

CodeDdraig's compliance with NSPCC Safeguarding and Child Protection guidelines



Outline

This document describes the implementation of a common child protection standard, authored by the NSPCC and the NCVO. The original standard is available to download for free:

<https://learning.nspcc.org.uk/media/1079/safeguarding-standards-and-guidance.pdf>. This document is shared openly with all volunteers, and any member of the public may request a copy of it.

Purpose

- Protection from abuse
- Prevent serious injuries
- Make CodeDdraig inclusive
- Make CodeDdraig compliant with legislation

Standard 1

Recruitment

1. All recruitment processes including:
 - Personal information of those being recruited, organisation and interview details (how the interview will be carried out and notes afterwards) should be only discussed on the secure “hr-private” group on Slack.
 - All applicants must fill in one of the three required application forms (as appropriate) as well as a self-disclosure form in compliance with paragraph 1.7, and provide proof of identity in compliance with paragraph 1.12. The Committee will then compile a shortlist of applicants through a voting process (see paragraph 1.8) before a face-to-face interview or via a video call, after which the committee will decide on whether the applicant will join CodeDdraig or not. After this follows an induction outlined in paragraphs 1.14, 1.15 and 1.16.
1. CodeDdraig will not recruit any ex-offenders that have completed their criminal record checks and self-disclosure forms.
2. Specifications for the requirements of each role are available at <https://drive.google.com/drive/u/1/folders/1L7QO9QyB76HQWsSZ1VRpfFJz2Qmz0Fhv>, and any applicant may request a copy of the specification of the role they are applying for.
3. All posts will comply with basic safeguarding policy outlined in standard 2.
4. CodeDdraig will send the applicant in question their post title, description and specifications, as well as extra information about CodeDdraig and will answer any questions about the post the applicant has before their interview.
5. All applicants will fill in the same basic application form, but with some additional questions adapted to the role they are applying for. This will be a Google Form, sent to applicants as a link. The form will state the specification of the role, as well as any other applicable limitations.
6. Ask applicants to fill our self-disclosure forms with their application forms to CodeDdraig, whilst acknowledging that this is not compulsory for applicants under 16.

7. The Committee will look at the applications completed and choose those more suited to each post via Doodle polls on the Slack channel “organisation”. Those chosen will be selected to be interviewed through our application process (see paragraph 1.1)
8. Ensure at least 2 members of the Committee are present with a Human Resources volunteer/Lead.
9. A general scoring system out of 10 shall be adopted during interviews by those conducting interviews which is universal throughout all interviews for the same position. Criteria include:
 - General impression (co-operation, openness, responsive, etc)
 - Skills (see position specifications: paragraph 1.3)
 - Enthusiasm and dedication

Checks and References

1. Applicants must provide two references along with application form. One of these references must be from their last place of work (includes employment and volunteering). This is compulsory unless the applicant cannot comply as they have not been employed (or have worked as a volunteer) in the past.
2. Applicants must provide their address with their application as well as a photocopy of a legal document that proves their name and/or address (e.g. driver’s license, passport, etc.)
3. All applicants will be checked for their criminal record after a successful application, as long as they are at least 16 years old, complying with paragraphs 2,4 and 10 of the Recruitment guidelines and agree with DBS eligibility guidelines. Some role specifications are only eligible for a basic DBS check, and in this case the £23 administration fee must be paid by the applicant. Others may be eligible for an enhanced DBS check, in which case CodeDdraig will arrange the check. This is free for the applicant. Criteria for enhanced check eligibility is outlined at <https://www.gov.uk/government/publications/dbs-workforce-guidance>.

Induction

1. All newly appointed volunteers will be shown the details of their post by the Lead of that department. This process will take place at least 2 weeks before the volunteer joining. If the Lead cannot facilitate this process they should choose another suitable Committee Member to do this for them. The details requiring explanation are:
 - Common tasks
 - What is expected of them
 - Introduction to those in the department as well as answering questions about their new post and training them in safeguarding and child protection protocol.
1. Safeguarding and child protection protocol for a new volunteer is to first introduce them to the other volunteers in their department either face-to-face or through a short introductory video chat and make sure the new volunteer is comfortable with the people they’re working with. Next, they will be taken through the “Child Safeguarding Statement” and a discussion will be had to make sure they will comply with that during their time at CodeDdraig and questions will be asked to see if they would be comfortable identifying behaviour that doesn’t comply with this.
2. A review will be conducted by the Committee over the “organisation” channel on Slack 2 months after the volunteer has joined CodeDdraig, where all committee members will discuss the volunteer’s progress before voting on their continuation as a volunteer at CodeDdraig. CodeDdraig will notify the new volunteer of this vote when they join.

