

British Naturism

RUNNING FREE

The Child Safeguarding Policy BRITISH NATURISM

Including England, Wales, Scotland and Northern Ireland



Please see also the Safeguarding Adults Policy

Statement by the Executive Committee

Naturism is a way of life that is characterised by the practice of communal nudity with the intention of encouraging self-respect and respect for others. That means that Naturists are people of any age, shape, race, colour or background, who do what everyone else does without clothes. British Naturism takes the responsibility of safeguarding children within the Naturist environment extremely seriously. This policy gives guidance and procedures for staff, volunteers and members who will help to keep young people within British Naturism safe and enjoying the experience that is Naturism.

British Naturism expects everyone involved with British Naturism to know Safeguarding is the responsibility of everyone, not just organisers and officials but all who participate in our events and swims. We commend this policy to all Clubs, Events and organisers of Naturist events in the knowledge that 'Running Free' will help to keep their activities safe for all children to enjoy.

Executive Committee July 2022

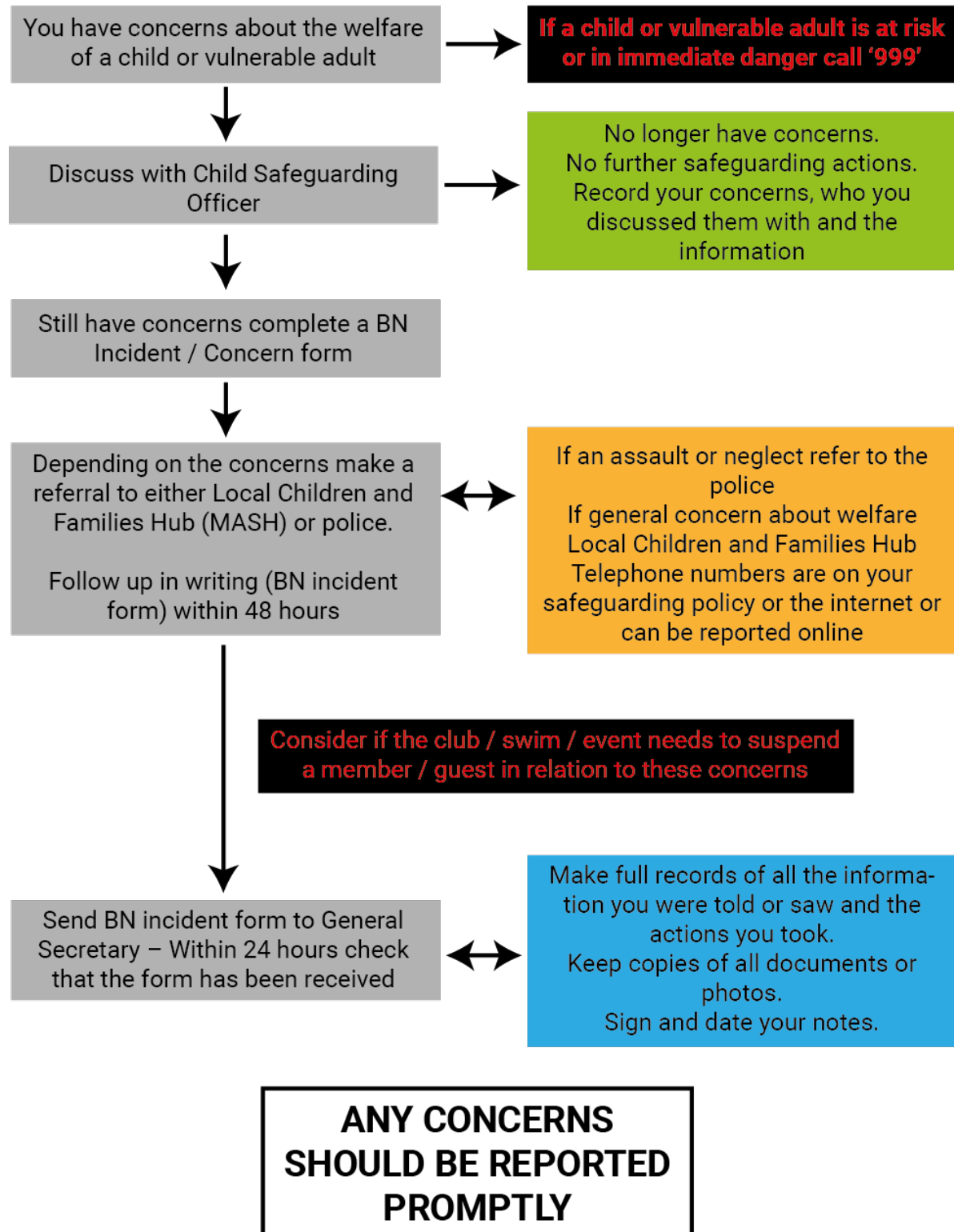
Policy Owner: British Naturism

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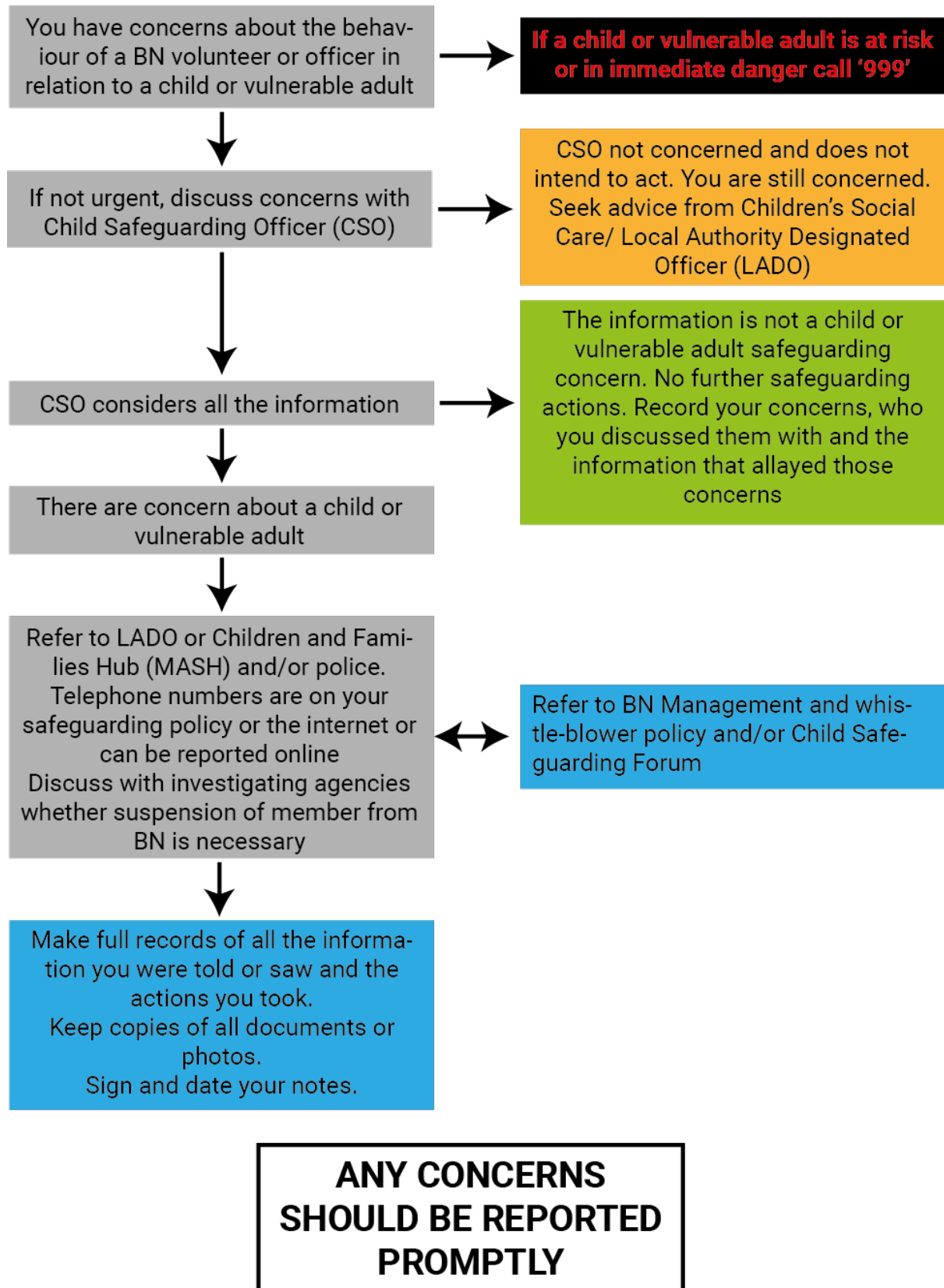
Date Policy approved: July 2022

Review of Policy: *This policy is a living document. A full review will be conducted by 2025.*

Reporting Child Safeguarding Concerns BN 2022



Reporting Child Safeguarding Concerns Staff BN 2022



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British Naturism (BN)

Safeguarding Policy

British Naturism Child Safeguarding Policy Statement

British Naturism (BN) believes that every child has the right to live free from abuse of any kind and recognises its responsibility to safeguard the welfare of all children by a commitment to practices which protects them.

British Naturism acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and welcomes the obligations that legislation and Government Guidance places on the Organisation.

Principles and Scope of the Policy

The Children Act 2004 was designed with guiding principles in mind for the care and support of children. British Naturism recognises that as an organisation we deliver a service for children and that we have a role to play in working towards the five outcomes for children, namely, being healthy, staying safe, enjoying and achieving, education and awareness.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, all children:

- have a positive and enjoyable experience of Naturism in a safe and child centred environment
- are protected from abuse whilst participating in the activities of British Naturism or outside of the activity

We acknowledge that some children, including disabled children or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.

Working Together to Safeguard Children 2018

A guide to inter-agency working to safeguard and promote the welfare of children

The latest edition of Working Together to Safeguard Children puts an onus on organisations who have interaction with children to have Safeguarding policies and Procedures to keep those children safe and to promote their well-being. Stating:

Voluntary, charity, social enterprise, faith-based organisations and private sectors

Like other organisations and agencies who work with children, they should have appropriate arrangements in place to safeguard and protect children from harm... All practitioners working in these organisations and agencies who are working with children and their families are subject to the same safeguarding responsibilities, whether paid or a volunteer.

This policy applies to all events and activities of BN and BN Member Clubs where children are present, and to all persons involved in such activities, whether as an employee, volunteer, officer or otherwise.

All concerns and allegations of abuse will be taken seriously.

British Naturism recognises that:

We understand and acknowledge that some people believe that because Nativist activities are done without clothes, BN might be especially vulnerable to people attending who have a sexual interest in children and that potential abusers may deliberately target children through its events clubs and activities. Children are vulnerable wherever they are found and therefore, BN realises the need to be robust and determined in their safeguarding policies and procedures, while working in partnership with children, their parents, carers, NSPCC and other agencies to promote children's welfare.

British Naturism defines abuse in its widest possible terms i.e. as treatment that causes harm to a child. The categories of abuse for children are set out in Appendix 5.

