



**THE BARBER INSTITUTE OF FINE ARTS
UNIVERSITY OF BIRMINGHAM**

SAFEGUARDING POLICY

April 2018

The Barber Institute of Fine Arts is committed to ensuring a safe and supportive environment exists for all staff, students and visitors, in accordance with the University of Birmingham's Safeguarding policy. This document sets out the Barber Institute's approach to safeguarding children and young people and establishes a number of codes of practice, procedures and guidelines relevant to the Barber Institute's activities, set within the wider policy of University of Birmingham. This policy has been drawn up with support from the NSPCC's resources on best practice.

This policy refers to both children and young people. Children are those under the age of 16 and young people are classified in this policy as those between the ages of 16 and 18 years old.

The Barber Institute of Fine Arts recognises that staff will come into contact with children and young people both through learning and engagement activities and through general visits to the gallery. The safeguarding of children and young people visiting the gallery is the responsibility of all staff and this policy covers both learning and engagement activities and general visits. Alongside this policy, the University of Birmingham's online training courses will ensure staff are aware of safeguarding procedures and concerns.

This policy and the procedures within it will be reviewed, and updated if necessary, at least every 18 months.

General Information:

- The University's safeguarding children and young people policy is available at www.birmingham.ac.uk/university/governance/policies-regs/child-protection.aspx
- FAQs are available at www.intranet.birmingham.ac.uk/legal-services/documents/staff
- The University's senior child protection officer is Carolyn Pike, Director of Legal Services
- College Child Protection officer for the Collage of arts and Law, including the Barber Institute, is Helen Murray.

Code of Practice: Safe working procedures:

This applies to all children's workshops, including Creative Sundays, Little Artists, Barber Collective, Barber Art School and Home Educated Group visits. School visits are covered by the individual schools' policies and procedures. In all cases, staff working with these groups are subject to our safe recruitment procedure.

The Role of Staff and Volunteers

When working with or for children and young people you are acting in a position of trust. You are likely to be seen as a role model and must act appropriately.

Respect

Staff should:

- Listen to and respect children at all times
- Value and take children's contributions seriously
- Respect a young person's right to personal privacy as far as possible
- In some cases it may be necessary to break confidentiality in order to follow child protection procedures: if this is the case it is important to explain this to the child or young person at the earliest opportunity.

Responsibility

Staff are responsible for ensuring:

- Prioritising the welfare of children and young people
- Providing a safe environment for children and young people
- This includes ensuring equipment is used safely and for its intended purpose
- This includes having good awareness of issues to do with safeguarding and child protection and taking action when appropriate
- Following our principles, policies and procedures
- This includes policies and procedures for child protection /safeguarding , whistleblowing and e-safety
- Staying within the law at all times
- Modelling good behaviour for children and young people to follow
- Challenging all unacceptable behaviour and reporting any breaches of the behaviour code to the Learning and Engagement team.
- Reporting all allegations /suspicions of abuse following reporting procedures
- This includes abusive behaviour being displayed by an adult or child and directed at anybody of any age.

Relationships

Staff should:

- Promote relationships that are based in openness, honesty, trust and respect
- Avoid favouritism
- Be patient with others
- Use special caution when you are discussing sensitive issues with children or young people
- Ensure that your contact with children and young people is appropriate and relevant to the work of the project you are involved in

Lone Working

Staff are responsible for ensuring:

- If a child asks specifically for or needs private time with you, ensure other staff or volunteers know where you and the child are.

- Only provide personal care in an emergency and make sure there is more than one adult present if possible
- No lone working is permitted with members of staff or volunteers without a valid DBS
- Lone working with members of staff with a DBS will be avoided where at all possible.
- To avoid lone working, workshops should have a workshop assistant and/or volunteers present
- Freelance artist educators should be issued with a radio to contact security in the event of first aid incidents.
- No staff or volunteers without DBS should accompany children to the toilet
- Toilet trips preferably should be done by the parent or carer or a member of staff with a DBS
- Staff toilets in the basement should never be used by children

Child Collection Procedure

Staff are responsible for ensuring:

- All children in workshops where adults are permitted to leave their children will be named on a register with parent/carer contact details.
- All children are signed in and out of workshops using this register
- Any instances of collecting children on parent/careers behalf must be brought to the attention of the workshop assistant before drop off.
- Home Educated groups should provide a register of children in attendance with parents' contact details in advance of the workshop.