Ongoing support

1. An annual check of each volunteer’s progress, including each Committee Member, will be performed by all Committee Members (committee members under check will not be included in their appraisal).

This will mostly take place on the “organisation” channel on Slack and will end the discussion with a vote on the volunteer’s continuation of their recruitment. All committee members must be present during this conversation online and must contribute their thoughts. Appraisals of Committee Members will take place over a video call without the presence of the member in question. A vote will then take place like with the other appraisals (without the voting of the member in question) on their continued recruitment at CodeDdraig.

Standard 2

Written statements

1. All of CodeDdraig’s safeguarding policy is outlined in the various points below corresponding to certain safeguarding situations and events.
2. Ensure that the leads of each department sign the safeguarding statement showing that they will comply with the safeguarding policy of CodeDdraig. During annual checks, any issues of non-compliance with this policy will be flagged and will be taken into account with their continuation vote (see paragraph 1.17).
3. In any case of possible abuse or neglect, CodeDdraig will contact relevant child services such as Childline and the NHS. If any source of abuse or neglect is coming from inside CodeDdraig, the severity of it will be discussed by the Human Resources Lead and Department Leads through a secure Slack channel before a vote on what action to take with the abusive volunteer’s recruitment at CodeDdraig (e.g. firing, suspension or official warnings) is taken. In serious cases, illegal behaviour will be reported to the appropriate authorities (e.g. the GMP) by the HR department with a full detail of the events of this behaviour.
4. Human Resources as a department will coordinate a collection of evidence of abuse which relates to the allegation from relevant sources before an evaluation and write up is conducted by HR and a decision is made on the validity of the allegation. If the allegation is fair then CodeDdraig will follow the procedure and voting outlined in paragraph 2.3.
5. The procedure will be the same as paragraph 2.4 except CodeDdraig may choose to contact the volunteer’s school in the result of an allegation being deemed true by an HR investigation.

Safeguarding and child protection leads

1. HR Lead which has been trained in CodeDdraig child safeguarding policy will be the elected Child Protection Lead.
2. Volunteers may email safeguarding@codedragon.org to contact the Child Protection Lead. The secure “hr-private” channel will be used by members of the HR department to discuss safeguarding incidents. In the case of the HR Lead not being able to be contacted, they will choose a reserve safeguarding lead to handle such situations (the person chosen must be within the HR department or a Lead of a department)
3. The Lead of each department is responsible for making sure all volunteers sign this safeguarding statement and annual checks will ensure compliance with it. The HR Lead will be responsible for handling any safeguarding issues in the meantime as a lead Committee Member for safeguarding.

Additional procedures and codes of behaviour

1. As mentioned in 2.3 moderate-to-serious cases of illegal behaviour will be reported to the relevant authorities. The HR department will decide via a vote on how serious the behaviour is, and the action to take. Inadequate behaviour that will be flagged up within CodeDdraig includes:
 - Repeated cases of work failed to be completed

- Inappropriate behaviour towards fellow volunteers (i.e. unwanted sexual behaviour, aggressive or violent behaviour, rude or derogatory behaviour)
 - Lack of independence or repeated cases of lack of punctuality
 - Bullying or abrasive behaviour that doesn't comply with our bullying policy
 - Inappropriate use of CodeDdraig resources and messaging services used by CodeDdraig volunteers
 - Inappropriate use of confidential information (i.e. discussing confidential information with those who the information isn't permitted to be discussed with, using confidential information for personal gain and other illegal use of such information)
1. All volunteers have the protected right to reveal information which is otherwise protected under non-disclosure agreements in the case of perceived malpractice, improper conduct, or criminal or otherwise unethical behaviour. Volunteers are strongly encouraged to put their name to any claims made, to aid the organisation in the protection of their rights and interpretation of claims. Provided the claims are made in good faith, even if dismissed through later investigation, the Organisation will not, under any circumstances, including future alteration of this policy, be allowed to dismiss, prosecute or otherwise penalise volunteers with regards to their whistleblowing.

