children and young people. Maintain a professional relationship with the vulnerable person and avoid over-familiarity or crossing personal boundaries.
- **Build a trusting relationship:** Build a rapport with the child or young person to encourage them to confide in you if they have concerns or worries. Ensure you always listen to them and take their concerns seriously.
- **Respect privacy:** Keep confidential any personal information that a child or young person shares with you unless you believe they are at risk of harm. Ensure you follow the organisation's policies and procedures regarding confidentiality and data protection.
- **Follow safe recruitment procedures:** Ensure that all relevant staff are appropriately vetted and have undergone the necessary safeguarding checks, including DBS (Disclosure and Barring Service) checks.
- **Recognise and respond to signs of abuse:** Be aware of the different types of abuse, such as physical, emotional, sexual abuse, and neglect, and their signs and symptoms. If you have any concerns, report them to the relevant authorities and follow the organisation's safeguarding policies and procedures.
- **Promote a safe and secure environment:** Ensure the environment in which children and young people are engaged in activities is safe, secure and appropriate to the age range of the children. Ensure that all activities are risk assessed, and adequate measures are taken to reduce or eliminate any potential risks.
- **Work collaboratively with others:** Work in partnership with parents, carers, and other professionals to safeguard and promote the welfare of children and young people. Ensure effective communication and share any concerns or worries with appropriate professionals.

Online Safeguarding

All staff must familiarize themselves with this policy and comply with the following provisions:

- All internet use within our organisation should be appropriate, responsible, and legal.
- Staff should be vigilant for signs of potential online risks, such as inappropriate or suspicious behaviour, and report any concerns to the designated safeguarding lead.
- Service users should be encouraged to report any concerns or incidents relating to online activity to a trusted member of staff or volunteer.

Social Media Guidelines

- Staff must adhere to our organisation's social media policy and ensure that any posts or comments made on social media are respectful, appropriate, and do not compromise the privacy or safety of individuals.

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- Service users should be advised not to disclose personal information or contact details on social media and to report any incidents of cyberbullying or inappropriate behaviour.
- Staff should ensure that their personal social media profiles are set to private and that they do not disclose confidential information about our organisation or its service users.

Email Guidelines

- Staff should only use official email accounts provided by our organisation for work-related communications.
- Emails containing confidential or sensitive information should be sent using secure email systems and recipients should be advised not to share the information with unauthorized parties.
- Email attachments should not be opened unless the sender's email address and intent of the email has been confirmed.

Website Guidelines

- Our organisation's website should be regularly reviewed to ensure that it complies with relevant legislation and best practice standards for online safety and security.
- Staff responsible for managing the website should ensure that it is secure, up-to-date, and does not contain inappropriate or harmful content.
- Service users should be advised to exercise caution when accessing third-party websites and to report any concerns or incidents to a trusted member of staff or volunteer.
- Any concerns or incidents relating to online activity should be reported to the Designated Safeguarding Lead, who will take appropriate action in accordance with our safeguarding policies and procedures.

Roles and Responsibilities of Staff, Volunteers and Board Members

While Ocean Generation believes everyone is responsible for the promotion the welfare of vulnerable people, a Designated Safeguarding Officer (DSO) and Designated Safeguarding Lead (DSL) within the organisation are responsible for the on-going monitoring, development and review of Ocean Generation's safeguarding and child protection policies and procedures.

The Designated Safeguarding Officer (DSO) is responsible for ensuring that:

- All staff and trustees are aware of this policy and how to raise safeguarding concerns.
- All staff have up to date training and understand the symptoms of abuse and neglect.
- Referrals and reporting of any concerns are made to the appropriate local authority or to the police.
- The progress of any children who are the subject of child protection plans is monitored.
- Accurate and secure safeguarding records are maintained, including logging details and actions taken in the [Safeguarding Log](#).
- Personal data is stored and managed in a safe way that is compliant with data protection regulations, including valid consent to use any imagery or video.
- All appointments that require DBS clearance and safeguarding training are identified, including the level of DBS and any training required.
- A central register is maintained and subject to regular monitoring to ensure that DBS clearances and training are kept up to date.

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The Designated Safeguarding Lead (DSL) is responsible for:

- Providing advice and practical support to the DSO.
- Covering the responsibilities of the DSO in their absence or if they are, for some reason, unable to deal with a safeguarding issue that has been reported.
- Final accountability of all work undertaken by the DSO.

All staff and board members should ensure that safeguarding and promoting the welfare of vulnerable people is an integral part of their work.