Please refer to the Barber Institute's Lost Child Policy, available internally here:

<S:\Administration\Health and Safety\Lost Child Policy and Procedure\lost child policy 2017.pdf>

<S:\Administration\Health and Safety\Lost Child Policy and Procedure\LOST CHILD INCIDENT FORM.docx>

Code of Practice: Unacceptable Behaviour:

This code of practice applies to all staff and volunteers at the Barber Institute of Fine Arts. When working with children and young people staff and volunteers should not:

- Allow concerns or allegations to go unreported
- Take unnecessary risks
- Smoke, consume alcohol or use illegal substances
- Develop inappropriate relationships with children and young people
- Engage in behaviour that is in any way abusive
- This includes having any form of sexual contact with a child or young person
- Let children and young people have your personal contact details

(mobile number, email address or address) or have contact with them via social media account

- Act in a way that can be perceived as threatening or intrusive
- Patronise or belittle children and young people
- Make sarcastic or insensitive, derogatory or sexually suggestive comments or gestures to or in front of children or young people

If you have behaved inappropriately you will be subject to the University's disciplinary procedures. Depending on the seriousness of the situation, you may be asked to leave the Barber Institute. We may also make a referral to statutory agencies such as the police and/or the local authority children's social care department.

If you become aware of any breaches in our code of conduct, you must report them to the Learning and Engagement team. To do this you should follow the whistle blowing procedure.

Signs and Types of Abuse:

Child abuse is any action by another person – adult or child- that causes significant harm to a child. It can be physical, sexual or emotional, but can just as often be a lack of love, care and attention. We know that neglect, whatever form it takes, can be just as damaging to a child as physical abuse.

An abused child will often experience more than one type of child abuse, as well as other difficulties. It often happens over a period of time, rather than being a one off event. And it can increasingly happen online.

All staff and volunteers should be aware of the following signs of abuse in children and young people. If these signs are observed staff and volunteers should follow the procedure for reporting child abuse document. The Barber Institute of Fine Arts recognises that child abuse or neglect can come in many forms and is not limited to, or restricted from, any section of society.

Things you may notice:

If you are worried that a child is being abused, watch out for any unusual behaviour.

withdrawn suddenly behaves differently anxious clingy
depressed aggressive problems sleeping eating disorders
wets the bed soils clothes takes risks misses school
changes in eating habits obsessive behaviour nightmares
drugs alcohol self-harm thoughts about suicide

The following sections cover physical symptoms of abuse, types and signs of neglect, sexual abuse and emotional abuse.

Physical Symptoms:

Bruises

- Commonly on the head but also on the ear or on the neck or soft areas- the abdomen or back
- Defensive wounds commonly on the forearm, upper arm, back of the leg, hand or feet
- Clusters of bruises on the upper arm outside of the thigh or on the body
- Bruises with dots or blood under the skin
- A bruised scalp and swollen eyes from hair being pulled violently
- Bruises in the shape of a hand or object

Burns or Scalds

- Can be from hot liquids, hot objects, chemicals or electricity
- On the hands, back, shoulders; scalds may be on lower limbs, both arms and/or legs
- A clear edge to the burn or scald
- Sometimes in the shape of an implement for example, a cigarette burn
- Multiple burns or scalds

Bite Marks

- Usually oval or circular in shape
- Visible wounds, indentations or bruising from individual teeth

Fractures or broken bones

- Fractures to the ribs or the leg bones in babies
- Multiple fractures or breaks at different stages of healing

Other injuries or health problems

- Scarring
- Effects of poisoning such as vomiting, drowsiness or seizures
- Respiratory problems from drowning, suffocation or poisoning

Types of neglect:

Physical neglect

- Failing to provide for a child's basic needs such as food, clothing or shelter. Failing to adequately supervise a child or provide for their safety.