Whistleblowing should, wherever possible, be processed hierarchically:

- Non-Committee/-managerial Volunteers should pass any claims first to their respective Leads, who should attempt to resolve any problem regarding the behaviour of the Whistleblower's colleagues directly.
 - In the case that a non-managerial Volunteer has a claim against a section Lead, this should be passed immediately to the Director of the Organisation. An investigation should be opened by the remainder of the Committee into the behaviour, but having notified the offending individual about the existence of such a claim. The details of the investigation should be kept within the Organisation until the matter is resolved, and under no circumstances should the name of the claimant be revealed to anyone other than the Chair.
 - In the case that a claim is brought against the Chair, the issue should first be presented to the Director. The Director should work with the Committee to investigate and resolve any issues, dismissing or otherwise removing the Chair from their role where necessary. Once again, although details of the investigation may be publicised following the investigation, and the Chair may be notified of the existence of such an investigation during this period, the identity of the claimant should not be revealed to anyone but the initial recipient of the information (i.e the Director), who should use the information provided to assess the best way to continue with the claim.
 - In the case that a claim is brought against the Director, the same is to occur as with the Chair, except the roles of Director and Chair are to be swapped.
1. This policy should be made available to the public and all Volunteers should be notified of the existence of such a policy upon joining the organisation.

Informing, listening and supporting the workforce

1. This safeguarding document will be easily accessible to CodeDdraig volunteers.
2. All volunteers are free to express their ideas and feelings on CodeDdraig and its future. Furthermore, regular surveys will be conducted by an HR volunteer where volunteers can anonymously add their input on issues facing CodeDdraig. This feedback will necessarily be taken into account, and reviews will be conducted about how the issue can be resolved. Furthermore, the HR Lead shall sign an agreement stating that they cannot reveal any information told to them that the volunteer in question has requested to be confidential.

3. Once a year, the HR Lead and department will work with all other departments to review CodeDdraig's safeguarding policy and will conduct a detailed review and make any necessary changes
4. All volunteers must read this safeguarding document and sign it showing that they are familiar with CodeDdraig's safeguarding policy as well as being trained in recognising behaviour that doesn't comply with these specific guidelines and what they're responsibility is when this happens.
5. The HR Lead will sign an agreement of confidentiality regarding information revealed to them that has been requested to be confidential as stated in 2.12. Volunteers will be encouraged to raise any issues to do with child safeguarding on the safeguarding@codedragon.org email address. This email address will also be made available to the parent/guardian of the volunteer. Messages sent to this email address will be made available only to the HR lead, who may forward messages to appropriate authorities or other volunteers of the Organisation, as appropriate. Any illegal behaviour will be passed on to authorities while other behavioural issues that require action within CodeDdraig will be acted upon by the HR lead without the details being passed on to other volunteers.

Standard 3

Preventing bullying

1. Bullying is not tolerated whatsoever at CodeDdraig. Anyone inside the organisation found to be bullying will be dismissed immediately, and may be referred to relevant authorities. A cooperative and friendly environment is promoted at CodeDdraig and any hostile relations between volunteers will be resolved to the greatest extent possible. Furthermore, anyone who is being bullied is encouraged to talk in confidence with the HR Lead at any time.
2. All volunteers must adhere to the following behavioural code:
 - Any behaviour outlined in 2.9 is considered inadequate behaviour under CodeDdraig regulations.
 - Treat other volunteers with respect
 - Treat other volunteers with kindness and cooperation
 - Treat other volunteers with fairness and patience
 - Don't behave in a way that makes other volunteers uncomfortable
 - Don't behave in a way that could cause harm to other volunteers
 - Don't act in a way that makes volunteers feel isolated or singled out
1. Regular surveys will be conducted by the HR department with the volunteers in CodeDdraig where they can anonymously comment on bullying in CodeDdraig and express their views about the subject.
2. Any formal complaint about bullying within CodeDdraig warrants a collection of statements from both parties involved by the HR department before a discussion and eventual vote by the Committee on whether to take action (unless the person making the complaint wishes the information to be kept confidential). The Chair of the Organisation, as the figurehead and person in charge of organisational relations, is allowed to provide an executive decision on such a matter. In the case the vote is passed, the HR Lead should decide on whether to dismiss the assailant, or what alternative should be taken.