The purpose of this child safeguarding policy is to:

- provide protection for the children who attend BN events and activities.
- provide members, staff, contractors and volunteers with guidance on procedures they should adopt if they suspect a child may be being harmed or at risk of harm.
- provide Clubs with guidance relating to the appointment of volunteers to make sure the members working with children within the BN organisation are subjected to appropriate background checks, trained and aware of their responsibilities towards children.
- provide members with guidelines of good practice as to their reasonable conduct when dealing with under-18's.
- promote and prioritise the safety and wellbeing of children and young people
- value, listen to and respect children

- ensure robust safeguarding arrangements and procedures are in operation
- adopt safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- provide effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about our policies, procedures and behaviour codes and follow them confidently and competently
- ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to the individual(s) who raise or disclose the concern
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
- record and store information securely, in line with data protection legislation and guidance and guidance from the Information Commissioner's Office
- prevent the appointment or deployment of unsuitable individuals by recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- appoint a nominated safeguarding lead for children and young people, a deputy and a lead trustee/board member for safeguarding
- develop and implement an effective online safety policy and related procedures
- share information about safeguarding and good practice with children and their parents via leaflets, posters, group work and one-to-one discussions
- make sure that children, young people and their parents know where to go for help if they have a concern

The policy and procedures will be widely promoted and are mandatory for everyone involved in British Naturism. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation

In Summary: BN will seek to keep children safe by:

- valuing them, informing them, listening to and respecting them;
- keeping them at the centre of everything we do;
- adopting child protection and safeguarding practices through procedures and policies for staff and volunteers;
- providing effective management for staff and volunteers through supervision, support and training;
- sharing information about child protection and good practice with Officials and volunteers, along with children, parents and carers;
- ensuring activities are suitable for the age/development of the child in our care.

This policy applies to all BN Officials, Committee Members, Club Officials, Volunteers, Members and Guests and is based on the following principles:

- the welfare of children is paramount
- a child is any young person under the age of 18
- all people, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, culture, or identity, have a right to equal protection from all types of harm or abuse and no person or group of people should be treated less favourably than others in being able to access services which meet their particular needs
- working in partnership with children, parents, Club Officials, Volunteers and other agencies is essential in promoting children's welfare
- children and parents will be informed of the policy and procedures as appropriate
- all concerns, and allegations of abuse will be taken seriously by Club officials and Volunteers, and responded to appropriately - this may require a referral to children's social care services, the Multi-Agency Safeguarding Hub (MASH) or to the independent Local Authority Designated Officer (LADO) for allegations against staff, trustees and other volunteers, and in emergencies, the Police
- we have a commitment to safe recruitment, selection and making background checks including as to the eligibility and the suitability of all BN staff who work with or have direct or indirect contact with children
- We have a complaints procedure which is an open and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour towards children

It is NOT the role of BN Staff, members or volunteers to decide if a child has been abused, it is their role to ensure that all Safeguarding concerns are identified, recorded, dealt with promptly and referred to the statutory agencies as appropriate.

Why does this policy matter?

The purpose of this policy is to:

- protect children who come into contact with BN.
- inform all staff and volunteers of our overarching principles in relation to safeguarding.
- provide all members and volunteers with the overarching principles and procedures that guide our approach to safeguarding.

Safeguarding/Child Protection roles at British Naturism

All members and officials of BN share the responsibility for safeguarding & protecting children but there are individuals within BN with specific safeguarding responsibilities.

Strategic Safeguarding lead:

General Secretary

The Executive Committee appoints Child Safeguarding Officers (CSOs) to be responsible for all aspects of child safeguarding awareness including the implementation of this policy. They are likely to include the President, Families Officer, Sports Co-ordinator, one Regional Representative and General Secretary. Other individuals may be invited as appropriate.

The CSOs are responsible for:

- ensuring that this policy is implemented in all activities of BN,
- receiving and recording information from staff, volunteers, children or parents and carers who have child safeguarding concerns
- assessing the information promptly and carefully, and clarifying or obtaining more information about the matter as appropriate
- ensuring that all necessary enquiries, procedures and investigations relating to child safeguarding are carried out,
- where appropriate making referral to the Police, Local Authority Designated Officer (LADO) or Multi-Agency Safeguarding Hub (MASH) without delay
- reporting concerns or information to the General Secretary, BN Strategic Safeguarding Lead,
- limiting the communication of information and access to secure records to persons who need to know, and ensuring that records relating to child safeguarding are kept secure and confidential,
- advising the EC on measures to ensure implementation of this policy by its members,
- liaison on child safeguarding with police and/or Local Authority Designated Officer (LADO),
- reporting to the EC on implementation of this policy
- ensuring that there is adequate induction and training for all relevant persons relating to child safeguarding

What you should do to safeguard children

You must:

- be aware of situations which may present risks to children
- assess, plan and organise events work so as to minimise these risks

All individual members must inform BN about any incidents involving harm or potential harm to a child. This duty must not prevent a member from reporting serious incidents immediately to the police. It will be appropriate for a Member to report incidents to any British Naturism local or event Child Safeguarding Officer (See Appendix 2).

Legal issues

Information Sharing & Confidentiality

You can never guarantee confidentiality to a child. Information should always be shared if you think a child is suffering, or likely to suffer, abuse.

The protection of children must take precedence over other legal rights. Please be assured that as long as information is shared in an appropriate manner and in good faith, the law will protect you. You should ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and shared promptly.

For further guidance see:

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharingadvice>

Useful Contacts

It is the duty of all BN Club's to be aware of the contact details of your local children's social care, the police, relevant health professionals, MASH and LADO

For e-safety concerns <https://www.ceop.police.uk/safety-centre/> is a useful resource.

The NSPCC helpline can also be a useful source of information

<https://www.nspcc.org.uk/servicesand-resources/nspcc-helpline/>

Review of Policy: This policy is a living document which will be updated guided by NSPCC best practice and legislation. A full review will be conducted by 2025.

Appendix 1

Definitions

“Safeguarding” and “Child Protection”

The definition of safeguarding is much broader than child protection and is set out in “*Working Together to Safeguard Children 2018 - A guide to inter-agency working to safeguard and promote the welfare of children*”. This is the statutory guidance that sets out the legislative requirements and expectations of individual services to safeguard and promote the welfare of children.

(<https://www.gov.uk/government/publications/working-together-to-safeguard-children-2>)

Working Together to Safeguard Children 2018 does not separate safeguarding and promoting the welfare of children. This is the definition:

- Protecting children from maltreatment.
- Preventing impairment of children’s health or development.
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

Separate to safeguarding children is “child protection”. Child protection is defined in the Children Act 1989 as where there is “reasonable cause to suspect a child is suffering, or is likely to suffer, significant harm”. The Children Act 1989 introduced significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical abuse, sexual abuse, emotional abuse and neglect are all categories of significant harm. Harm is defined as the ill treatment or impairment of health and development.

In simple terms, safeguarding is the overall well-being of the child and every professional and every organisation is responsible for the safeguarding of children. Within that there is child protection, when it is thought a child is either being maltreated or is at risk of maltreatment.

Children & Young People with a Learning or Physical Disability

Research, including “It doesn’t happen to disabled children” Child Protection and Disabled Children, NSPCC (2003), tells us that children and young people who have a learning or physical disability are more vulnerable to abuse.

This is because:

- They are often dependent on a number of people for care and handling, some of which can be of an intimate nature.
- They may be unable to understand the inappropriateness of the actions or communicate to others that something is wrong.
- Signs of abuse can be misinterpreted as a symptom of the disability.
- Like other children, they are fearful of the consequences of disclosing abuse.
- Attitudes and assumptions that children with disabilities are not abused.
- They may be unable to resist abuse due to physical impairment.
- Of negative attitudes towards children with disabilities.
- Possible failures to recognise the impact of abuse on children with disabilities.

Age of a Child

A child becomes an adult in law at 18 in the UK, this is in line with the United Nations Convention on the Rights of the Child. Many people use the term “young people” but there is no legal definition for the age of a “young person”. 16 and 17 year olds are children, in legal terms.

Local Authority Designated Officer (LADO)

The role of the LADO is set out in Working Together to Safeguard Children 2018 and is governed by the local authorities’ duties under section 11 of the Children Act 2004.

The LADO must be contacted as soon as possible in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Appendix 2

Reporting Of Incidents

Those involved in BN activities have a duty to ensure that any incident, allegation or suspicion relating to child safeguarding is reported as appropriate. Disclosure of evidence for concern may occur in many ways. It may be by what a child says about itself or another child or children. It may be a written item, observation of activity, behaviour or changes in behaviour or attitude that gives cause for concern. There may be physical or emotional pointers such as bruising, staining, or inappropriate behaviour or knowledge.

The protection of children is our shared responsibility and if you have any safeguarding concerns, you must take action by following the guidance set out on pages 3 and 4.

IT IS VITAL THAT ALL INCIDENTS AND OBSERVATIONS, HOWEVER INSIGNIFICANT THEY MAY SEEM, ARE REPORTED AS SOON AS POSSIBLE BY THOSE WHO OBSERVE THEM.

The person reporting will make a verbal report to a CSO, and will also make a written report outlining in adequate detail what was heard, seen, reported, alleged etc. Verbatim quotations of what was said by a child are important, as is the retention of anything that caused concern, such as a drawing, painting, or writing. The person reporting will sign and date the report. A CSO will record the report with comments, recommendations etc. as appropriate.

If more than one person observed the same incident a separate report is to be made by each person as detailed above.

IN PRINCIPLE THERE CANNOT BE TOO MUCH DETAIL IN THE REPORTS. HOWEVER, THERE MUST NOT BE A DELAY IN TAKING ACTION.

Many reports will be minor in nature. It is nevertheless important to treat them with due seriousness, as there may already exist potentially relevant information concerning a child.

A CSO receiving a report will, immediately verbally inform the General Secretary and forward any reports or written information to general.secretary@bn.org.uk

If it appears that a child has been harmed or is at risk of imminent harm the CSO is authorised to inform the police and/or Local Authority Designated Officer (LADO) in order to secure immediate action and protection of the child.

Appendix 3

Safer Recruitment Policy

BN aims to ensure so far as possible that any person who seeks, whether as an employee or a volunteer, to engage in activities which give them access to or responsibility for children presents no risk or danger in terms of child safeguarding.

The safe recruitment of staff and volunteers for roles within BN, Clubs and Events is the first step to safeguarding and promoting the welfare of children.

BN is committed to safeguarding and expects all staff and volunteers to share this commitment.

The aims of the Safer Recruitment policy is to help place the right people in roles of responsibility for children and to identify and reject people who are unsuited to working with children by having appropriate procedures for appointing staff and volunteers.

The aims of BN's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- to ensure that applicants are considered equally and consistently.
- to ensure that no applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
- to ensure compliance with all relevant legislation, recommendations and guidance including statutory guidance and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
- to ensure BN meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-appointment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

BN will identify roles and responsibilities across the organisation, where appropriate background checks must take place **before** a person can take up a relevant role. Files will be kept by the General Secretary and are classed as confidential.

Appendix 4

Good Practice

Prior to the commencement of any event, activity, or programme a CSO shall ensure, through relevant and appropriate risk assessment that adequate child safeguarding procedures are in place, taking into account all aspects of safeguarding.

A CSO shall ensure a site audit is undertaken to ascertain the layout of the premises or site, where an activity is to take place, and the helpers and supervision required to achieve adequate safety for children. The audit shall identify problems in the supervision of helpers, and problems in communication on extensive sites. It may be necessary to audit a site again if, in the opinion of a CSO, there have been significant changes since it was last used.

Internal reporting of Reputational Safeguarding Threats (serious incidents) please report any events that meet the criteria to British Naturism.

All individual members must inform BN about any incidents involving harm or potential harm, to a child. This duty must not prevent a member from immediately reporting serious incidents immediately to the Police. It will be appropriate for a member to report incidents to any British Naturism local or event Child Safeguarding Officer.