Educational neglect

- Failing to ensure a child receives an education

Emotional neglect

- Failing to meet a child's needs for nurture and stimulation, perhaps by ignoring, humiliation, intimidating or isolating them.

Medical neglect

- Failing to provide appropriate health care including dental care and refusal of care or ignoring medical recommendations.

Children who are neglected may:

- Be smelly or dirty
- Have unwashed clothes
- Have inadequate clothing , e.g. not having a winter coat
- Seem hungry or turn up to school without having breakfast or any lunch money
- Have any frequent and untreated nappy rash in infants
- Have untreated injuries or medical issues
- Repeated injuries due to lack of supervision
- Recurring illness or infection
- Poor muscle tone or prominent joints
- Skin sores, rashes, flea bites, scabies or ringworm
- Swollen tummy
- Anaemia
- Tiredness
- Faltering weight or growth
- Poor language communication or social skills

Neglected children may be:

- Living in an unsuitable home
- Left alone for a long time
- Taking on the role of carer for other family members.

Sexual Abuse:

There are two types of sexual abuse. These are called contact abuse and non- contact abuse.

Contact abuse involves touching activities where an abuser makes physical contact with a child. It includes:

- Sexual touching of any part of the body whether the child is wearing clothes or not
- Rape or penetration by putting an object or body part inside a child's mouth, anus or vagina
- Forcing or encouraging a child to take part in sexual activity
- Making a child take their clothes off, touch someone else's genitals or masturbate.

Non- contact abuse involves non –touching activities, such as grooming, exploitation, persuading children to perform sexual acts over the internet and flashing. It includes:

- Encouraging a child to watch or hear sexual acts
- Not taking proper measures to prevent a child being exposed to sexual activities by others
- Meeting a child following sexual grooming with the intent of abusing them
- Online abuse including making, viewing or distributing child abuse images
- Allowing someone else to make, distribute or view child abuse images
- Showing pornography to a child
- Sexually exploiting a child for money, power or status (child exploitation)

Signs of Sexual Abuse:

Stay away from certain people

- Children might avoid being alone with people, such as family members or friends
- They could seem frightened of a person or reluctant to socialise with them

Show sexual behaviour that's inappropriate for their age

- A child might become sexually active at a young age
- They might become promiscuous
- They could use sexual language or know information that you wouldn't expect them to

Physical symptoms

- Anal or vaginal soreness
- An unusual discharge
- Sexually transmitted infections
- Pregnancy

Emotional Abuse:

Emotional abuse is the ongoing emotional maltreatment of a child.. It is sometimes called psychological abuse and can seriously damage a child's emotional health and development.

Emotional abuse can involve deliberately trying to scare or humiliate a child or isolating or ignoring them. Children who suffer emotional abuse are often also suffers of other types of abuse.

Signs of emotional abuse:

Babies and pre-school children may:

- Be overly-affectionate towards strangers or people they haven't known for very long
- Lack confidence or become wary or anxious

- Not appear to have a close relationship with their parent, e.g. When being taken to or collected from nursery etc.
- Be aggressive or nasty towards other children and animals.

Older children may:

- Use language, act in a way or know about things that you wouldn't expect them to know for their age
- Struggle to control strong emotions or have extreme outbursts
- Seem isolated from their parents
- Have a lack social skills or have few, if any, friends

Child at Risk of Abuse:

Ways that abuse might be brought to your attention;

- A child might make a direct disclosure about him or herself
- A child might make a direct disclosure about another child
- A child might offer information that is worrying but not a direct disclosure
- A member of staff might be concerned about a child's appearance of behaviour or about the behaviour of a parent or carer towards a child
- A parent or carer might make a disclosure about abuse that a child is suffering or at risk of suffering
- A parent might offer information about a child that is worrying but not a direct disclosure.