Responding to bullying

1. All information about bullying can be found on this document on the CodeDragon website.
2. The severity of any case of bullying will be judged by the Committee of CodeDdraig and a punishment will be decided upon by them (either suspension or dismissal), through a majority vote.
3. CodeDdraig will deal with cyberbullying in the same way it deals with regular bullying, in that anyone found to be taking part in cyberbullying within CodeDdraig will face the same course of discipline if the bullying were taking place offline.

Welcoming new members and diversity

1. As outlined in paragraph 1.14, new volunteers will meet everyone in their department and will get to know other volunteers working close to them. An email will be sent from the lead of the department which the volunteer is joining, to their parents, outlining their child's position within CodeDdraig and what they will be doing as well as guiding them to the CodeDragon website and answering any questions asked by the parents.
2. CodeDdraig will look to recruit diverse groups for its positions as well as offering opportunities to these people.
3. A document will be given to all new volunteers, similar to the one given to someone who is looking to join CodeDdraig. It will include:
 - Details about their position
 - What CodeDdraig is doing currently as an organisation
 - What CodeDdraig aims to do in the future
 - Access to this document
1. The HR Lead is always open to talk with any volunteers (confidentially, if needed) and try and settle any issues that are raised. Furthermore, child services that help with bullying are listed below in case volunteers wish to talk to someone else:
 - [YoungMinds - children and young people's mental health charity](#)
 - [NSPCC | The UK children's charity | NSPCC](#)
 - [Childline | Childline](#)

Standard 4

Risk evaluation and management

1. All activities organised by CodeDdraig will be evaluated for risk - physical, legal or otherwise - by a member of the HR department, in that those organising it have to decide what safety risks it poses and whether they are serious or not. If such large potentials for harm are discovered, the event organisations should be notified with suggestions as to how the risks should be mitigated. Any injuries that occur during these activities, CodeDdraig will not take responsibility for unless the volunteer in question feels as though it was CodeDdraig's fault and following formal complaint to a member of the HR department, or otherwise under Section 2.10, the Organisation deems the claim to be based and incriminating of CodeDdraig. In this case, an investigation will be made and the result of which will determine a penalty for those responsible, provided that it is first approved through a Committee vote.
2. All activities will be reviewed by a member of the HR department before they take place to ensure that the benefits that come with the activity outweigh the risk of injury from this activity. Following such a review, the organisers of the event should make any changes suggested to mitigate risks, after which (or any other significant change to the plans) the HR department must reevaluate and submit new suggestions if necessary. This should be repeated as many times and required, until no more issues can be found.
3. All meetings within CodeDdraig will be held in a place that has minimal risk in terms of possible injuries that could occur. Furthermore, all volunteers are free to say that they don't feel safe meeting in a certain place, in which case either the venue will be changed by those organising the meeting, or the volunteer can decide not to take part in the meeting.
4. All outings organised by the Projects department will be checked by a member of the HR department for possible risks present. If the HR volunteer feels as though the activity is too dangerous, the activity will not take place. Again, any volunteer is free to express discomfort with any activity and can either not take part or request for the venue or activity to change.

5. If CodeDdraig identifies any possible risks present in activities and general work they will first try and find ways to avoid it, and if this is not possible they will talk to those involved and warn them of any possible risks and what they should do to avoid it.
6. If any meeting or activity is prevented from taking place due to the safety risks assessed by the HR volunteer, the volunteer will explain to those who were going to take part in the activity why the risks are too high for the activity to take place under CodeDdraig

Equipment safety checks

1. Any special equipment provided to a volunteer for one of their tasks by CodeDdraig will be checked for any danger that it poses to this volunteer by an HR volunteer. Most of the equipment used within CodeDdraig are standard electronics that pose no danger to the volunteers, as well as personal devices owned by the volunteers.