A member of BN **MUST** inform the General Secretary - general.secretary@bn.org.uk if they are investigated, cautioned, reprimanded or convicted for any of the following offences: causing physical harm to another (including common assault), an offence relating to indecent images of children, a sexual offence, an offence relating to supply of a controlled drug; a dangerous or drink driving offence, an offence against a child.

It is also expected that the General Secretary – general.secretary@bn.org.uk will be informed if a member becomes aware or is made aware of another member being investigated or dealt with by the statutory agencies for the offences in the paragraph above.

Physical Contact

Physical contact with a child may be required to instruct or protect the child, but all persons must be aware that not all children are comfortable with physical contact. The reason for the contact must always be explained to the child before contact is made. Contact should be for no other purpose than to develop a skill or technique, to prevent harm or to treat an injury. A child must NEVER be touched inappropriately. If the child appears in any way uncomfortable, the contact must be immediately ended.

As a basic principle, no individual should work with fewer than three children on their own and must never plan to be alone with a child.

Injuries

Keep written records any time that a child in your care is injured detailing the circumstances and treatment provided and the parent or guardian contacted. Minor injuries are to be recorded in an on-site/event book with a single entry per page (data protection)

For more serious accidents involving hospitalisation, dental treatment etc. that BN should be informed via the General Secretary as well as the organisers.

Near misses' incidents should also be recorded to the organisers or General Secretary.

Training

All persons who have a position of responsibility for children must attend a Safeguarding Course every three years. This may be provided by Local Authority Provider, ASA or Safeguard Board. Copies of Certification must be provided to the BN office.

Appendix 5

Understanding and Recognising types of abuse

General Signs of Abuse

Children experiencing abuse often experience more than one type of abuse over a period of time.

Children who experience abuse may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend.

Definitions and signs of child abuse

Many of the signs that a child is being abused are the same regardless of the type of abuse. Anyone working with children or young people needs to be able to recognise the signs. These include a child:

- being afraid of particular places or making excuses to avoid particular people
- knowing about or being involved in 'adult issues' which are inappropriate for their age or stage of development, for example alcohol, drugs and/or sexual behaviour
- having angry outbursts or behaving aggressively towards others
- becoming withdrawn or appearing anxious, clingy or depressed
- self-harming or having thoughts about suicide
- showing changes in eating habits or developing eating disorders
- regularly experiencing nightmares or sleep problems
- regularly wetting the bed or soiling their clothes
- running away or regularly going missing from home or care
- not receiving adequate medical attention after injuries

These signs do not necessarily mean that a child is being abused. There may well be other reasons for changes in a child's behaviour such as a bereavement or relationship problems between parents or carers. If you have any concerns about a child's wellbeing, you should report them following your organisation's safeguarding and child protection procedures.

Physical Abuse

What is physical abuse?

Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating. It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).

Spotting the signs of physical abuse:

All children have trips, falls and accidents which may cause cuts, bumps and bruises. These injuries tend to affect bony areas of their body such as elbows, knees and shins and are not usually a cause for concern.

Injuries that are more likely to indicate physical abuse include:

Bruising -

- bruises on babies who are not yet crawling or walking
- bruises on the cheeks, ears, palms, arms and feet
- bruises on the back, buttocks, tummy, hips and backs of legs
- multiple bruises in clusters, usually on the upper arms or outer thighs
- bruising which looks like it has been caused by fingers, a hand or an object, like
- a belt or shoe
- large oval-shaped bite marks

Burns or scalds -

- any burns which have a clear shape of an object, for example cigarette burns
- burns to the backs of hands, feet, legs, genitals or buttocks

Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times.

If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury; this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured.

Emotional Abuse

What is emotional abuse?

Emotional abuse involves:

- humiliating, putting down or regularly criticising a child
- shouting at or threatening a child or calling them names
- mocking a child or making them perform degrading acts
- constantly blaming or scapegoating a child for things which are not their fault
- trying to control a child's life and not recognising their individuality
- not allowing a child to have friends or develop socially
- pushing a child too hard or not recognising their limitations
- manipulating a child
- exposing a child to distressing events or interactions
- persistently ignoring a child
- being cold and emotionally unavailable during interactions with a child
- not being positive or encouraging to a child or praising their achievements and successes

Spotting the signs of emotional abuse

There aren't usually any obvious physical signs of emotional abuse, but you may spot changes in a child's actions or emotions.

Some children are naturally quiet and self-contained whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development.

Babies and pre-school children who are being emotionally abused may:

- be overly affectionate towards strangers or people they haven't known for very long
- not appear to have a close relationship with their parent, for example when being taken to or collected from nursery
- lack confidence or become wary or anxious
- be unable to play
- 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 for their age
- struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends
- fear making mistakes
- fear their parent being approached regarding their behaviour
- self-harm

Neglect

What is neglect?

Neglect is not meeting a child's basic physical and/or psychological needs. This can result in serious damage to their health and development. Neglect may involve a parent or carer not:

- providing adequate food, clothing or shelter
- supervising a child or keeping them safe from harm or danger (including leaving them with unsuitable carers)
- making sure the child receives appropriate health and/or dental care
- making sure the child receives a suitable education
- meeting the child's basic emotional needs – this is known as emotional neglect.

Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse.

Spotting the signs of neglect

Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem.

Some of these signs include:

- children who appear hungry - they may not have lunch money or even try to steal food
- children who appear dirty or smelly
- children whose clothes are inadequate for the weather conditions
- children who are left alone or unsupervised for long periods or at a young age
- children who have untreated injuries, health or dental problems
- children with poor language, communication or social skills for their stage of development
- children who live in an unsuitable home environment

Sexual Abuse

What is sexual abuse?

Sexual abuse is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse.

Child sexual abuse can involve contact abuse and non-contact abuse.

Contact abuse happens when the abuser makes physical contact with the 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, vagina or anus
- forcing or encouraging a child to take part in sexual activity
- making a child take their clothes off or touch someone else's genitals.

Non-contact abuse involves non-touching activities. It can happen online or in person and includes:

- encouraging or forcing a child to watch or hear sexual acts
- making a child masturbate while others watch
- not taking proper measures to prevent a child being exposed to sexual activities by others
- showing pornography to a child
- making, viewing or distributing child abuse images
- allowing someone else to make, view or distribute child abuse images.
- meeting a child following online sexual grooming with the intent of abusing them.

Online sexual abuse includes:

- persuading or forcing a child to send or post sexually explicit images of themselves, this is sometimes referred to as sexting
- persuading or forcing a child to take part in sexual activities via a webcam or smartphone
- having sexual conversations with a child by text or online.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

Abusers will often try to build an emotional connection with a child in order to gain their trust for the purposes of sexual abuse. This is known as grooming.

Spotting the signs of sexual abuse

There may be physical signs that a child has suffered sexual abuse. These include:

- anal or vaginal soreness or itching
- bruising or bleeding near the genital area
- discomfort when walking or sitting down
- an unusual discharge
- sexually transmitted infections (STI)
- pregnancy

Changes in the child's mood or behaviour may also cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behaviour that is inappropriate for their age.

For example:

- they could use sexual language or know things about sex that you wouldn't expect them to
- they might become sexually active or pregnant at a young age.

Child Sexual Exploitation

What is child sexual exploitation?

Child sexual exploitation (CSE) is a type of sexual abuse. Young people may be coerced or groomed into exploitative situations and relationships. They may be given things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.

Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.

Some children and young people are trafficked into or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Child sexual exploitation can involve violent, humiliating and degrading sexual assaults and involve multiple perpetrators.

Spotting the signs of child sexual exploitation

Sexual exploitation can be very difficult to identify. Young people who are being sexually exploited may:

- go missing from home, care or education
- be involved in abusive relationships
- hang out with groups of older people
- be involved in gangs or anti-social groups
- have older boyfriends or girlfriends
- spend time at places of concern, such as hotels or known brothels
- be involved in petty crime such as shoplifting
- have access to drugs and alcohol
- have new things such as clothes and mobile phones, which they aren't able to easily explain

Harmful Sexual Behaviour

What is harmful sexual behaviour?

Harmful sexual behaviour (HSB) is developmentally inappropriate sexual behaviour which is displayed by children and young people, and which may be harmful or abusive. It may also be referred to as sexually harmful behaviour or sexualised behaviour.

HSB encompasses a range of behaviour, which can be displayed towards younger children, peers, older children or adults. It is harmful to the children and young people who display it, as well as the people it is directed towards.

HSB can include:

- using sexually explicit words and phrases
- inappropriate touching
- using sexual violence or threats
- sexual activity with other children or adults

Sexual behaviour between children is considered harmful if one of the children is much older – particularly if there is more than two years' difference in age or if one of the children is pre-pubescent and the other isn't. However, a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled.

Spotting the signs of harmful sexual behaviour

It's normal for children to show signs of sexual behaviour at each stage in their development. Children also develop at different rates, and some may be slightly more or less advanced than other children in their age group. Behaviours which might be concerning depend on the child's age and the situation.

Child Trafficking

What is child trafficking?

Child trafficking is child abuse. It involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another. This can also be known as County Lines.

Children may be trafficked for:

- child sexual exploitation
- benefit fraud
- forced marriage
- domestic servitude such as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal exploitation such as cannabis cultivation, pickpocketing, begging, transporting, drugs, selling pirated DVDs and bag theft.

Children who are trafficked experience many forms of abuse and neglect. Physical, sexual and emotional abuse is often used to control them and they're also likely to suffer physical and emotional neglect.

Child trafficking can require a network of organised criminals who recruit, transport and exploit children and young people. Some people in the network might not be directly involved in trafficking a child but play a part in other ways, such as falsifying documents, bribery, owning or renting premises or money laundering.

Child trafficking can also be organised by individuals and the children's own families.

Traffickers trick, force or persuade children to leave their homes. They use grooming techniques to gain the trust of a child, family or community. Although these are methods used by traffickers, coercion, violence or threats don't need to be proven in cases of child trafficking - a child cannot legally consent to their exploitation, so child trafficking only requires evidence of movement and exploitation.

Modern slavery is another term which may be used in relation to child trafficking. Modern slavery encompasses slavery, servitude, forced and compulsory labour and human trafficking.

Spotting the signs of child trafficking

Signs that a child has been trafficked may not be obvious, but you might notice unusual behaviour or events.

Children who have been trafficked may:

- have to do excessive housework chores
- rarely leave the house and have limited freedom of movement
- not have any documents (or have falsified documents)
- give a prepared story which is very similar to stories given by other children
- be unable or reluctant to give details of accommodation or personal details
- not be registered with a school or a GP practice
- have a history with missing links and unexplained moves
- be cared for by adults who are not their parents or carers
- not have a good quality relationship with their adult carers
- be one among a number of unrelated children found at one address
- receive unexplained or unidentified phone calls whilst in a care placement or temporary accommodation.

There are also signs that an adult is involved in child trafficking, such as:

- making multiple visa applications for different children
- acting as a guarantor for multiple visa applications for children
- having previously acted as the guarantor on visa applications for visitors who have not left the UK when the visa expired

Female Genital Mutilation

What is female genital mutilation?

Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It's also known as female circumcision or cutting. The age at which FGM is carried out varies. It may be carried out when a child is new-born, during childhood or adolescence, just before marriage or during pregnancy.

FGM is child abuse. There are no medical reasons to carry out FGM. It's dangerous and a criminal offence.