What to do

Stay calm

Listen, hear and take seriously

Give time to allow the child to say what they want

Reassure and explain that they have done the right thing in telling

Act immediately in accordance with the procedure in this Policy

Make a written record of what was said as soon and as accurately as possible

Report to the lead member of staff and/or the Child Protection Officer

Record your report.

What not to do

Don't panic or over-react.

It is unlikely that the child is in immediate danger

Don't probe for more information.

Inappropriate questioning may affect how the child's disclosure is received at a later date.

Don't make assumptions, don't paraphrase or offer alternative explanations.

Don't promise confidentiality or to keep secrets or that everything will be OK (it may not be)

Don't try to deal with the matter yourself

Don't make negative comments about any alleged abuser

Don't "gossip" with colleagues about what has been said to you

Don't make a child repeat a story unnecessarily.

Talking to a child who has told you that he/she or another child is being abused:

- Reassure the child that telling someone about it was the right thing to do
- Tell him/ her that you now have to do what you can to keep him/her (or the child who is the subject of the allegation) safe.
- Let the child know what you are going to do next and who else needs to know about it
- Let the child tell his or her own story. Don't try to investigate or quiz the child, but make sure that you are clear as to what he/she is saying.
- Ask the child what he/she would like to happen as a result of what he/she said, but don't make or infer promises you can't keep.
- Give the child the child line phone number 0800 1111

Helping a child in immediate danger or in need of emergency medical attention:

- If the child is in immediate danger and is with you, remain with him/her and call the police & campus security: 0121 414 4444
- If the child is elsewhere, contact the police and explain the situation to them
- If he/she needs emergency medical attention, call for first aid and/or an ambulance.
- First aid members of staff are within the Security and Learning and Engagement Teams. If the first aider is not available, use any first aid knowledge that you may have yourself to help the child.
- You also need to contact your supervisor/manager or named child protection officer to let them know what is happening. This will be a Security Officer, Operations Manager or a member of the Learning and Engagement Team.

A decision will be made about who should inform the child's family, the university safeguarding team and local authority children's social care department. If the Police and/or the health service have been informed, they should be part of this decision. The welfare of the child will be considered as a priority.

Suspected abuse by staff – during workshops/events:

****Refer to the whistle-blowing procedure****

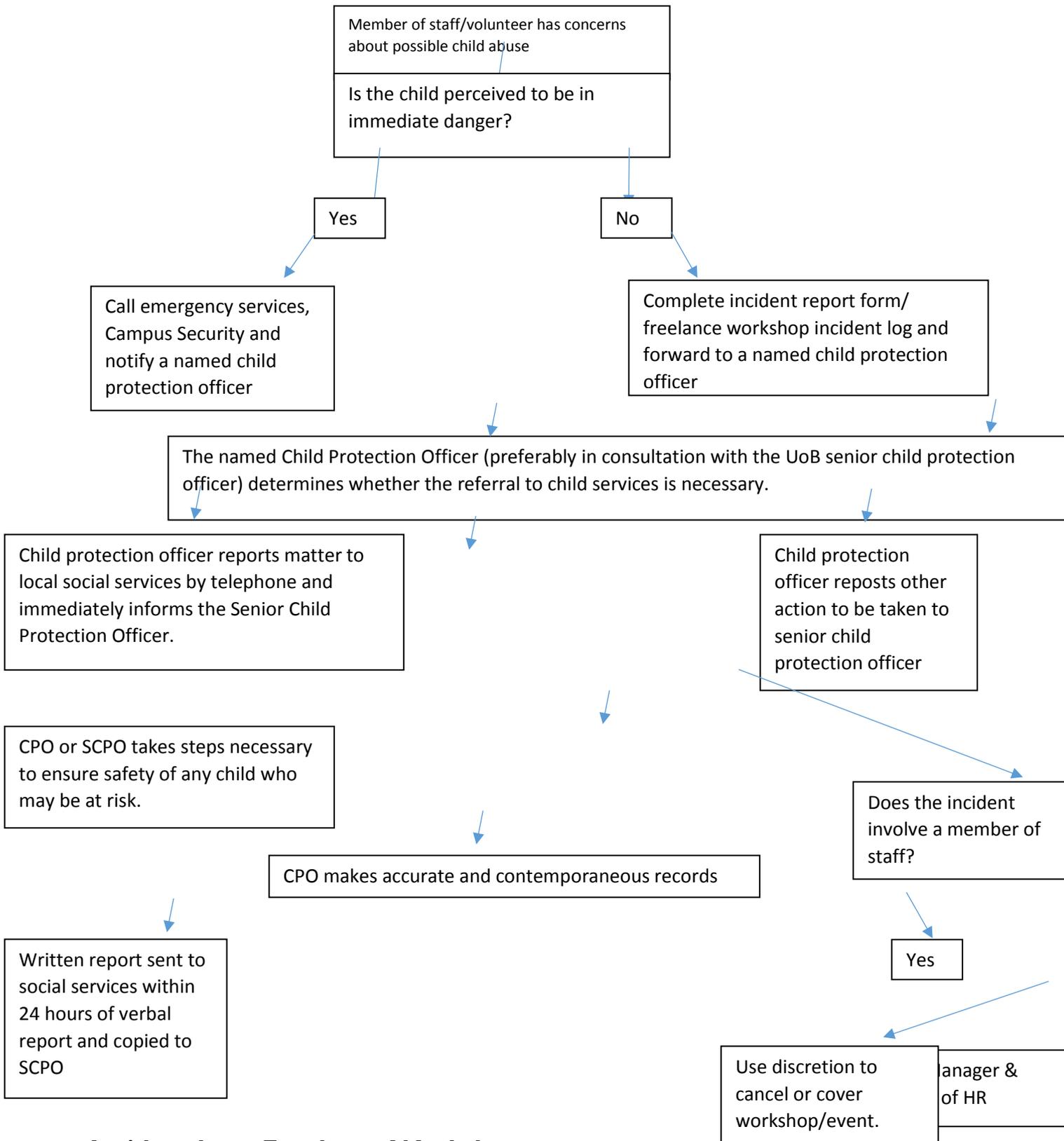
Reporting Abuse

Reporting abuse or suspicion of abuse will not necessarily lead to investigation. Reporting suspicion of abuse is essential to safeguard children, even if the suspicion is slight, each report may add to a building case of evidence being built by another institution or social services.

On page 11 is a flow chart for staff to follow when reporting abuse.

Also included here are two reporting forms, one for freelance staff reporting to the Barber's Learning and Engagement team and the second should be used by all other staff to report to named Child Protection Officers at the University of Birmingham.

Reporting Procedure



Incident log – Freelance Workshops

To comply with our safeguarding and health and safety policies, and to make sure you are valued and supported whilst working at the Barber Institute, we ask you to record any incidents that happen in sessions that cause you concern or affect the running of your

session. Thank you for taking the time to complete this. Please provide as much information as you can, however we realise this may not always be possible. Ideally this should be completed as near as possible to the event. This information is held in accordance with our Data Protection Policy. When completed please seal in the envelope provided and leave with the workshop register for collection.