All staff and board members must:

- Treat all vulnerable people in a professional and respectful manner.
- Work in an open and transparent way in relation to vulnerable people.
- Discuss and/or take advice from the DSL or DSO about any incident which has given them concern.
- Keep a secure, written record of any concerning incidents using the appropriate form - [Safeguarding Children Reporting Form](#) or [Safeguarding Adults Reporting Form](#).
- Apply the same professional standards to all vulnerable people regardless of gender, sexual orientation, ethnicity, disability, gender identity, religion and/or faith and age.
- Not give any personal contact details including home and mobile phone number and personal email addresses to any vulnerable person.
- Not enter into any form of sexual or romantic contact with any child or young person or vulnerable adult that they are working with. This is inappropriate and may be illegal.
- Be aware that breaches of law and professional guidelines will be taken very seriously and will be dealt with using our policies and procedures.
- Attend regular training on Safeguarding and ensure that they are familiar with the organisation's Safeguarding policy and procedures.

Trustees are aware of and will comply with the Charity Commission guidance on [safeguarding and protecting people](#) and also the [10 actions trustee boards need to take to ensure good safeguarding governance](#).

Within the UK, there are only three agencies with the statutory right to undertake a child protection investigation. They are:

- Local authority social services
- The police
- [National Society for the Protection of Children \(NSPCC\)](#)

Ocean Generation staff are not responsible for diagnosing or investigating abuse. Their responsibility is to be aware and alert to signs that might indicate that not all is well with the vulnerable person. Not all concerns will relate directly to abuse, there may be other explanations given a child's individual circumstance.

There should never be a delay in making a referral if it is felt a vulnerable person is at risk of significant harm. The decision to make a referral is an individual's decision and should never be overruled by another staff member or manager. It is important to remember that our responsibility is to report, not to investigate.

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Responding to Disclosure, Suspicions and Allegations

If a crime is in progress, or an individual in immediate danger, call the police, as you would in any other circumstances.

If you are a beneficiary, or member of the public, make your concerns known to a member of our team, who will alert a senior member of the charity.

All Ocean Generation staff should make your concerns known to your supervisor or another appropriate senior manager. If you feel unable to do so, speak to a trustee.

The trustees are mindful of their reporting obligations to the Charity Commission in respect of [Serious Incident Reporting](#) and, if applicable, other regulator. They are aware of the [Government guidance on handling safeguarding allegations](#).

All concerns or allegations of abuse must be reported to the DSL or DSO, who will take appropriate action in line with the charity's procedures.

The charity will take all concerns and allegations seriously and will ensure that:

- The welfare of the vulnerable person is the paramount consideration.
- The vulnerable person is kept safe and their rights are protected.
- Any investigations are conducted fairly and thoroughly.

Recording safeguarding disclosures is an essential part of safeguarding and protecting vulnerable people. Here are some key steps to follow when recording safeguarding disclosures:

- **Remain calm and focused:** When a vulnerable person discloses abuse or neglect, it's essential to remain calm and focused to ensure you can listen and respond appropriately. Take what is said seriously. Tell them that they are not to blame and that they are right to tell.
- **Listen actively:** Allow the vulnerable person to speak without interruption, and actively listen to what they are saying. Use open-ended questions to encourage them to elaborate and clarify their disclosure. It is very important that you do not appear to be leading the vulnerable person in any way. Reassure the vulnerable person but do not make promises of confidentiality.
- **Make notes as soon as possible:** As soon as possible after the conversation, make detailed notes of what was said, including the date, time, location, and any other relevant details. Try to use the vulnerable person's own words wherever possible and avoid making assumptions or interpreting their words.
- **Use a standard reporting form:** Either a [Safeguarding Children Reporting Form](#) or [Safeguarding Vulnerable Adults Reporting Form](#).
- **Record the facts:** Be objective and record the facts of the disclosure, including what the vulnerable person said, their age, gender, and any other relevant details. Avoid making any assumptions or drawing conclusions based on your personal beliefs or biases.
- **Record any actions taken:** Record any actions you have taken in response to the disclosure, such as reporting it to the appropriate authorities or escalating it to your manager or designated safeguarding lead. Record the date and time of these actions.
- **Ensure confidentiality:** Ensure that the record is kept confidential and is only shared with those who need to know, in line with your organisation's safeguarding policies and procedures.

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The person receiving the disclosure should not:

- Panic.
- Demonstrate shock.
- Ask for more information.
- Speculate or make assumptions.
- Make promises or agree to keep secrets.
- Approach the alleged abuser.
- Make negative comments about the alleged abuser.