Information and consent

1. All activities that could provoke an injury yet are approved by the HR department will still need any young volunteer to fill in a consent form, signed by their parents and send it or return it to a member of the HR department.
2. The consent form will include a section where medical and dietary needs will need to be highlighted for CodeDdraig to accommodate these during the activity, unless the activity isn't possible for a volunteer due to a specific health requirement in which case they won't be allowed to take part.
3. All medical and allergy-related information relevant to an activity will be kept by the HR volunteer present and so emergency contacts and procedures can take place. This information will also be kept stored within the personal information of a volunteer in CodeDdraig.

In case of an incident

1. All first aid equipment needed for specific allergies and medical conditions should be taken by the volunteer in question and the HR volunteer, as well as others, will be told where it is in case the volunteer cannot access it during an incident. Other more general first aid equipment will only be taken if there is a direct need for it and will be kept in an accessible place during the activity.
2. All first aid equipment will be checked before being brought on an activity and refilled if needs be.
3. Records of accidents will be recorded in a secure file by an HR volunteer within CodeDdraig and steps will be made to prevent it from happening in the future.
4. See 4.13
5. Any events involving:
 - Invitation of non-organisational members or speakers (excluding interviews)
 - Use of Volunteer equipment valued in excess of £5,000
 - Use of dangerous equipment or in hazardous environments, at the discretion of the HR department
 - Environments where non-organisational equipment is at risk, for example filming on a busy street where cars may be harmed

should acquire suitable insurance prior to the event, in order to:

- Protect volunteers from excess costs ensued by personal injury or death
- Protect volunteers from costs ensued by damage to personal property, belongings or equipment
- Protect volunteers and the Organisation from legal threats in the case of damage to public property.

Training supervision

1. Any special equipment used within CodeDdraig that could cause injury to a volunteer will require a trained person or committee member to explain any safety requirements before any untrained volunteer uses it.
2. Any dangerous equipment used by a volunteer that hasn't used the equipment before will require direct supervision from another trained volunteer. If the volunteer has used the equipment before light monitoring is only required to make sure no injuries take place.
3. Safety training about dangerous equipment will take place before the use of a new piece of dangerous equipment or after an accident takes place.

Legislative requirements

1. CodeDdraig complies with the legislation detailed by the Health and Safety Executive - <https://www.hse.gov.uk>

Standard 5

What to record and how to do it

1. Records will be kept of all volunteers and their relevant family information within CodeDdraig. All confidential information will be kept confidential and other information will be available to be called upon.
2. All factual information such as name, date of birth, address and gender etc. whereas extra information that is more opinion-based such as work ethic, complaints and extra notes will be kept separate and a clear divide will be made between the two.
3. Information about different volunteers will be kept in separate files, while information about a volunteer, except the volunteer's name, won't be present in other volunteers' information records (the name will only appear if necessary)
4. All records made by an HR volunteer will initial and sign the document as well as adding the date at the bottom of the document. This will have to be refreshed every time this document is edited.
5. The record of a new volunteer will have to be completed within the two-week induction process where the new volunteer is shown the details of his role (this process is outlined in 1.14). Other records, not made about a new volunteer will have to be made within 2 weeks of starting to maintain efficiency.

Access to Records

1. CodeDdraig will ensure that all those volunteering are comfortable with why CodeDdraig are keeping records, what kind of information is on these records and what out of that information is confidential. If any volunteer is unsure of something regarding these records then an HR volunteer will be free to answer any questions.
2. Any volunteer can access non-confidential information of any volunteer in CodeDdraig as long as they have a motive for doing this which an HR volunteer deems valid. Confidential information is only able to be accessed by the volunteer themselves or their family, as long as that family member has been permitted to access such information by an HR volunteer when necessary, such as in cases of bullying or regarding legal matters.

Storing records securely and conveniently

1. All original copies of personal data are stored in a non-public location, with no unnecessary copies, duplicates or records made without a valid reason and prior agreement. The agreements and copies of personal data will not be stored on any physical medium within the organisation beyond a necessary,

time-scale, agreed upon with the volunteer in question. After this period, digital copies will only be stored on secure, off-site cloud-based mediums.

2. All accounts that can access confidential and secure information have systems in place so that a username and password must be entered before accessing these documents. Only volunteers cleared to be able to access this information, with a valid reason, will have access to the usernames and passwords.