Workshop title, Your Name and Date:

Staff, Freelancers and Volunteers present or witnessed:

Please briefly describe the type of incident that has occurred or the incident that has concerned you. Also, to the best of your ability please detail the time/times it occurred:

Please describe in more detail the incident. Please do so based on factual evidence, avoiding speculation and including your actions taken. If any anecdotal detail is included please state if you witnessed it or who reported this to you:

Contact details of those present affected (if applicable and they wish to record this for follow up)

**UNIVERSITY OF BIRMINGHAM CHILD PROTECTION POLICY –
INCIDENT REPORT FORM
DETAILS OF INCIDENT**

Date of incident:

Time of incident:

Where the incident occurred:

Briefly describe the circumstances of the incident (including names of parties involved):

DETAILS OF CHILD / INJURED PARTY (IF APPLICABLE)

Full name:

Address:

Home telephone number:

Mobile telephone number:

Sex:

Date of birth:

Nature of injury:

Comments or explanation given by child:

Name and contact details of any witnesses:

Initial action taken:

DETAILS OF PERSON COMPLETING REPORT

Name & contact details:

.....

signature

date

Reporting an Allegation:

If the allegation is made by a child or family member to a member of staff, or if a member of staff observes concerning behaviour by a colleague first hand, this should be reported immediately to the staff member's supervisor /manager and the Barber's Learning and

Engagement team. If the allegation is regarding those members of staff, the allegation should be reported to the next member of staff senior to them. Issues that should be taken into account are:

- The child's wishes and feelings
- The parents' rights to know (unless this would place the child or someone else in danger, or would interfere with a criminal investigation)
- The impact of telling or not telling the parent
- The current assessment of the risk to the child and the source of that risk
- Any risk management plans that currently exist

Once immediate danger or emergency medical needs have been dealt with, follow the steps set out in the *Reporting Procedure* flowchart.

What to do if an allegation is made or information is received

1. Follow the ***Children at Risk of Abuse Procedure and Reporting Procedure flow chart***. If the child is in danger of immediate harm call 999.
2. **Is the person at the centre of the allegation working with children now?**
In this case, the concern needs to be discussed immediately with the Learning and Engagement team/Operations Manager, Deputy Director or Director. The most senior member of staff available should then, in a sensitive manner, remove the staff member involved in the allegation from direct contact with children.
3. It should be explained to the staff member or freelancer, in private, that there has been a complaint made against them, although the details of the complaint should not be given at this stage. They should be informed that further information will be provided as soon as possible but that until consultation has taken place with the relevant departments they should not be working with children. It may be best for the person to return home and be contacted later by the Named Safeguarding Officer. If the person is a member of a trade union they should be advised to make contact with that body. Arrangements should also be made for the member of staff or volunteer to receive ongoing support in line with the responsibilities the organisation has towards his or her welfare.

If the report/concern occurs during a weekend workshop the Learning and Engagement Manager should be notified by phone. Following this conversation, arrangements will be made for the workshop to be suspended, with the L&E Manager providing guidance and instruction over the phone. Instances such as this should be reported to the University of Birmingham Safeguarding team, by the Learning and Engagement team, for investigation as soon as possible if the alleged behaviour suggests that the person in question;

- may have behaved in a way that has harmed or may have harmed a child
- has possibly committed a criminal offence against or related to a child

- has behaved towards a child in a way that suggests the he/ she may be unsuitable to work with children.

This should also happen if the person has volunteered this information about him/herself. The University of Birmingham Safeguarding team and relevant Barber Institute staff will discuss local authority and police involvement as well as notification of incidents to parents.

Dealing with a criminal offence:

If there is reason to suspect that a criminal offence may have been committed the University Safeguarding team will work in partnership with the local authority and will contact the police to engage in a strategy discussion.

Talking to parents/carers about the allegation or concern:

If the child's parents/carers do not already know about the allegation, the University of Birmingham Safeguarding team and the local authority will discuss how they should be informed and by whom.

Taking disciplinary action:

If the allegation does not involve possible criminal offence, the University Safeguarding Officer, the Barber departmental manager and the Barber Director will still consider if formal disciplinary action is needed. Please see the University of Birmingham policy documents for more details.