Spotting the signs of female genital mutilation

A child at risk of FGM may not know what's going to happen. But they might talk about or you may become aware of:

- a long holiday abroad or going 'home' to visit family
- relative or cutter visiting from abroad
- a special occasion or ceremony to 'become a woman' or get ready for marriage
- a female relative being cut – a sister, cousin or an older female relative such as a mother or aunt
- missing school repeatedly or running away from home.

A child who has had FGM may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed

British Naturism

- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help but may not be explicit about the problem due to embarrassment or fear

Reporting requirements

Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under-18s to the police.

Honour-based abuse and forced marriage

A marriage conducted without the full and free consent of both parties

Appendix 6

Legislation and Definitions for Wales, Scotland and Northern Ireland

The previous appendices cover the legislation and definitions for England, BN members of the other home countries may need to refer to the following:

Wales:

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children and adults in Wales, including (and in no particular order):

- Children Act 1989;
- Children Act 2004;
- Social Services and Well-being (Wales) Act 2014;
- Working Together to Safeguard People Volume 1 – Introduction and Overview;
- Working Together to Safeguard People Volume 5 – Handling Individual Cases to Protect Children at Risk;
- Working Together to Safeguard People Volume 6 – Handling Individual Cases to Protect Adults at Risk;
- Wales Safeguarding Procedures 2019;
- Well-being of Future Generations (Wales) Act 2015;
- Rights of Children and Young Persons (Wales) Measure 2011;
- Working Together to Safeguard People: Code of Safeguarding Practice – For individuals, groups and organisations offering activities or services to children and adults in Wales
- United Nations Convention on the Rights of the Child 1989;
- Sexual Offences Act 2003.

DEFINITIONS

Who is a 'child'?

The Social Services and Well-being (Wales) Act 2014 and accompanying Guidance define a 'child' as a person who is aged under 18.

What is Abuse and Neglect?

To inform this protecting children policy and procedure British Naturism have adopted the categories and definitions of abuse and neglect set out in the Wales Safeguarding Procedures 2020.

These categories are Physical Abuse, Sexual Abuse, Emotional (Psychological) Abuse, Financial Abuse and Neglect (see below).

It is important to note that abuse or neglect isn't confined to inflicting harm but also includes failing to prevent harm. In addition, the abuse of children can extend beyond personal contact to abuse via the internet, social media and networking sites such as 'chatrooms'.

It is important to note that children may be abused in a family or in an institutional or community setting; by those known to them or, more rarely, by a stranger.

Physical abuse means deliberately hurting a child or young person. It includes: physical restraint; such as being tied to a bed, locked in a room inflicting burns cutting, slapping, punching, kicking, biting or choking stabbing or shooting withholding food or medical attention drugging denying sleep inflicting pain shaking or hitting babies fabricating or inducing illness (FII).

Sexual Abuse has 2 different types. These are called contact abuse and non-contact abuse.

Contact abuse involves: touching activities where an abuser makes physical contact with a child, including penetration. It includes: sexual touching of any part of the body whether the child's wearing clothes or not rape or penetration by putting an object or body part inside a child's mouth, vagina or anus 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, view or distribute child abuse images showing pornography to a child sexually exploiting a child for money, power or status (child exploitation).

Emotional (psychological) abuse is the ongoing emotional maltreatment of a child. It's 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 are emotionally abused are often suffering another type of abuse or neglect at the same time.

Emotional abuse includes: humiliating or constantly criticising a child threatening, shouting at a child or calling them names making the child the subject of jokes, or using sarcasm to hurt a child blaming, scapegoating making a child perform degrading acts not recognising a child's own individuality, trying to control their lives pushing a child too hard or not recognising their limitations exposing a child to distressing events or interactions such as domestic abuse or drug taking failing to promote a child's social development not allowing them to have friends persistently ignoring them being absent manipulating a child never saying anything kind,

expressing positive feelings or congratulating a child on successes never showing any emotions in interactions with a child, also known as emotional neglect.

Financial abuse includes theft, fraud, pressure about money, misuse of money.

Example: Parent or carer misappropriating a child with complex needs personal care budget.

Neglect is a failure on the part of either the male and/or female caregiver or pregnant mother to complete the parenting tasks required to ensure the developmental needs of the child are met. This failure may be associated with parenting issues such as such a drug and alcohol misuse. Neglect should be differentiated from poverty and occurs despite reasonable resources being available to enable the carer/s to complete the parenting tasks to a good enough standard. Whilst neglect is likely to be ongoing and cause cumulative harm one-off incidents and episodic neglect can affect the health and development of the child.

There are a range of parenting behaviours that can be described as neglect: Medical neglect: a failure to seek and provide appropriate medical, dental and optical care Nutritional neglect: occurs when the carer fails to pay sufficient attention to the diet for the child who may become obese or fail to thrive Supervisory neglect: happens when the carer fails to provide the level of guidance and supervision that ensures the child is safe and protected from harm Educational neglect: is more than securing school attendance it includes a failure on the part of the carer to provide an environment allowing the child to achieve their cognitive potential

Physical neglect: happens when the child does not receive appropriate physical care necessary for their age and development and/or where the child lives in a physical environment that is not conducive to their health and development healthy and/or is unsafe Identity neglect occurs when a parent or carer fails to recognise and address the child or young person's needs in terms of culture, religion, gender and sexuality.

Where there are concerns about a child, but uncertainty as to whether there is a risk of abuse or actual abuse, advice and guidance from the DSP should always be sought. It is always better to err on the side of caution rather than take no action at all. If in doubt always first contact the DSP or their deputy; if unavailable advice can be sought from the local Social Care, the Police and the NSPCC Helpline.

Other areas of concern include:

Female genital mutilation: an extreme form of physical, sexual and emotional assault.

Honour-based abuse and forced marriage: A marriage conducted without the full and free consent or both parties

Child trafficking: Involves recruitment, transportation, transfer, harbouring or receipt, exchange or transfer of control of a child under the age of 18 years.

Criminal exploitation: the action of an individual or group to coerce, control, manipulate or deceive a child under the age of 18 into any criminal activity in exchange for something the victim needs or wants, or for the financial or other advantage of the perpetrator or facilitator.

Scotland:

This policy is based on Children's rights as noted within Scottish Government guidance and underpinned by the UN convention on the rights of the child including;

- The best interests of the child must be a top priority in all decisions and actions that affect them. (Article 3)
- Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.
- British Naturism Scotland must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them. (Article 19)

Legal Framework

The following legislative and policy initiatives inform our practice as appropriate:

- The Children and Young People (Scotland) Act 2014
- National Guidance for Child Protection in Scotland (2021)
- UN Convention on the Rights of the Child
- The Children Scotland Act 1995
- The Protection of Vulnerable Groups (Scotland) Act 2007
- Disclosure Scotland Act 2020
- The Children's Charter
- Getting it Right for Every Child 2005
- The Children (Scotland) Act 2020
- General Data Protection – Data Protection Act 2018.

The Children's Charter incorporates the voices of children and young people and identifies that children have the right to be protected and safe from others. This is strengthened within National Practice Model for advocacy (2020)

Children expect staff to:

- Get to know us, speak with us, listen to us
- Think about our lives as a whole
- Think carefully about how you use information about us, respect our privacy
- Take us seriously, involve us, be responsible to us
- Use your power to help, make things happen when they should
- Put us in touch with the right people.

DEFINITIONS

Who is a 'child'?

For the purposes of this policy the definition of a 'child' or 'young person' is anyone aged under 18 years of age as supported by the Children and Young People Scotland Act (2014). Where a young person aged 16-18 requires protection it must be noted that Adult Support and Protection (Scotland) Act 2007 legislation may apply.

What is Abuse?

Child abuse and neglect is the maltreatment of a child/young person in any form. An individual may abuse or neglect a child or adult at risk of harm directly or may be responsible for abuse or neglect because they fail to prevent significant harm by another person.

'Significant Harm' is circumstances where "a child or young person's basic needs are not being met in a manner which is appropriate to his or her individual needs and stages of development and the child is. It can occur within a relationship of trust and can happen to a child/young person regardless of their age, gender, race, disability or ability, sexual orientation, religion or socio-economic status.

Children/young people and adults at risk may be abused in a family or in residential care or in the community, including artistic and sporting activities by any individual known to them or by a stranger.

Children with disabilities are at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

The main types of abuse are: physical, emotional, sexual and neglect.

Physical Abuse - is the causing of physical harm to a child or young person and may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after (this is known as fabricated or induces illness). There may be some variation in family, community or cultural attitudes to parenting, for example, in relation to reasonable discipline. Cultural sensitivity must not deflect from a focus on a child's essential needs and protection from harm.

Emotional Abuse - Emotional abuse is the persistent emotional maltreatment that has severe and persistent adverse effects on the child's emotional development. 'Persistent' means there is a continuous or intermittent pattern which has caused, or is likely to cause, significant harm. It may involve conveying to a child that they are worthless or unloved, inadequate or imposition of demands inappropriate for their age, repeated silencing, ridiculing or intimidation. Extreme overprotection, such that a child is harmed by prevention of learning, exploration and social development, seeing or hearing the abuse of another (in accordance with the Domestic Abuse (Scotland) Act 2018).

Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

Sexual Abuse – Is an act that involves a child under 16 in any activity for the sexual gratification of another person – whether or not it is claimed that the child consented or assented. Forcing or enticing a child to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at or in the production of indecent images, in watching sexual activities, using sexual language towards a child, or encouraging children to behave in sexually inappropriate ways.

Child sexual exploitation involves a young person under the age of 18 being manipulated, forced, pressurised or coerced into taking part in a sexual act in exchange for something.

Neglect - Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. 'Persistent' means there is a pattern which may be continuous or intermittent which has caused, or is likely to cause significant harm. However, single instances of neglectful behaviour by a person in a position of responsibility can be significantly harmful.

GIRFEC SHANARRI indicators set out the essential wellbeing needs. Neglect can impact on healthy development It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to a child's basic emotional needs. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation.

GIRFEC SHANARRI indicators are:

The Getting it right for every child (GIRFEC) approach supports children and young people so that they can grow up feeling loved, safe and respected and can realise their full potential. At home, in school or the wider community, every child and young person should be:

- Safe
- Healthy
- Achieving
- Nurtured
- Active
- Respected
- Responsible
- Included

These eight factors are often referred to by their initial letters – SHANARRI.

Other areas of concern include:

Female genital mutilation: an extreme form of physical, sexual and emotional assault.

Honour-based abuse and forced marriage: A marriage conducted without the full and free consent of both parties

Child trafficking: Involves recruitment, transportation, transfer, harbouring or receipt, exchange or transfer of control of a child under the age of 18 years.

Criminal exploitation: the action of an individual or group to coerce, control, manipulate or deceive a child under the age of 18 into any criminal activity in exchange for something the victim needs or wants, or for the financial or other advantage of the perpetrator or facilitator.

Children and young people from birth to 18, or beyond if still in school, may have a Named Person to help support their wellbeing within the GIRFEC approach (this needs to be checked if applicable within your own area). The Named Person is a central point of contact if a child, young person or their parent(s) want information or advice, or if they want to talk about any worries and seek support. They can also, when appropriate, reach out to different services who can help. The Named Person will be the headteacher, or guidance teacher or other promoted member of staff - for a school age child. For Pre-school children, this will be their health visitor

The Named Person will be a point of contact for any concerns about a child's welfare and wellbeing, the Named Person will carefully consider the situation by asking five questions:

- What is getting in the way of this child's or young person's wellbeing?
- Do I have all the information I need to help this child or young person?
- What can I do now to help this child or young person?
- What can my agency do to help this child or young person?
- What additional help, if any, may be needed from others?