Recording concerns and passing them on

1. Outlined within Standard 2 any concerns about the health of a volunteer will be recorded and then passed on to the correct services. All information will be handed over (if necessary) to these services as long as confidentiality is kept and a record will be made, noting the fact that services were contacted and information has been passed over.
2. Any records made about abuse or concerns will be kept within the volunteer's personal file in CodeDdraig as part of the additional information of the volunteer as opposed to the personal information within the file. Furthermore, if a volunteer has abused another, the abuser will have this put in their file as well as the action taken with this volunteer (e.g. whether they are fired, suspended, etc.) and will stay there permanently.
3. If CodeDdraig notifies any authorities about events within CodeDdraig, committed by its volunteers, a member of the HR department will record this in the corresponding files within 48 hours, as outline in 5.10

Disposing of records

1. After a volunteer has left CodeDdraig, their records have to be disposed of completely within a month. All records of current volunteers mustn't be disposed of until they have left CodeDdraig, following which the destruction of such records would occur in compliance with GDPR data retention timelines. Any records that aren't volunteers' information and that haven't been accessed or edited within 18 months will be disposed of unless there has been an order to prevent this by those related to the record in question.
2. Physical records will be shredded or otherwise destroyed if they need to be disposed of, while digital copies of such records will be cleared from any computer, file system, and cache, both internal and external, in compliance with GDPR data retention periods.

Supporting and training for your workforce on record keeping

1. All of those in charge of handling, creating, editing and destroying records will have read this document before joining CodeDdraig as well as re-reading before being allowed to access records. If they are unsure of anything to do with handling records they can ask the HR Lead or anyone confident with this process.
2. CodeDdraig will make sure that all volunteers are complying to this document when handling records to the best of its ability and an HR volunteer will be available to facilitate and help anyone who needs help meeting these expectations.

Standard 6

Sharing information

1. The sharing of confidential information will only take place if the HR Lead feels as though a volunteer's health or life is in danger, or if illegal and dangerous behaviour is taking place. Otherwise, non-confidential information can be shared by CodeDdraig as long as they have a reason, and when it

comes to personal information other than the volunteer's name, date of birth etc, CodeDdraig will seek permission from the volunteer in question.

2. CodeDdraig adopts and implements the recognised Information Sharing Guidance, formally adopted by Manchester Children's Trust Arrangements, the MSAB and the MSCB. Also, refers to the [MARAC](#) information sharing protocol and appropriately shares information to protect adults and children at high risk of domestic violence.
3. CodeDdraig will only share confidential information if any volunteer is in danger from another volunteer or domestically and the sharing of information will help save the volunteer from this danger. This information will only be passed to statutory agencies and child services that will only use the information to help the volunteer and will otherwise remain confidential.
4. All volunteers are encouraged to notify an HR volunteer if they have seen another volunteer that they are concerned about and don't know what to do. Furthermore, volunteers in danger are encouraged to come forward and talk to an HR volunteer - this information will be kept confidential. CodeDdraig will also contact all volunteers with guidelines on how to notice the behaviour of someone in danger, from local child services.
5. In the information pack outlined in 6.4 will also contain a link to child services where they can find information about these services. Furthermore, any volunteer can ask an HR member about these services.
6. CodeDdraig will look for other organisations that involve children and young adults in their work to exchange ideas and discuss ways of making our organisation a better and safer place for children to work as well as discussing how to improve efficiency and effectiveness of an organisation that includes young people in their work. This will occur when it is expressed that CodeDdraig isn't doing enough for young people in the organisation. Furthermore, CodeDdraig will work with organisations like [Youth Employment UK](#) regarding issues about recruiting young people and if we have any concerns regarding young adults in our organisation.
7. All volunteers will be notified on how to contact child services on the annual information pack sent out (6.4 and 6.5) by CodeDdraig
8. If a CodeDdraig Volunteer isn't content with the response made to an endangered young adult claim by CodeDdraig itself or local safeguarding agencies, the HR Department will supply the contact information of other safeguarding agencies where concerns can be passed on to.

This version (version 1) of these guidelines was voted into action by the Organisation's Committee on the 20th of April, 2020.