The following timings should be kept to wherever possible, depending on the nature of the investigation; (To be reviewed)

- If formal disciplinary action is not needed, other appropriate action should be taken within four working days
- The Barber Senior Management Team will continue to liaise with the University Safeguarding team and local authority throughout the course of the investigation, using the local authority as a source of advice and support.
- If the allegation is substantiated and if, once the case is concluded the Barber Institute of Fine Arts dismisses the person or ceases to use their services, the University Safeguarding Officer should consult with the local authority about referral of the conduct to the Disclosure and Barring Service.
- A clear record of the case and investigation will be kept by the Barber Institute of Fine Arts in accordance with data protection regulations and will be held for a period of ten years.

Whistle Blowing Procedure:

The aim of this procedure is to provide a clear and transparent way, for anyone who works for the Barber Institute of Fine Arts, to raise genuine concerns about acts of wrong doing or malpractice in the workplace. It also aims to ensure that any concerns are dealt with effectively and in a timely fashion. This procedure provides managers with steps to deal with allegations, ensuring staff and volunteers are not penalised for raising genuine concerns, even *if those concerns prove to be unfounded*. It also provides the means for taking disciplinary action against any employee who is found to have raised false concerns with malicious intent.

This procedure applies to:

- any member of staff volunteer to whom an allegation of abuse has been made, that involves another member of staff, volunteer
- anyone in a managerial position (including safeguarding officer for children, line managers and supervisors) who may be required to deal with such allegations and manage investigations that result from them

The purpose of this procedure:

- To ensure that there is a fair and consistent and robust response to any allegations made so that the risk posed to other children by an abusive individual is managed effectively
- To facilitate an appropriate level of investigation to allegations, whether they are said to have taken place recently, at any time the person in question has been employed by/volunteered with the Barber Institute of Fine Arts
- To ensure that the Barber institute of Fine Arts continues to fulfil its responsibilities towards members of staff or volunteers who may be subject to such investigations
- To ensure that individuals are able to continue in their role if they have been at the centre of allegations that are unfounded or deemed to be malicious in origin, subject to legal and HR advice

Receiving a concern about malpractice:

If a manager receives a concern from a member of staff, they will arrange to meet the member of staff as soon as possible. If this manager is not the person's direct line manager, they will sensitively establish why the staff member has reported the concern to them. It may be suggested that the staff member speaks to the responsible manager, however the concern should be heard regardless.

The situation will be approached sensitively recognising the discomfort that the person may feel and a meeting away from the office should be offered if possible. If the person reporting the concern wishes to remain anonymous, it should be explained that this will be upheld where possible but may not always be achievable. HR and legal guidance will be sought on this matter.

Notes will be made from the meeting, which should be checked with the reporting individual before the end of the meeting.

Deciding what action to take:

When the nature of the concern has been established, it may be of a relatively minor nature that you may be able to resolve informally.

If the concern appears more serious, the need for immediate action to safeguard children will be assessed in line with our procedures.

It will also be assessed if police or health service involvement is needed. If so, the staff member responsible for whistle blowing should be contacted to discuss the matter further. A decision will then be made by the Senior Management Team, the University Safeguarding team and the University HR team on how to proceed with an investigation.

Further Information and Advice:

HR contact for University of Birmingham (College of Arts and Law):

Karen Martin

HR Business Partner

k.a.martin@bham.ac.uk

0121 414 3848

Public Concern at Work Helpline:

020 7404 6609

NSPCC Whistle blowing advice line:

0800028 0285

Policy for photographing and recording

Children and young people

Risk Factors

- Children may be identifiable when a photograph is shared with personal information
- Direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information

- Inappropriate photographs or recorded images of children
- Inappropriate use , adaptation or copying of images

Staff will:

- Not use children's names in photograph captions or on websites or social media
- Not use personal devices to photograph or record children.
- Use the parental permission form to obtain consent
- Obtain the child's permission to use their image
- Address how images of children on the website can be misused. Images accompanied by personal information, such as the name of the child and their hobby, could be used to learn more about a child prior to grooming them for abuse
- State written expectations of professional photographers or the press who are invited to an event. These should make clear the organisations' expectations of them in relation to child protection
- Not approve photography sessions outside of the event or at a child's home

Storing images securely:

- Images or video recordings of children must be kept securely.
- Hard copies of images should be kept in a locked draw and electronic images should be kept in a protected folder with restricted access.
- Images should not be stored on unencrypted portable equipment such as laptops, memory sticks and mobile phones
- After taking photographs, images should be immediately removed from the device into a locked folder on the shared drive.
- This should be revised in accordance with the latest GDPR guidelines, at the earliest opportunity.