Once they have considered the situation, a Named Person will discuss this with the child's parent(s) and other appropriate professionals if required, to assess what needs to be done to improve the child's or young person's wellbeing. They may plan what action(s) will be taken next and arrange appropriate review dates for the plan. Each situation and concern will be unique to the child or young person, and the way they are supported will be tailored to their individual needs.

If a matter is serious enough, then a referral will be made to Social Work Services or Police Scotland (please note if named person is not in place within the local authority area the child lives in you can call your local social work office or NSPCC on 0800 800 5000 to discuss your concerns.

Northern Ireland:

This policy is underpinned by the UN convention on the rights of the child including:

- The best interests of the child must be a top priority in all decisions and actions that affect them. (Article 3)
- Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.
- British Naturism Northern Ireland must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them. (Article 19)

Legal Framework

The following legislative and policy initiatives inform our practice as appropriate:

- UN Convention on the Rights of the Child 1989 (UNCRC International Treaty)
- The Children (NI) Order 1995
- Co-operating to Safeguard Children and Young People in Northern Ireland (2016)
- Criminal Law Act (NI) 1967
- Data Protection Act 1998
- Disability Discrimination Act
- Sexual Offences (NI) Order 2008
- The Sexual Offences Act 2003
- The Criminal Justice (NI) Order 2008
- Rehabilitation of Offenders (Exceptions) Order (NI) 1979.
- AccessNI
- Safeguarding Vulnerable Groups (NI) Order 2007
- Protection of Freedoms Act 2012

DEFINITIONS

Who is a 'child'?

The Children (NI) Order 1995 defines a 'child' as a person under the age of 18. We will endeavour to follow the legislative requirements, which set essential standards by way of good practice.

Definition of Safeguarding and Child Protection

Safeguarding is more than child protection. Safeguarding begins with promotion and preventative activity which enables children and young people to grow up safely and securely in circumstances where their development and wellbeing is not adversely affected. It includes support to families and early intervention to meet the needs of children and continues through to child protection. Child protection refers specifically to the activity that is undertaken to protect individual children or young people who are suffering or are likely to suffer significant harm.

(Co-Operating to Safeguard Children and Young People in Northern Ireland, 2017)

What is Abuse?

Harm can be suffered by a child or young person by acts of abuse perpetrated upon them by others. Abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health, or if they live in a home where domestic abuse happens. Abuse can also occur outside of the family environment. Evidence shows that babies and children with disabilities can be more vulnerable to suffering abuse.

The Children (NI) Order defines 'harm' as ill-treatment or the impairment of health or development. The Order states that 'ill-treatment' includes sexual abuse, forms of ill-treatment which are physical and forms of ill-treatment which are not physical; 'health' means physical and / or mental health; and 'development' means physical, intellectual, emotional, social or behavioural development. There is no absolute definition of 'significant harm', as this will be assessed on a case-by-case basis. Article 50(3) of the Children Order states that "where the question of whether harm suffered by a child is significant turns on the child's health or development, his health or development shall be compared with that which could reasonably be expected of a similar child".

Children/young people and adults at risk may be abused in a family or in residential care or in the community, including artistic and sporting activities by any individual known to them or by a stranger.

Children with disabilities are at increased risk of abuse through various factors such as stereotyping, prejudice, discrimination, isolation and a powerlessness to protect themselves or adequately communicate that abuse has occurred.

Categories of abuse:

Harm from abuse is not always straightforward to identify and a child or young person may experience more than one type of harm or significant harm.

Harm can be caused by:

- Physical abuse;
- Sexual abuse;
- Emotional abuse;
- Neglect; and
- Exploitation.

Physical Abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Sexual Abuse occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others. Sexual abuse may involve physical contact, including assault by penetration (for example, rape, or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside

clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via e-technology). Sexual abuse is not solely perpetrated by adult males. Women can commit acts of sexual abuse, as can other children.

Emotional Abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development. Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving a child opportunities to express their views, deliberately silencing them, or 'making fun' of what they say or how they communicate. Emotional abuse may involve bullying – including online bullying through social networks, online games or mobile phones – by a child's peers.

Neglect is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.

(Cooperating to Safeguard Children and Young People in Northern Ireland, 2017)

Other areas of concern include:

Female genital mutilation: an extreme form of physical, sexual and emotional assault.

Honour-based abuse and forced marriage: A marriage conducted without the full and free consent or both parties

Child trafficking: Involves recruitment, transportation, transfer, harbouring or receipt, exchange or transfer of control of a child under the age of 18 years.

Criminal exploitation: the action of an individual or group to coerce, control, manipulate or deceive a child under the age of 18 into any criminal activity in exchange for something the victim needs or wants, or for the financial or other advantage of the perpetrator or facilitator.

The Bare Essentials

for Clubs, Swims and Events

What does a Club / Swim / Event need to do now?

BN suggests that all Clubs / Swims or Event* formally adopt the BN Safeguarding policy in its entirety. There are some aspects of this policy which at present your club may not need but BN would urge you to adopt the whole policy as should the unforeseen occur you will be in a position to safeguard children.

How do you do this?

Your committee should vote formally to accept the BN Safeguarding Policy. This should be recorded in the minutes of the meeting, the Policy Statement should be signed and dated by the Chair of the meeting. The original copy to be retained with Club records and copies to be made available to members or participants.

Codes of Conduct

There are three codes of conduct which you may need to add to as appropriate for your club. It will be tempting especially for Swims to remove certain conditions. However, experience has shown that across society these conditions enable all concerned to be in no doubt regarding the Club expectation of appropriate behaviour.

The Code of Conduct for children, it is suggested that Clubs work with the young people in their care to finalise this Code. It should be publicised announcing the fact that the Code has been set out by the young people, this has led to more respect of the Code by young people but also begins dialogue with young people in your Club.

*Clubs means any club/swim or event held within BN guidelines.

Safeguarding Policy statement

..... Club / Event / Swim – Safeguarding Policy Statement
affiliated to British Naturism (BN) is committed to ensuring all Children (i.e. all persons under the age of 18) participating in Club and BN activities have a safe and positive experience.

We will do this by:

- Recognising all children participating regardless of age, ability or disability, gender reassignment, race, religion or belief, sex or sexual orientation, socio-economic background, have the right to have fun and be protected from harm in a safe environment

- Ensuring individuals working at, or for, our club provide a welcoming, safe, and fun experience for children
- Adopting and implementing BN Child Safeguarding Policy
- Appointing a Club Welfare Officer and ensuring they attend all current and future training
- Ensuring all people who work at, or for, our club (such as staff, officials, volunteers) have a responsibility for safeguarding children, and understand how the BN Child Safeguarding Policy applies to them
- Ensuring all volunteers working at, or for, the club are recruited and appointed in accordance with BN guidelines and relevant legislation
- Ensuring all volunteers working at, or for, the club are provided with support, through education and training, so they are aware of, and can adhere to, good practice and Code of Conduct guidelines defined by BN and the club
- Ensuring the name and contact details of the Club Welfare Officer is available:
 - As the first point of contact for parents, children and volunteers/staff within the club
 - As a local source of procedural advice for the club, its committee and members
 - As the main point of contact within the club for BN Safeguarding officers
 - As the main point of contact within the club for relevant external agencies in connection with child safeguarding
- Ensuring correct and comprehensive reporting procedures exist for raising and managing child safeguarding concerns.
- We will ensure all suspicions, concerns and allegations are taken seriously and dealt with swiftly and appropriately.
- Ensuring access to confidential information relating to child safeguarding matters is restricted to those who need to know in order to safeguard children – including the Club Welfare Officer and the appropriate external authorities as specified within BN Child Safeguarding Policy.

We will also provide an environment where the views of children, parents and volunteers are sought and welcomed on a range of issues. This will help us create an environment where people have the opportunity to voice any concerns of poor practice or child welfare to the Club and/or the Club Welfare Officer.

Safeguarding will be an agenda item on all Committee meetings and this policy will be reviewed every year.

Signed Date.....

Committee Chair

British Naturism Incident / Concern Reporting Form

Although this form refers to children, it should also be used to report safeguarding incidents related to vulnerable adults.

Note: if criminal action is suspected, do not investigate or conduct any interviews. Instead, contact the police or social services and send this form to the BN's General Secretary with as much detail as you can.

Details of Child at risk (if more than one child involved use a new form for each child)
Name of Child:
Male / Female / Gender
Age / Date of Birth (if known)
Parent / Guardians Name:
Are they aware of the Concern / Incident? Yes / No
Do they know the matter is being reported to BN? Yes / No
Childs Home Address:
Parents / Guardians Address if different from above:
Telephone number Home:
Mobile:
Email address:

Details of person completing form:

Name:

Role:

Club/ Event:

Mobile number:

Email address:

Did you witness the Concern / Incident – Yes / No

Name and contact details of person reporting Concern / Incident:

Date, time and place of the Concern / Incident:

Please provide details of the Concern / Incident: you should include; dates and times, descriptions of any injuries, full names of people involved. (continue on separate sheet if required)

The child's account and who s/he related it to:

Name and contact details of person alleged to have caused this Concern / Incident:

Has this person been spoken to: Yes / No (if NO do not contact them)
Is the person aware of this allegation? Yes / No
Does this person have responsibilities towards children within the Club? Yes / No
If Yes, what is their role?

British Naturism

If the person is aware of this allegation, please record any explanation or account given:

Details of any action taken:

Police Informed Yes / No – if Yes name of Officer or Incident number

LADO Informed Yes / No – if Yes name of LADO

Children’s Social Services Informed Yes / No – if Yes name of Contact

Date you were informed of the Concern / Incident:

Date Form completed:

Any other relevant information about the Concern / Incident:

Data Protection

The Club / Event and British Naturism (BN) will each use the information in this form to investigate the alleged incident following BN Safeguarding Policy and will take whatever action is deemed appropriate. This may necessitate disclosing information to other Clubs / Events, individuals that are the subject of an investigation and statutory agencies such as police, social services, or legal and other advisers who may be required to assist with the investigation or assessment process.

What you need to do next:

Send this form (preferably by email) to your Child Safeguarding officer (CSO) or to BN General

Secretary via general.secretary@bn.org.uk or by post to British Naturism, c/o 4 Pavilion Court, 600 Pavilion Drive, Northampton NN4 7SL

Please retain the original copy of this form and any other original notes you have made, keeping them in a private and secure location.

Members Code of Conduct

Name of Club / Event / Swim

As a Club / Event / Swim affiliated to British Naturism this Club requests our members and guests follow our Code of Conduct

All Members and Guests of this Club will:

- Respect the rights, dignity and worth of every person within the Club
- Treat everyone equally and not discriminate on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religion or beliefs, class or social background, sexual orientation, gender identity or reassignment, or political belief
- Not condone, or allow to go unchallenged, any form of discrimination
- Display high standards of behaviour
- Promote the positive aspects of British Naturism and the activities of the Club
- Ensure that the well-being and safety of children within the club is paramount
- Ensure activities are appropriate for the age, maturity, experience and ability of the individual
- Not provide children with alcohol when they are under the care of the club
- Be aware of BN Child Safeguarding Policy
- Report any concerns in relation to a child, following reporting procedures laid down by BN

Please note it is also expected that members and guests will not abuse drugs of any type including alcohol and will not use illegal substances e.g. Cannabis or cocaine

* Members and guests include all members and officers of the Club and all guests of those members and officers

Club Officers and Volunteers Code of Conduct

In addition to the Club Members Code of Conduct, all Volunteers and Officers of the Club will:

- Make sure that their Safeguarding Training is up-to-date and if applicable appropriate background checks have been made by BN
- Have a good understanding of BN Safeguarding Policy
- Know what action to take should any safeguarding concerns be reported to you and where U18's are involved,
- Plan activities that involve more than one other adult being present (i.e. three adults), or at least within sight and hearing of others
- Follow the recommended adult to children ratio
- Develop an appropriate working relationship with children within BN Allow children to talk about any concerns they may have
- Avoid unacceptable situations within a relationship of trust, e.g. a sexual relationship with a young person who is over the age of consent.
- Ensure any physical contact with children is appropriate and necessary and carried out within the recommended guidelines
- Ensure that BN activities are appropriate for the age and ability of the child

Will Not:

- Allow abusive activities e.g. initiation ceremonies or bullying
- Take part in or use inappropriate behaviour, communication or contact either physical, verbal, sexual or written including social media
- Engage in physical contact other than emergencies or appropriate teaching methods or take part in physical contact games with children
- Smoke, drink alcohol, or use banned substances while working with children in the club Take children to your home or transport them in your car where they will be alone with you
- Allow or invite club members who are under 18 to be on your personal social networking sites i.e. Facebook or WhatsApp

Code of Conduct for Children

NSPCC research shows when children are empowered to create rules for themselves these rules are usually far more greatly respected, and often stricter, than those that adults responsible for supervising the groups might impose. Children can feel empowered by the ability to voice their own opinion about what they feel is acceptable behaviour.

The Club welfare officer and another appropriate officer of the club could discuss this with the children using the Members Code of Conduct as a starting point.

Possible topics to discuss with children are:

- Why do they come to the club and what do they want to get from attending – for example, to have fun, to be with their friends, to keep fit
- How do they want to treat, and be treated, by adult members of the club
- How do they want to treat, and be treated, by other children at the club
- How do they want to be able to raise any concerns they have
- What rules, or limits, do they think there should be
- How do they think any breaches of the code of conduct should be dealt with

It is important clubs draw attention to their codes of conduct and place them on all relevant notice boards club areas

This is something that needs work by the clubs, and this is only a starting point

A Code of conduct for children would be along the lines of:

Young Persons Agreement

Parents/carers: please read and discuss this agreement with your child and then sign it, ask your child to sign it and return it to the group leader. If you have any questions or concerns, please speak to [add name/job title].

As a member of.....Naturism Club, I agree to the following:

To always:

- Keep yourself safe by behaving responsibly, listening to leaders and speaking out when something is not right
- When you are at the club / event / swim stay in places you are supposed to be and do not wander off without telling parents / guardians / leaders where you are going

My behaviour

I will:

- Respect and celebrate differences in Naturism and not discriminate against anyone else on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, religion or beliefs, class or social background, sexual orientation, gender identity or reassignment, or political belief
- Treat Leaders and other members with respect and appreciate that everyone is different. Make clubs and events welcoming and a friendly place to be
- Take care of equipment and premises
- Follow BN online safety advice and internet policies

I will NOT:

- Smoke or drink alcohol or take other banned substances while I am at the Club
- Have physical contact with other Club members except where appropriate i.e. while learning new activities or in physical contact games

Social Media

- I will be responsible for my behaviour when using the internet, including social media platforms, games and apps. This includes the resources I access and the language I use.
- I will not deliberately browse, download or upload material that could be considered offensive or illegal. If I accidentally come across any such material, I will report it immediately to the group leader.
- I will not send anyone material that could be considered threatening, bullying, offensive or illegal.
- I will not give out any personal information online, such as my name, phone number or address.
- I will not reveal my passwords to anyone.

British Naturism

- I will not arrange a face-to-face meeting with someone I meet online unless I have discussed this with my parents and/or group leader and am accompanied by a trusted adult.
- If I am concerned or upset about anything I see on the internet or any messages that I receive, I know I can talk to my parents or carers or [name].
- I understand that my internet use at [Name of group/organisation] will be monitored and logged and can be made available to the group leader.
- I understand that these rules are designed to keep me safe and that if I choose not to follow them, [Name of group/organisation] may contact my parents/carers.

Our promise to you:

- You should enjoy your time with us and know that you are safe
- You do not have to remove your clothes if you do not feel comfortable You will be respected and treated fairly
- You will be encouraged to get involved in many activities, but you will not be treated differently if you choose not to participate
- Any concerns you raise will be listened to
- You will be looked after at the Club or Event as you are important to us

We ask all young people to follow the behaviours set out in this code. If any young person behaves in a way which contradicts any of the points in the code, we will address the problem straight away with your parent / guardian and hopefully will resolve the issue.

So, you know, breaches of this code may result in concerns regarding the welfare and enjoyment of other members and if those concerns continue you may be asked to leave the Club or Event.

Signature of young person

We have discussed this online safety agreement and [child's name] agrees to follow the rules set out above.

Signature of parent / Guardian.....

Date.....

Anti-Bullying Policy

Full details of British Naturism's handling of bullying is covered in the British Naturism Equality and Diversity policy. Key extracts are below:

British Naturism and.....Club are committed to providing a welcome and caring setting for all members especially children, so they can relax and participate in activities in a safe environment. Bullying of any kind is unacceptable and we are committed to having an organisation that is free from harassment and bullying.

Purpose of this Policy

- to prevent bullying from happening between children and young people who are a part of our organisation or take part in our activities
- to make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- **Aims of this policy**
- All members, club members, parents, Volunteers and Officers should have an understanding of what bullying is
- All Volunteers and Officers should know what the policy is on bullying, and follow it when bullying is reported
- All members, club members, and parents, should know what the club policy is on bullying, and what they should do if bullying arises
- As an organisation we take bullying seriously. Children and parents should be assured that they would be supported when bullying is reported
- Bullying will not be tolerated.

What are bullying and cyberbullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and/or distress to the victim. Bullying can be:

- emotional: being unfriendly, excluding (emotionally and physically), sending hurtful text messages, threats and tormenting.
- physical: pushing, kicking, hitting, punching or any use of violence.
- racist: racial taunts, graffiti, gestures.
- sexual: unwanted physical contact or sexual comments, including sending unwanted emails or text messages; staring and leering.
- homophobic: because of, or focusing on the issue of sexual orientation.
- verbal: name-calling, sarcasm, spreading rumours, teasing.
- cyber: bullying behaviour on-line or via electronic communication or misuse of associated technology, such as camera and video on mobile phones.

Online bullying, also be known as cyberbullying includes:

- sending threatening or abusive text messages
- creating and sharing embarrassing images or videos
- 'trolling' - sending menacing or upsetting messages on social networks, chat rooms or online games
- excluding children from online games, activities or friendship groups
- setting up hate sites or groups about a particular child
- encouraging young people to self-harm
- voting for or against someone in an abusive poll
- creating fake accounts, hijacking or stealing online identities to embarrass a young person or cause trouble using their name.

Spotting the signs of bullying and cyberbullying

It can be hard to know whether or not a child is being bullied. They might not tell anyone because they're scared the bullying will get worse. They might also think that the bullying is their fault.

No one sign indicates for certain that a child's being bullied, but you should look out for:

- belongings getting 'lost' or damaged
- physical injuries such as unexplained bruises
- being afraid to go to school, being mysteriously 'ill' each morning, or skipping school
- not doing as well at school
- asking for, or stealing, money (to give to a bully)
- being nervous, losing confidence or becoming distressed and withdrawn
- problems with eating or sleeping
- bullying others

We recognise that:

- bullying causes real distress and affects a person's health and development
- in some instances, bullying can cause significant harm
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse
- everyone has a role to play in preventing all forms of bullying (including online) and putting a stop to bullying

Signs and Symptoms

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs, and they should investigate if a child:

- says he or she is being bullied
- is unwilling to go to or feels ill before attending, club activities
- becomes withdrawn anxious, or lacking in confidence
- has unexplained cuts or bruises

- is frightened to say what's wrong
- gives improbable excuses for any of the above

In more extreme cases the child could also:

- start stammering
- cry themselves to sleep at night or has nightmares
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- attempts or threatens suicide or runs away

These signs and behaviours may indicate other problems, but bullying should be considered a possibility and should be investigated.

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Individuals who are bullying need to learn different ways of behaving. This club has a responsibility to respond promptly and effectively to issues of bullying.

Procedures / Action

Report bullying incidents to the Club Welfare Officer or a member of the clubs committee or contact the Child Safeguarding Officer (CSO)

In cases of serious bullying, the incidents will be referred to the nominated anti-bullying lead **BN General Secretary**

Parents should be informed and will be asked to come into a meeting to discuss the problem

If necessary and appropriate, the police will be consulted

The bullying behaviour or threats of bullying must be investigated, and the bullying stopped quickly

An attempt will be made to help the bully (bullies) change their behaviour

If mediation fails and the bullying is seen to continue, British Naturism or the club will initiate disciplinary action

Suggestions for further action

Reconciliation by getting the parties together. It may be that a genuine apology solves the problem.

If this fails or is not appropriate a small panel (made up from Welfare Officer, Officers and committee members) should meet with the parent and child alleging bullying to get details of the allegation. Minutes should be taken for clarity, which should be agreed by all as a true account.

Possible witnesses should then be asked for their account.

The same panel should meet with the alleged bully and parent/s and put the incident raised to them to answer and give their view of the allegation. Minutes should again be taken and agreed.

If bullying has in the opinion of the panel taken place the individual should be warned and put on notice of further action if the bullying continues.

Again, consideration should be given as to whether a reconciliation meeting between parties is appropriate at this time.

Where appropriate the Club or Event Organiser will raise awareness about bullying and why it matters, and if issues of bullying arise, will consider meeting with members to discuss the issue openly and constructively.

KIDSCAPE is a voluntary organisation committed to help prevent child bullying. KIDSCAPE can be contacted on 0207 730 3300 or you can access their website via www.kidscape.org.uk

You may also wish to access any of the following websites designed to give advice and guidance to parents and children who are faced with dealing with bullying:

www.anti-bullyingalliance.org.uk

www.stoptextbully.com

www.bullying.co.uk

LGBTQ+

What does LGBTQ+ mean?

LGBTQ+ stands for lesbian, gay, bisexual, transgender, queer or questioning and more. This term covers a broad range of people who have different lived experiences and may be at different stages in exploring their identity. It includes people who are asexual or have differences in sex development (sometimes known as being intersex).

It's important to remember that any child or young person you're working with could be LGBTQ+, whether or not they have told you about their identity.

All children and young people have the right to be protected and kept safe from abuse and neglect. LGBTQ+ children and young people face the same risks as all children and young people, but they are at greater risk of some types of abuse. For example, they might experience homophobic, biphobic or transphobic bullying or hate crime. They might also be more vulnerable to or at greater risk of sexual abuse, online abuse or sexual exploitation.

Adults who work with LGBTQ+ children and young people need to understand the challenges they might experience and know what action to take to support and help keep them safe. LGBTQ+ children and young people can be supported and protected by being mindful of BN's social media and Anti-bullying policies and asking children and young people their pronouns, chosen name and how they would like to be referred to.

Social Media Policy

Policy Statement

British Naturism recognises the changing face of social media across its many platforms and the opportunities this technology brings, enabling BN Members to communicate with each other with increasingly wider audiences, while promoting the Organisation. However, there is a need to be vigilant for there are pitfalls where upset and harm can be caused particularly when safeguarding children and adults at risk, confidentiality and reputational damage to the individual and the organisation.

This policy covers all BN staff, Officers, Volunteers, Members and guests to events and clubs. It should be read in conjunction with the Photography Policy.

Club Officials, Members, Volunteers

Clubs

As already stated, social media is an excellent way of making sure Club events and activities are publicised and Members have the chance to air their views on forums attached. These are 'Club' platforms and should be monitored by a responsible Member with laid down rules about content of text and photographs. This Member should have completed the NSPCC Keeping Children Safe Online this is an online course available to everyone.

The Club should also be aware that there may be U18's on a Club chat room or forum, in some Clubs it may be preferable to have a separate page for the U18's but that also must be monitored.

The Club should consider whether they want to use the draft – Young Persons Agreement (above) this sets out clearly the Young Persons responsibilities and what to do if they are concerned or upset.

Failure to adhere to the policy will result in disciplinary procedures within British Naturism or the club unless the failure is serious enough that a criminal offence may have been committed in which case the Club should take advice from the General Secretary who can be contacted on general.secretary@bn.org.uk.

Members

It is good practice for you to have two social media streams one for personal / family / friends and another for BN friends and activities. This will prevent possible upset within both groups where misunderstandings could occur.

Before you post anything to the Club or BN social media platforms, please remember that you are representing your Club. It is possible that what you post even on restricted sites may be copied elsewhere on the internet. Be mindful of your audience are there U18's who may read this? Posts should conform to the BN Safeguarding Children policy and ensure that nothing you post could cause personal distress or is inappropriate towards children.

REMEMBER: If you would not put the post on a Club notice board DON'T put it on social media.

Volunteers

Texts and Emails – Contacting U18's

Generally, Volunteers wanting to contact U18's about an Event or Activity should make the arrangements through their parents or guardians.

However, in the case of 16+ adolescents it may be agreed with the parent/ guardian that you will contact them direct but always copying in the parent / guardian. In these cases, emails and texts should be sent at appropriate times i.e. before 10pm and if you receive any responses that appear inappropriate, they should be brought to the attention of the parent / guardian. The emails or texts should be only about Club or BN related activity.

Do Not – accept or invite U18's as 'friends' on social media platforms, send private messages to U18's via social media, send inappropriate text messages or post messages on social media that are offensive, nasty or derogatory in any way.

Parents

If you have given permission for your child to be contacted by a Volunteer from the Club, make sure you receive a copy of the texts and emails sent by both parties.

Be aware of BN's social media Policy in relation to Club Members and Volunteers. Talk to your children about using social media.

Your children are growing up with social media as a large part of their lives and most are never far away from their mobile phone. There are risks and those risks can be greatly reduced by following guidance given by Google, Facebook and CEOP the Child Exploitation and Online Protection unit. Please take time to consult these links. <https://www.facebook.com/safety/parents> <https://safety.google/families/parental-supervision> <https://www.thinkuknow.co.uk/parents>

Children and Young People

The internet is a great place to learn and have fun with your friends, and the best way to have fun is to stay safe.

If someone is not your friend in real-life, they are not your friend on the internet. Be careful when accepting Friend requests.

Discuss with your parents / guardians whether you should have two streams of social media one for BN friends and another for your family and other friends.

If someone is sending you messages or texts that you are worried about you should tell your parents or another adult you trust, like a Volunteer at the Club or a teacher.

Bullying can happen on-line too, its known as Cyber- bullying. If you or someone you know, has had this happen to them you should tell an adult that you can trust.

Please look at this link for more information about staying safe on-line. <https://www.thinkuknow.co.uk>

DO

Keep your photos and personal information private

Conduct yourself in a respectful and courteous manner, you are responsible for what you post on social media

Tell an adult if you are worried about any type of contact online

DON'T

Send inappropriate text messages or post messages on social media which are offensive, nasty or derogatory in any way

Accept any friend request from people you do not know, or you feel uncomfortable accepting

Photography Policy

Photographs are a part of everyday life they provide a record of events across the globe, they assist in our communication with others, allow us to accurately recall memories and on a more personal note serve as a record of family occasions, celebrations and holidays.

It is therefore important that BN have a policy that allow our members to have a photographic record of their time as naturists while at the same time protecting the rights of others.

This Photography Policy considers the nature of our activities and is intended to ensure that all images are compatible with family viewing and do not have a sexual content.

For the purpose of this policy the term Photograph refers to any still or moving image recorded in any media regardless of source (camera, video camera mobile phone etc.)

Who can take Photographs?

Only an authorised 'Official Photographer' should be allowed to take photographs of adults and or children at a BN (national or regional) event.

- An 'Official Photographer' is a person appointed by BN to take photographs at an event.
- Anyone appointed must be a registered BN volunteer and subjected to appropriate background checks which will include a DBS check.
- A person may be appointed as an Official Photographer for a single event.
- An Official Photographer must comply with the terms stated in this policy document.
- All photographs taken by an Official Photographer must be passed to a member of the BN photography team for archive.
- It is recommended that any event should use one of the BN Photography Team but it is recognised that this is not always practical.

The Official Photographer should always wear BN identification when they are taking photographs.

Official Photographers recording images of children should always be accompanied by another adult.

An Official Photographer cannot record images of children at anyone's home unless prior consent is obtained from the parents and the parents are present.

Visiting photographers (e.g. press) details should be recorded prior to them taking any images. This shall include name, address, professional identification (where appropriate), student identification and where photographs are to be used and how they will obtain the permission of the subjects prior to using the images.

Photography Categorisation

There are two categories of photograph;

- i) Photographs allowing use in internal publications such as the BN magazine and internal newsletters. Images can only be published on areas of internet secured by BN usernames and passwords.
- ii) Photographs that allow publication without restrictions.

Photographs for internal BN use:

An 'Official Photographer' will obtain permission from the subjects appearing in a photograph prior to taking it. This may be obtained by asking the subjects OR if the event has a programme that has a statement saying that photographs will be taken, this is assumed to give permission except if any of the subjects are under the age of 18 years written parental / guardian permission is required. Where feasible or if the child is 12 years of age or older the photographer shall also obtain the child's permission to take their photograph or video and use their image.

When photographing a person under the age of 18 years all genitalia should be pixelated out or excluded from the photograph.

Photographs for external to BN use:

This covers any photograph to be used for: websites, press, advertising etc. Express permission shall be obtained from all people. If any person is below the age of 18 years then written parental / guardian permission is required. Where feasible or if the child is 12 years of age or older the photographer shall also obtain the child's permission to take their photograph or video and use their image.

When photographing a person under the age of 18 years all genitalia should be pixelated out or excluded from the photograph.

Technical Guidance

Data Storage

Photographic data is currently stored on an independent private network. This network is not web based so is secure. The network is managed and maintained by the IT Support Manager.

The release forms are stored by Head Office and an electronic copy placed in the same directory as the original photographs. Release forms should list the event they are associated with and date taken.

Access to Photographs

Access to photograph archive will be limited to a selective number of BN officers.

- Photography Archivist
- IT Support Manager
- BN Photography Team
- Marketing Manager
- Events Manager

A portfolio of 'use-anywhere' photographs will be made available to the BN Magazine Editor on BN's FileStore system, to allow him to identify photographs to be used in publications, flyers and advertisements and event programmes. Copies of permissions forms will also be made available.

Event photographs selected by the Official Photographer attending the event will be made available to the editor of BN Magazine and other BN internal publications.

Archive of photographs

On completion of an event the photographer will process images and transfer them to the data archive.

When storing all files they should have at least the date taken embedded in the metadata so that they can be matched to the event.

Photographs of children should NOT be stored on the photographers' computer except as a transition between taking them and putting them into the BN archive. This allows editing prior to archive.

Any photographs/videos that appear to have a sexual content either by the position or activity of the child or the intimate content of the image, shall be destroyed to prevent it being viewed by others.

Advice for Naturist Clubs

Club Photographers who operate generally within the Club premises must be approved by the Club Committee and preferably subjected to appropriate background checks by BN.

Clubs should allow photographs to be taken by Club members only with the permission of all those appearing in the image. Photographs are a part of everyday life and serve as a record of family life; this clause is intended only to allow friends and family to take pictures of themselves and each other (including children) for their own personal records.

Photographers recording images of children should always be accompanied by another adult.

Where consent is obtained for publication of the images, avoid using children's names (first name or surname) in photograph captions. If the child is named, avoid using his or her photograph. Stating other relevant information about a child such as hobbies or interests should also be avoided.

A Club Photographer cannot record images of children at anyone's home unless prior consent is obtained from the parents and the parents are present.

Any photographs that appear to have a sexual content either by the position or activity of the child or the intimate content of the image, shall be destroyed to prevent it being viewed by others.

British Naturism

Guidance for Photographers / publishers

Parental/ guardian permission for a child to be photographed/ videoed must be obtained **prior** to the child being photographed or videoed. The permission shall specify in which types of publications the photograph may be used. Where feasible and if the child is older than 12 years of age the photographer should also obtain the child's permission to take their photograph and use their image.

A Photographer cannot record images of children at anyone's home unless prior consent is obtained from the parents and the parents are present.

Photographs of children shall not be published on the internet unless written parental/child permission is given and all genitalia are pixelated out or excluded from the photograph.

Where consent is obtained for publication of the children's images, avoid using children's names (first name or surname) in photograph captions. If the child is named, avoid using his or her photograph. Stating other relevant information about a child such as hobbies or interests should also be avoided.

Photograph Consent Form – Images of minors

British Naturism recognises the need to ensure the welfare and safety of all children and only authorised 'Photographers' are allowed to record images of children. A child is any person under 18 years of age.

British Naturism's safeguarding policy is available from the CSO or the British Naturism website. In accordance with our child safeguarding policy, we will not permit photographs, video or other images of children and young people to be taken without the prior consent of the parents/carers and children.

British Naturism will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform British Naturism immediately.

When taking photographs / videos of children the following authority is required from the parent / carer. Where a child is old enough to have an opinion, consent of the child should also be sought.
CONSENT BY A CHILD DOES NOT SUBSTITUTE FOR CONSENT BY THE RESPONSIBLE ADULT.

USE OF PHOTOGRAPH:

Inside British Naturism		Open use	
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DETAILS OF PHOTOGRAPHER:

Name:

Date:

Event:

DETAILS OF PARENT OR CARER:

Name:

E-mail:

BN Number:

Contact number:

DETAILS OF CHILD/CHILDREN:

Names:

I the undersigned authorise the creation of images of the child/children named here and confirm that I am in a position to make such an authorisation.

Signature:

Date:

Signature of child/children (where appropriate):

Supervision of Children

Making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm of any kind whilst in your care.

- Leaders in charge must be satisfied that those workers and adults who accompany group parties are fully competent to do so and that appropriate checks have been made.
- Children must be supervised at all times, by two or more adults.
- Only people aged over 18 years should be included as adults, young people although older than the children are not adults.
- Volunteers and staff should know at all times where children are and what they are doing.
- Any activity using potentially dangerous equipment should have constant adult supervision.
- Dangerous behaviour by children should not be allowed.

Ratios

The ratios set out below are consistent with the NSPCC recommended standards for adult to child ratios for events / activities in your group's normal venue or for outings and trips

In any group there should be at least two supervising adults present. If the group of children is mixed gender, the supervising staff should also, if possible, include both male and female workers. These guidelines are minimum requirements only.

2- 3 years – 1 adult to four children	4-8 years – 1 adult to six children
9-12 years – 1 adult to eight children	13-18 years – 1 adult to ten children

Planned activities

- The organisers of journeys and events should plan and prepare a detailed programme of activities for the children who are involved in the project.
- This should include a safeguarding and child protection plan.
- Before any journey or event is confirmed a safeguarding risk assessment must be made.
- Organisers are responsible for the welfare and safety of the children for the whole time they are away from home.
- Organisers should obtain, in writing, parental consent for children to join an organised trip.
- Children should not usually be left to their own devices, for example, in a town for the evening or for shopping expeditions without parental consent, clear boundaries and arrangements for returning
- All children should be adequately supervised and engaged in suitable activities at all times.
- Parents should be given full information about a trip, including details of the programme of events, the activities in which the children will be engaged and the supervision ratios.
- A full written record must be made of all the arrangements made.

Lost Child – Best Practice

A child going missing, even for a short while, makes those responsible for the safe keeping of that child upset and anxious. It is also sometimes traumatic for the child, other times they are not aware of the drama that has surrounded them.

When a child is reported missing it is important to try stay calm and focussed, that way the initial search and enquiries will be completed efficiently and to the best of your ability. It is true that in the vast majority of cases children are found very soon after they are discovered to be missing, but you should treat every incident as serious, in that way you will cover every possibility and hopefully the child will be found.

Actions

- 1) Ensure the safety of the other children in your care, this means drafting in other adults to look after them, perhaps take them to a place of safety while you take time to organise other adults to find the missing child.
- 2) Inform the child's parents this must be done immediately by someone charged with keeping in contact with them. The parents will need reassurance that you are doing everything in your power to find their child but also to be told it is likely they will be contacted by a person who finds their child, so they need to stay contactable.
- 3) It is best to spend a little time to organise people and for you to note what you are doing and who is going where – it is feasible that in the heat of the situation two people independently search the same place but leave another area unsearched. Request people searching report back to you when they have completed their task.
- 4) All exits and places of concerns need to have people to search them and to remain there as soon as possible. Note the time that the exits / doors were manned so that you know when it was impossible for the child to leave the area.
- 5) Places of concern are rivers or lakes or cliffs or railways, they need to be searched immediately and then someone remain with them. Again, note the time this was done and if possible, who was responsible.
- 6) It is suggested that if after 20 minutes the child has not been found the police should be informed. They will need the details of the child, name, address, date of birth or age – parents contact details, a description of what he / she is wearing and when they were last seen and where. **DO NOT WAIT LONGER.**
- 7) Likewise, do not wait for the police to attend before taking further action. Systematically search the whole of the premises / area depending on the size of the area.
- 8) Once the police have attended be guided by them of any further actions to take.
- 9) If at any stage the child is found, make sure all searchers and the child's parents are informed.
- 10) A short report giving details of the incident and actions taken must be sent to the General Secretary BN. The General Secretary will with reference to the circumstances decide whether the police (if not already involved) or Social Services should be informed.

Child Found Procedure

At some events it is possible children separated from their parents / carers will be found by another adult prior to a report being made. There should be a place set aside for children to be brought to. If a child is brought to the appropriate place by an adult, for our records, the person bringing the child should be asked who they are, where and when the child was found and what the child has said to them, if anything.

The event organisers should appoint an appropriate person to look after the child, who will speak to the child make them as comfortable as possible and assure the child we will re-unite them with their parents / carers as soon as possible.

Announcements should be made according to the following protocol:

- Make a public announcement stating only that a lost child has been found and where they can be collected.
- Do not give the child's name or a description of them.

If announcements are not practical, all stewards or others responsible for the event must be informed that a child has been found.

When an adult comes to collect the child:

- Make sure you are satisfied that they are who they say they are. You may ask for identification.
- You must ask for identification if you are not sure that the person is who they say they are, or if the child's behaviour or attitude gives you any reason to doubt this.
- If you are not sure, you should contact the police for advice.
- If the child is obviously upset, you should contact the police immediately.

What to do if you can't find the adult who is responsible for the child

If the responsible adult fails to appear within 15 minutes of the first announcement you should contact the police immediately.

See Lost / found Child form in appendix.

Whistleblowing Policy (Safeguarding)

BN is committed to maintaining a culture where it is safe, and acceptable, for all those involved in the organisation to raise concerns about unacceptable practice, misconduct and safeguarding.

You may be the first to recognise something is wrong, but you may not feel able to express your concerns out of a belief that this would be disloyal to friends and /or the Club, or you may fear harassment, victimisation or disadvantage. These feelings, however natural, must never result in a child continuing to be unnecessarily at risk.

BN assures all in the organisation that they will be treated fairly and that all concerns will be properly considered. In cases where the suspicions prove to be unfounded, no action will be taken against those who report their suspicions/allegations, provided they acted in good faith and without malicious intent.

Defining whistleblowing

Whistleblowing is the reporting of a concern in the public interest that something is happening within British Naturism that should not be, or something that is not happening that should be. It can include examples of malpractice as well as illegal acts.

Examples of the types of qualifying disclosures concerns covered by this policy include:

- malpractice which puts at risk the safety of children and/or young people
- malpractice that seriously puts our organisational reputation at risk
- inappropriate/sexual relationships between a member of staff or volunteer and a person who accesses our services
- fraud/financial irregularity
- a serious breach of health and safety
- a criminal offence or
- concealment of any of the above.

Reasons for whistleblowing

Each individual has a responsibility for raising concerns about unacceptable practice or behaviour:

- To prevent the problem worsening or widening
- To protect or reduce risk to others
- To prevent becoming implicated yourself

What stops people from whistleblowing?

- Starting a chain of events which spirals disrupting the Club, events and activities
- Fear of getting it wrong
- Fear of repercussions
- Fear of damaging reputations
- Fear of not being believed

How to raise a concern

You can make your disclosure verbally, but written disclosures are preferable as these will make the process more efficient and effective. In your disclosure, you should:

- provide any relevant context and background, including relevant dates, venues, names etc
- state clearly the reason why the situation causes concern

If you are unsure about raising a concern because you don't know if its relevant, or whether it falls within this policy, you are encouraged to come forward so that the matter can be discussed, and advice given.

What happens next?

- All concerns will be treated in confidence. During the process of investigating the matter, every effort will be made to keep the identity of those raising the concern unknown, except to the minimum number of individuals practicable
- You should be given information on the nature and progress of any enquiries
- British Naturism have a responsibility to protect you from harassment or victimisation and will take all steps possible to achieve this
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- Malicious allegations may be considered a disciplinary offence

The CSO or Club Official receiving the initial information should consult the BN Safeguarding policy regarding recording and reporting the allegations. You should not attempt to deal with any allegation or suspicion yourself.

Specifically, do not:

- Inform the person about whom the concern was raised
- Delay in reporting the suspicion

The Assumption Trap

In the past people have given various reasons for not reporting allegations such as:

- "All is well, otherwise it would have been spotted earlier"
- "It doesn't matter" or "no harm will arise"
- Ignore it as it is "not my responsibility"
- "Someone else must have reported it already"

REPORT IT NOW – Who do I tell?

The first person you should report your suspicion or allegation to is your Club Welfare Officer or CSO. If for any reason you cannot, or do not wish to report the matter to your Club Welfare Officer, you should contact General Secretary British Naturism.

Malicious disclosures

If it is found that you have maliciously raised a matter which you know to be untrue or you are involved in any way in the malpractice, wrongdoing or illegal acts or omissions, your behaviour may be addressed through the appropriate discipline procedure.

FURTHER ASSISTANCE - FOR CLUBS / EVENTS / SWIMS

British Naturism Self-Declaration Form

Employment / Membership self-declaration and disclosure form

Private and Confidential

For roles involving contact with children (under 18 year olds).

All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 1998.

Part One

<i>For completion by the organisation:</i>	
Name:	
Address and Postcode:	
Telephone/Mobile No:	
Date of Birth:	
Gender:	Male / Female
Identification (<i>tick box below</i>):	
<input type="checkbox"/>	I confirm that I have seen the identification documents below relating to this person, and I confirm to the best of my ability that these are accurate.
Either: Passport Number, Country of issue, date of issue and Issuing Office	
Driving Licence Number (<i>with picture</i>), Country of issue.	
Plus	
National Insurance Card or current Work Permit Number	
Signature of authorised Officer:	
Print name:	
Date:	

Part Two

NOTE: If the role you have applied for involves frequent or regular contact with or responsibility for children, you will also be required to provide a valid DBS (Disclosure and Barring Service) certificate which will provide details of criminal convictions; this may also include a Barring List check depending on the nature of the role (see organisational guidance about eligibility for DBS checks).

For completion by the individual (named in Part one):

Have you ever been known to any Statutory Agency (Police, Social Services etc.) department as being a risk or potential risk to children?

YES / NO

(if Yes, please provide further information below or on an additional sheet):

Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children?

YES / NO

(if yes, please provide further information below or on an additional sheet):

Confirmation of Declaration <i>(tick box below)</i>	
	I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of appointment may be withdrawn, or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.
	In accordance with the organisation's procedures if required I agree to provide a valid DBS certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.
	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.
	I understand that the information contained on this form, the results of the DBS check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.
	I understand that this declaration is for membership of BN <u>only</u> . I do not give BN permission to contact any further agencies <u>in relation to this declaration</u> .
Signature:	
Print name:	
Date:	

Recruitment of Ex-Offenders Policy

British Naturism (BN) as an organisation assesses applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS). BN complies fully with the code of practice and undertakes to treat all applicants for positions fairly. (<https://www.gov.uk/government/publications/dbs-code-of-practice>)

BN undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed. BN will only ask an individual to provide details of convictions and cautions that we are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended, and where appropriate Police Act Regulations as amended). BN will only ask an individual about convictions and cautions that are not protected.

BN is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background. This policy on the recruitment of ex-offenders, will be made available to all DBS applicants at the start of the recruitment process.

The Criminal Justice and Court Services Act 2000 makes it an offence to apply for, offer to do, accept or do any work with children (paid or unpaid) if disqualified from working with children. Disqualification can arise from inclusion in either the list of those considered unsuitable to work with children held by the Department of Health or the Department for Education and Skills. In addition, the courts can disqualify those convicted of serious offences from working with children.

BN actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcomes applications from a wide range of candidates, including those with criminal records. BN will select all candidates based on their skills, qualifications and experience an application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

BN ensures that all those in BN who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

BN ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. It should be noted

British Naturism

that failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

BN makes every subject of a criminal record check submitted to DBS aware of the existence of the code of practice and makes a copy available on request and undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Some Useful Safeguarding Contact Details	
BN Child Safeguarding Officer (CSO) General Secretary	general.secretary@bn.org.uk or text 07970 537605
A child is in danger or at risk of abuse	Police 999
Safeguarding Advice	Police 101 Local Social Services Local Authority Designated Officer (LADO)
Others	
NSPCC Freephone 24 hour helpline	T 0800 800 5000
Childline UK	T 0800 1111 www.childline.org.uk
Improper or unlawful content on the internet	Police 101 Internet Watch Foundation Child Exploitation and Online Protection Centre www.ceop.police.uk/Safety-Centre/ T 0870 000 3344
The Samaritans	T 116 123