Remember that recording safeguarding disclosures is essential to protect vulnerable people from harm, and accurate and timely recording is critical to ensuring appropriate action is taken to safeguard them.

Keeping Records

After an individual makes a disclosure the next course of action is to record the details of what was said, and any actions taken using the appropriate form. For disclosures relating to children, the [Safeguarding Children Reporting Form](#) should be completed and submitted to the DSL/DSO. For disclosures relating to vulnerable adults, the [Safeguarding Vulnerable Adults Reporting Form](#) should be completed and submitted to the DSL or DSO. It is important that these records are kept securely.

Any safeguarding records kept by Ocean Generation must meet the following criteria:

- **Confidentiality:** All records related to safeguarding should be kept confidential and securely stored. Access to these records should be restricted to authorized personnel only.
- **Timeliness:** Records should be created promptly and updated as necessary. This includes reporting any incidents of concern or suspected abuse to the appropriate authorities.
- **Accuracy:** All records should be complete, accurate and based on objective information, such as witness statements or physical evidence. Care should be taken to ensure that opinions or assumptions are not recorded as facts. Third-party information should be easily distinguished. Records must be signed and dated.
- **Clarity:** Records should be typed, clear and easy to understand. Use of jargon or technical language should be avoided, and acronyms should be explained.
- **Accessibility:** Records should be easily accessible to those who need them, such as safeguarding officers or relevant regulatory bodies.
- **Retention:** Records should be stored safely and confidentially, and be kept for the appropriate length of time, as specified by law or regulation. This ensures that information is available if needed in the future.
- **Review:** Records should be reviewed regularly to ensure that they are up-to-date and relevant. Any inaccuracies or omissions should be corrected promptly.

The DSL or DSO must then log details and action taken in the [Safeguarding Log](#).

Sharing Information

Information sharing is a crucial aspect of safeguarding, as it enables different individuals and organisations to work together to protect vulnerable individuals from harm. However, it is also important to ensure that any information shared is done so in a way that is safe, secure, and legal,

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and that individuals' rights and privacy are respected. Any information disclosed by a vulnerable person must be treated confidentially and only shared with the DSL or DSO, other relevant members of staff (on a need-to-know basis only) and social services.

All staff who work with vulnerable people must understand and abide by the following key considerations for information sharing:

- **Consent:** In most cases, individuals should be informed about what information will be shared, who it will be shared with, and why it is necessary. Individuals should also be given the opportunity to give or withhold consent, unless there is a legal requirement to share the information.
- **Confidentiality:** Information shared for safeguarding purposes should be kept confidential and securely stored, in accordance with relevant data protection laws and regulations.
- **Need-to-know basis:** Information should only be shared with those who need it to carry out their safeguarding duties. This may include safeguarding officers, regulatory bodies, law enforcement agencies, or other relevant professionals.
- **Record keeping:** Any information shared should be recorded accurately and promptly and kept for the appropriate length of time. This helps to ensure that there is a clear audit trail of any safeguarding concerns or incidents.
- **Legal requirements:** There may be legal requirements to share certain information in certain circumstances, such as if there is a risk of harm to a child or vulnerable adult. It is important to be aware of these requirements and to comply with them.
- **Training and guidance:** All staff and volunteers involved in safeguarding should receive appropriate training and guidance on information sharing, so that they are aware of their responsibilities and the procedures they should follow.

If Ocean Generation's DSL or DSO decides that information does need to be shared with the local authority, the following should be considered:

- Explain to the vulnerable person what you will share and why and seek their agreement unless this would put them or others at increased risk.
- Explain to the vulnerable person's parent or carer that you are going to make a referral (unless doing so would put the vulnerable person at risk).
- Where there are concerns of significant harm, their safety and welfare is paramount and the police must be informed immediately.
- Always record the reasons for your decision - whether it is to share information or not.

Storing Information

Ocean Generation may have access to personal information about children and young people through our Youth Engagement programmes. The following guidelines should be followed when storing this information:

- No personal data about any child or young person should be stored publicly.
- Information should be stored confidentially and only those who need to access the information for their work should have access.
- If working in an office environment, personal data about children and young people should not be left on your desk when you are out of the office.
- Personal data about children and young people should not be kept for any longer than it is needed and should be disposed of responsibly.

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- Under the Freedom of Information Act children and young people have the right at any time to view any information we hold about them by requesting to view it.
- Mobile phones containing the phone numbers of children and young people must be locked and password protected.

Photography and Filming

If Ocean Generation wants to use photographs or films of children and young people in any external or internal materials, the following guidelines should be followed:

- Staff must be able to explain clearly to the child or young people how and where their images will be used before the photographs or film are taken. This means the subject of the image must have a genuine and full understanding of where and how it will appear.
- Individuals must give consent using the [Ocean Generation Image Consent Form](#).
- Consent must be given in order to use the person's real name attached to the photograph or video.
- Consent of the individual must be sought for people over 18.
- If the individual is under 18 the consent must be sought from them as well as a parent, guardian or carer before taking and using photographs or video.
- Photographs or video should never be taken of children or young people in one-to-one situations.

In exceptional cases, a child aged 16 or 17 may be able to give consent to partaking in photography or filming without seeking additional consent from a parent, carer or guardian. In these circumstances it is vital that:

- The materials are only used for internal purposes.
- The child aged 16 or 17 is made fully aware of how and where the photos and/or video will be used and any future implications.
- Where circumstances exist that would make it impossible for a child aged 16 or 17 to gain additional consent these must be assessed on a case-by-case basis before final authorisation for photography or filming of the child will be sought from the CEO. In these circumstances the Ocean Generation and all those involved in the decision making should thoroughly assess whether it is in the best interest of the child to be photographed or filmed and whether or not the child is fully capable of making an informed decision
- The safety and best interests of the child should always underpin any decisions made about when it is appropriate to photograph or video a child aged 16-17.
- All consent must be given in writing using an appropriate consent form which must be signed by the participant and, if appropriate, a parent/carer/guardian.

Safer Recruitment and Selection

Ocean Generation will adopt a consistent and thorough process of '[safer recruitment](#)' to ensure the suitability of relevant staff and board members to roles dealing with vulnerable people.

Ocean Generation will take care at every stage of the recruitment process to eliminate candidates who are unsuitable to work with vulnerable people. This includes:

- Checking for any unexplained gaps in employment history.
- Checking references carefully.

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- Taking great care in the preparation of the person specification to ensure key requirements are tested.
- Carrying out DBS checks (although not relying on them).
- Not completing the recruitment process until all checks have been completed satisfactorily. A role may be offered conditional to the completion of this process.

Allegations and Concerns About Staff, Volunteers and Board Members

Allegations of abuse or concerns raised against members of staff or trustees, will always be treated seriously. Where there is an allegation against a member of staff the CEO should be informed immediately, and a disciplinary investigation will be carried out. There may also be criminal investigations involving the police. Where the allegation concerns the CEO or a board member, another member of the board should lead the investigation.

Where one of the following allegations have been made regarding staff or a trustee, these must be reported to the CEO or another trustee, as appropriate, within one working day:

- behaved in a way that has harmed or may have harmed a vulnerable person.
- possibly committed a criminal offence against or related to a vulnerable person.
- behaved towards a vulnerable person in a way that indicates they might pose a risk of harm if they work with vulnerable people closely or regularly.

When personnel are asked to leave for safeguarding reasons, the Disclosure and Barring Service must be informed: <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs>

Devyn Arbogast

Administration Officer

Policy approved: **20 June 2023**

Next review: **before 30 June 2025**



Appendix 1

Ocean Generation Contacts & Links

Appendix 1 - Ocean Generation Contacts & Links

Ocean Generation's Safeguarding Officer

Devyn Arbogast is the Designated Safeguarding Officer (DSO) for Ocean Generation and should be the first point of contact in relation to safeguarding issues.

Designated Safeguarding Officer (DSO):

Devyn Arbogast

Devyn.arbogast@oceangeneration.org

+44 (0)747 234 1519

Ocean Generation's Safeguarding Lead

Richard Hill is the Designated Safeguarding Lead (DSL) for Ocean Generation and should be contacted immediately if you have urgent concerns about a child and can't contact the DSL.

Designated Safeguarding Lead (DSL):

Richard Hill

Richard.hill@oceangeneration.org

+44 (0)777 133 6665

Ocean Generation's Board Level Safeguarding Lead

Board Level Safeguarding Lead:

Philip Jenkins

philip@manx.net

Safeguarding Form Links

[Safeguarding Children Reporting Form](#)

[Safeguarding Vulnerable Adults Reporting Form](#)

[Safeguarding Log](#)

Appendix 2

External Contacts & Links



Appendix 2 - External Contacts & Links

Report child abuse to a local council

Postcode locator tool to find contact information for local council children's social care teams throughout England. If you do not know where the child lives, contact your local council's team, the NSPCC or the Police for advice.

Website: <https://www.gov.uk/report-child-abuse-to-local-council>

You can also report child abuse to your local authority in [Wales](#), [Scotland](#) or [Northern Ireland](#).

National Society for the Prevention of Cruelty to Children (NSPCC)

They have a helpline for adults concerned about the welfare of a child.

Phone: 0808 800 5000 (24-hour helpline) or email: help@nspcc.org.uk

Website: <https://www.nspcc.org.uk/>

The Samaritans

They provide emotional support to anyone in distress, including those who are feeling suicidal.

Phone: 116 123 (24-hour helpline)

Website: <https://www.samaritans.org/>

Childline

This is a free, confidential helpline for children and young people in the UK.

Phone: 0800 1111

Website: <https://www.childline.org.uk/>

The Disclosure and Barring Service (DBS)

This is a government service that provides criminal record checks for employers and voluntary organisations.

Website: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>

National Domestic Violence Helpline

They offer support for anyone experiencing domestic abuse or violence.

Phone: 0808 2000 247 (24-hour helpline)

Website: <https://www.nationaldahelpline.org.uk/>

The Care Quality Commission (CQC)

This is the independent regulator of health and social care services in England. They inspect and rate services to ensure they meet essential standards of quality and safety.

Website: <https://www.cqc.org.uk/>

National Association for People Abused in Childhood (NAPAC)

They have a helpline for adult survivors of any form of child abuse.

Phone: 0808 801 0331 or email: support@napac.org.uk

Website: <https://napac.org.uk/>

Guidance for working overseas:

- Charity Commission guidance - [working overseas](#)
- The [International Child Safeguarding Standards](#)
- Keeping children safe [online assessment tool](#)
- FCDO – [Safeguarding against sexual exploitation and abuse and sexual harassment in the aid sector](#)
- Resource and Support Hub – [Safeguarding in a humanitarian emergency](#)

Appendix 2

External Contacts & Links



- Charity Commission - [Safeguarding in international aid: key steps to consider](#)

Appendix 3

Signs of Abuse



Appendix 3 – Signs of Abuse

Physical Abuse

- bruises, black eyes, welts, lacerations, and rope marks.
- broken bones.
- open wounds, cuts, punctures, untreated injuries in various stages of healing.
- broken eyeglasses/frames, or any physical signs of being punished or restrained.
- laboratory findings of either an overdose or under dose medications.
- individual's report being hit, slapped, kicked, or mistreated.
- vulnerable adult's sudden change in behaviour.
- the caregiver's refusal to allow visitors to see a vulnerable adult alone.

Sexual Abuse

- bruises around the breasts or genital area.
- unexplained venereal disease or genital infections.
- unexplained vaginal or anal bleeding.
- torn, stained, or bloody underclothing.
- an individual's report of being sexually assaulted or raped.

Mental Mistreatment/Emotional Abuse

- being emotionally upset or agitated.
- being extremely withdrawn and non-communicative or non-responsive.
- nervousness around certain people.
- an individual's report of being verbally or mentally mistreated.

Neglect

- dehydration, malnutrition, untreated bed sores and poor personal hygiene.
- unattended or untreated health problems.
- hazardous or unsafe living condition (e.g., improper wiring, no heat or running water).
- unsanitary and unclean living conditions (e.g., dirt, fleas, lice on person, soiled bedding, faecal/urine smell, inadequate clothing).
- an individual's report of being mistreated.

Self-Neglect

- dehydration, malnutrition, untreated or improperly attended medical conditions, and poor personal hygiene.
- hazardous or unsafe living conditions.
- unsanitary or unclean living quarters (e.g., animal/insect infestation, no functioning toilet, faecal or urine smell).
- inappropriate and/or inadequate clothing, lack of the necessary medical aids.
- grossly inadequate housing or homelessness.
- inadequate medical care, not taking prescribed medications properly.

Exploitation



Appendix 3

Signs of Abuse

- sudden changes in bank account or banking practice, including an unexplained withdrawal of large sums of money.
- adding additional names on bank signature cards.
- unauthorized withdrawal of funds using an ATM card.
- abrupt changes in a will or other financial documents.
- unexplained disappearance of funds or valuable possessions.
- bills unpaid despite the money being available to pay them.
- forging a signature on financial transactions or for the titles of possessions.
- sudden appearance of previously uninvolved relatives claiming rights to a vulnerable adult's possessions.
- unexplained sudden transfer of assets to a family member or someone outside the family.
- providing services that are not necessary.
- individual's report of exploitation.