Information Sharing and E-Safety Policy

Purpose of the policy

- To protect children and young people who receive the Barber Institute's services and who make use of information technology (such as mobile phones, devices, games consoles and the internet) as part of their involvement with us
- To provide staff and volunteers with overarching principles that guide our approach to e-safety
- To ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use information technology and behave online

We recognise that:

- The welfare of children /young people who come into contact with our services is paramount and should govern our approach to the use and management of electronic communications technologies and online behaviour.
- All children, regardless of age, disability, gender , racial heritage, religious behaviour, sexual orientation or identity have the right to equal protection from all types of harm or abuse;
- Working in partnership with children, young people , their parents, carers and other agencies is essential in promoting young people's welfare and in helping young people to be responsible in their approach to e-safety:
- Use of IT is an essential part of all our lives: it is involved in how we as an organisation gather and store information, as well as how we communicate with each other and the public. However, it can present challenges in terms of how we use it and, if misused either by an adult or a young person, can actually or potentially be harmful to them.

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

- Referring all staff to the 'policy for photographing and recording children' during events and activities.
- Ensuring that images of children, young people and families are used only after written permission has been obtained, only for the purpose which consent has been given and never using personal devices.
- Using procedures to deal firmly, fairly and decisively with any example of inappropriate ICT use and online behaviour, complaints or allegations, whether by an adult or a child/young person (these may include breaches of illegal use downloading or creating indecent images of children, cyberbullying or use of ICT to groom a child or to perpetuate abuse).
- Staff should have no contact with children or young people who are service users, through personal social media accounts, mobiles phones or email. Where necessary specific professional social media accounts will be created that are accessible and by staff and can be policed if necessary.
- Examining and assessing any emerging technologies before they are used within the organisation.
- Ensuring that personal information of staff, volunteers and service users are not published on our website.
- IT security is managed, assessed and updated by the university central IT regularly

Information sharing procedural guidelines:

- I. Staff and volunteers may find themselves wishing to or being asked to share information of a confidential nature about children and families using our services. This may be because:

- The staff member is of the view that someone in the family might be in need of additional support
 - Someone from another agency has been in touch and wishes to know something about the families involvement with the service
 - Someone in the family had asked to be referred to further help
 - The staff member/volunteer is concerned that a child may be at risk of serious harm, or there is a serious crime that may have been committed involving someone in the family.
2. Before sharing the information, the staff member/volunteer should record what it is they wish to share, who they wish to share it with and the purpose of doing so. If the reason involves risk of harm to a child or young person or adult, then child protection processors should be referred to immediately. In any situation these guidelines should continue to be followed
 3. The staff member/volunteer should then consider the issue of consent to the information being shared. If the information related to an adult who is capable of giving consent, and such consent has not already been obtained, then the staff member/ volunteer should seek this, unless this would put the person at risk or impede the prevention of a serious crime or criminal investigation. Consent should take a written form using the 'sharing personal information consent' form, or be recorded if verbal.
 4. If a member of staff feels they cannot gain consent, permission should be gained from SMT before sharing personal information.

**Sharing Personal Information
Consent Document**

What information will be shared	
---------------------------------	--

How will this information be shared, will it be secure?	
Is the information accurate and up to date? If you are unsure, make this clear to the recipient.	
Is this information fact or opinion?	
Who is the recipient? What will the recipient use this information for?	
Have you gained consent?	

Consent

I confirm that I have given permission for the above information to be shared with the above recipient under the above conditions.

Name:

Date:

Signature: