



Appendix A: LMK (Let Me Know) Safeguarding Policy for Children and Vulnerable Young Adults

SECTION 1. Introduction

Good relationships shape our health and happiness, yet we are taught so little about them. LMK is an education charity (no.1191149) on a mission to change that. We run workshops educating young people about healthy and unhealthy behaviours so that they can avoid abuse and thrive in relationships.

1.1 Statement of Intent

LMK is committed to safeguarding and promoting the welfare of children and vulnerable adults. It expects all staff, volunteers, and partners (schools, youth organisations etc.) to share this commitment.

LMK believes that all children, young people and vulnerable adults have a right to protection from mistreatment, abuse, violence, and exploitation. LMK will protect all participants who are involved in its workshops from abuse equally and without regard to their gender, ethnicity, disability, sexuality or beliefs.

LMK is committed to informing young people and vulnerable adults involved in its workshops and their parents about this policy, and associated procedures.

This policy will be shared with partners (schools, youth organisations etc.) that we work with. However, LMK's Safeguarding Policy does **not** apply to partner organisations, as we expect all partners to have their own safeguarding policies and procedures in place which they adhere to.

1.2 Definitions

Child or Young Person

As per the definitions set out in the Children Act 1989, a 'child' is anyone who has not yet reached their 18th birthday.

Vulnerable Young Adult

Many of our workshops include work with individuals aged 18-24 years. A vulnerable adult, for purposes of this policy, is any young person aged 18-25 years who may be at additional risk or in need of support, due to mental health problems, learning disability, physical disability or other reasons which put them at increased risk of harm or abuse.

This safeguarding policy aims to be inclusive of both children and vulnerable young adults.

Safeguarding

Child safeguarding is defined as actions aimed at:

- Protecting children from all forms of abuse and maltreatment
- Proactive measures to prevent harm
- Promotion of wellbeing by ensuring safe environments

At an organisational level, this encompasses the philosophies, policies, standards, guidelines and procedures designed to protect children from both intentional and unintentional harm, as well as steps necessary to promote their welfare.

Child Protection

Child protection is a specific element of safeguarding relating to the actions taken to protect a child who is suffering, or is likely to suffer, significant harm.

1.3 Types of Abuse

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults, or another child or children.

There are four types of child abuse, as defined in 'Keeping Children Safe in Education' (Department for Education, June 2020), detailed as follows:

Physical Abuse: physical injury to a child where there is knowledge, or a reasonable suspicion, that their injury was inflicted or knowingly not prevented.

Neglect: the persistent or severe neglect of a child which results in serious impairment of the child's health or development (both physical and mental).

Emotional Abuse: the persistent or severe emotional ill-treatment of a child, which has severe adverse effects on the behaviour and emotional development of that child.

Sexual Abuse: the involvement of dependent, developmentally immature children and adolescents in sexual activities that they do not truly comprehend, to which they are unable to give informed consent. This does not have to involve physical contact, and it can happen solely online.

Other types of abuse include:

Domestic abuse: Witnessing domestic abuse is a form of child abuse. Teenagers can suffer domestic abuse in their own relationships.

Online abuse: Online abuse is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones.

Child sexual exploitation: Child sexual exploitation is a type of sexual abuse in which children are sexually exploited for money, power or status.

Female genital mutilation (FGM): Female genital mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons.

Bullying and cyberbullying: Bullying can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Child trafficking: Child trafficking is a type of abuse where children are recruited, moved or transported and then exploited, forced to work or sold.

Grooming: Children and young people can be groomed online or in the real world, by a stranger or by someone they know - for example a family member, friend or professional.

1.4 Legal Framework

In the application of this policy LMK will adhere to:

- Children Act 1989 and 2004
- UN Convention on the Rights of the Child 1991
- Human Rights Act 1998
- Sexual Offences Act 2003
- Safeguarding Vulnerable Groups Act 2006
- Protecting of Freedoms Act 2012
- Children and Families Act 2014
- Children and Social Work Act 2017
- General Data Protection Regulations 2018
- Working together to safeguard children: a guide to interagency working to safeguard and promote the welfare of children; HM Government 2018
- Keeping Children Safe in Education 2019

1.5 Core Principles and Values

The following principles underlie all LMK's policies and procedures in relation to safeguarding children/vulnerable adults

Child Rights Based Approach: All actions should take into account and respect the right of the child, as set out in the UN Convention on the Rights of the Child.

Non-Discrimination: All children/vulnerable adults have an equal right to protection irrespective of gender, religion, sexual orientation, disability, language or social background.

Participation: LMK views all children/vulnerable adults as principal actors in their own development and pro-actively seeks to create spaces where they can voice their opinions and make choices. We recognise the resilience and creativity of children and vulnerable adults and believe that empowering them also promotes their protection. LMK supports the participation of children and vulnerable adults in protection issues, whilst recognising that this does not absolve adults of their duty of care.

Ownership: Everyone has a responsibility to prevent harm and promote the well-being of children/vulnerable adults, even though overseeing policy implementation may be assigned to particular individuals.

Confidentiality: Children/vulnerable adults have the right to privacy and, where there are concerns, only those who need to know are informed.

Transparency: Creation of an aware culture where concerns can be raised openly is critical to preventing abuse and protecting children/vulnerable adults from harm.

Sensitivity: Harm to children/vulnerable adults can provoke feelings of discomfort, embarrassment and distress. All issues must be dealt with sensitively, with both staff and children receiving adequate support in the management of concerns.

1.6 Who is bound by the policy?

LMK's safeguarding policy applies to:

- All staff
- All trustees
- All volunteers
- All those acting on behalf of LMK, such as consultants, freelancers and trainers
- All those who visit workshops in the name of LMK, such as patrons, donors, corporate sponsors, journalists, supporters etc.

Any child or vulnerable adult involved in the work of LMK will be made aware of LMK's safeguarding policies and procedures. Those with specific communication needs, because of language or disability, should have access to information in appropriate forms to ensure their understanding.

All the individuals cited above will be expected to read LMK'S Safeguarding Policy and sign a commitment to adhere to its principles and procedures. In the case of employed staff, this is contained within their contract of employment.

Whenever any of the individuals cited above visit our partner organisations, they will also be expected to familiarise themselves with, and comply with, the partner organisation's children/vulnerable adult safeguarding policies and procedures.

1.7 Work with Partner Organisations (Schools, Youth Organisations etc.)

LMK's children/vulnerable adult Safeguarding Policy does **not** apply to partner organisations. But we expect partners to be aware of it and to collaborate closely with LMK in all aspects of safeguarding.

However, it is a requirement of LMK's Partnership Agreements that all our partners have their own safeguarding policies and procedures in place, to which they adhere. All partners will be asked to provide LMK with copies of their latest safeguarding policy and procedures.

Where partners do not have their own safeguarding policy and procedures in place, LMK will be unable to deliver any workshops to that organisation until one is available.

In the event of persistent poor safeguarding practice within a particular partner organisation, LMK has the right to terminate the partnership relationship.

SECTION 2. Recruitment, Training and Support of Staff

2.1 Recruitment of Staff

LMK is committed to good practice in recruitment. We seek to recruit staff who respect and value children and vulnerable adults, and who are committed to the highest standard of personal and professional conduct. This goes beyond simply complying with protocols and legislation but extends to ensuring that individuals have an appropriate set of personal and professional values.

Prior to Interview

- All posts have job descriptions and selection criteria to improve the likelihood of attracting the right person for the job.
- A person specification accompanies each job description and applicants are judged against these criteria to ensure the best candidate for the job is selected.
- When advertising vacancies, we inform candidates of our Safeguarding Policy and that commitment to this policy is a condition of employment.
- All candidates must fully declare as part of the application process, whether they have any criminal convictions, spent or unspent. A false declaration that results in employment will render the person liable for dismissal without notice.
- Candidates must explain any gaps in employment history.

During the Interview

- Specific questions on safeguarding and child protection will be included in the interview.

Offers of Employment

- A conditional offer of employment will only be made upon receipt of two satisfactory references. Acceptable references exclude family members and those who have known the applicant personally for under 2 years. Referees will be made aware that employees may have contact with children and will be asked to highlight any child protection concerns they may have.
- Once the offer of employment has been accepted and references received, a DBS check will be initiated. Only the Executive Director and nominated safeguarding Trustee will know the findings of the DBS search and only relevant convictions will be taken into account.
- Staff will not be allowed to visit partners' workshops until a satisfactory DBS is received.
- Signing a commitment to LMK's Child Safeguarding Policy is a contractual obligation.

2.2 Recruitment of Volunteers

- All vacancies will have descriptions of the tasks and responsibilities for which a placement is advertised.
- A person specification will accompany each role and all candidates have to complete an application form to explain their interest in the post.
- When advertising vacancies, we inform candidates of our Safeguarding Policy and that commitment to this policy is a condition of volunteering.
- DBS checks will be conducted for all volunteers.
- All candidates must fully declare on the application form whether they have any criminal convictions, spent or unspent. A false declaration will result in the offer of a placement being withdrawn, or in the termination of a placement if the person has already started.
- All potential volunteers are subject to an interview with at least two members of LMK staff.
- A conditional offer of placement will only be made upon receipt of two satisfactory written references. Acceptable references exclude family members and those who have known the applicant personally for under 2 years. If volunteers are unable to provide employment references due to limited work history, they will be asked to provide academic references or references from other volunteer placements.

2.3 Education and Training

LMK promotes an environment which encourages opportunities for questioning and learning about child/vulnerable adult safeguarding issues. This includes:

- Within 1 week of taking up their position, all staff, volunteers and interns will receive a brief introduction to LMK's Safeguarding Policy and procedures from a member of the management team.
- Child Safeguarding training will be given to all staff and volunteers, within 1 month of taking up their position.

- Safeguarding issues will be discussed in staff appraisals to gauge whether further training, support or supervision is needed
- Trustees and staff should receive updates on child safeguarding at least once a year.
- It is recognised that the topic of abuse is sensitive and may raise personal issues. LMK will provide information on a confidential telephone support service that staff can access for support.
- Staff training needs will be monitored and evaluated regularly by the Designated Safeguarding Lead (DSL).

2.4 Management Structure

Ensuring a safe organisation requires openness and constant monitoring of practice. The management structure within LMK will support this by ensuring:

- All staff appraisals will include feedback from staff on whether they feel they need training, support or advice on child/vulnerable adult safeguarding issues.
- Safeguarding considerations will be included in the development of projects and delivery of workshops with partner organisations.

Designated Safeguarding Lead (DSL) Responsibilities

A Designated Safeguarding Lead (DSL) will be appointed who will be responsible for:

- Promoting awareness and implementation of the policy throughout the organisation.
- The development of child/vulnerable safeguarding training resources as required.
- Maintaining knowledge of best practice and statutory requirements.
- Acting as a source of support and information for staff on safeguarding issues
- The name and contact details of the DSL will clearly be known to all staff within the organisation, partner organisations and new joiners.

The DSL will be supported by the **Safeguarding Working Group (SWG)**. This group will meet quarterly and there will be at least one representative of the Senior Management Team (SMT) and a Nominated Trustee on the SWG. The group will be responsible for:

- Promoting awareness and implementation of the policy and procedures throughout the organisation.
- Monitoring implementation of child safeguarding policy and procedures.
- Conducting an annual review of safeguarding issues and including findings in the annual report.

2.5 Trustee Responsibility

In accordance with the UK Charity Commission Guidelines (October 2019) trustees must maintain an oversight of safeguarding within the organisation, to ensure that those benefiting from, or working with, the charity are not harmed in any way through contact with it. A nominated safeguarding trustee will be identified who will be the main point of contact for the DSL and Executive Director in relation to safeguarding issues.

The key functions of the nominated safeguarding trustee will be:

- To receive and respond to any concerns which relate to the Executive Director.
- To support the Executive Director in any investigation and decision making in regard to allegations against staff.
- In collaboration with the Executive Director, ensure that the Board of Trustees is made aware of any safeguarding concerns/investigations which may affect the reputation and standing of the organisation, as well as providing advice on how these are managed.
- To report any serious safeguarding incidents involving LMK staff to the Charity Commission.

2.6 Safeguards for external personnel not employed by LMK

Consultants/ Advisors/ Trainers / Journalists / Corporate Sponsors/ Other Visitors

LMK may on occasion request that a partner organisation or individual receive a visit from an external representative. It is the partner who will ultimately determine whether the visit may take place, when this may happen and what contact with children/vulnerable adults is appropriate. LMK cannot and will not seek to influence partners in this matter.

Where visits are agreed by individuals who are not employed by LMK, but are representing or working on behalf of the organisation, the following safeguards will be put in place:

- Compliance with LMK safeguarding procedures is a contractual requirement.
- A DBS check will be completed prior to any visit.
- Individuals will be asked to read and sign a statement of commitment to LMK's Safeguarding Policy.
- Receive a copy of LMK's safeguarding procedures and those of the partner organisation
- Where photographs, filming, interviews or case studies may be requested, the briefing will thoroughly cover the Guideline for Communications.
- During the visit, any individual not employed by LMK will always be accompanied by a representative of LMK or the partner organisation when in direct contact with children/vulnerable adults or when having access to personal information on children/vulnerable adults.
- They will also be expected to comply with any requests made by the partner organisation in regard to safeguarding.
- Any failure to comply with the above will result in an immediate termination of the visit. This will be included in any contract between a Consultant/Trainer and LMK and will also be stipulated in the statement of commitment to the Safeguarding Policy (Appendix 4)

Section 3. Code of Conduct

A key element of our Safeguarding Policy is LMK's Code of Conduct. This applies to all staff, volunteers and trustees and anyone acting on behalf of LMK. The guidelines are to be interpreted in the spirit of common sense, with the best interest of the child/ vulnerable adult as the primary consideration.

This Code of Conduct will be shared with all LMK's representatives including external partners. Any breach of the Code of Conduct could result in disciplinary action.

Be Prepared

DO:

- ✓ Read the Child Protection or Safeguarding Protocol of the local partner organisation before running any workshops.
- ✓ Ensure that you know who the Designated Safeguarding Lead is within the partner organisation.
- ✓ Discuss activity plans with the partner organisation and take their advice about where, when and how to conduct the workshops/activities in a safe manner and in a way that puts the young people at ease.

Interactions with Children/ Vulnerable Adults

DO:

- ✓ Be aware of the power balance between adult and child and avoid actions which exploit this.
- ✓ Explain clearly what you intend to do at the start of any workshop and explain exactly what you plan to do with any information shared.
- ✓ Give young people the opportunity to talk at their own pace.
- ✓ Treat all children/vulnerable adults with respect, and equally without discrimination on the basis of age, gender, disability, faith, sexuality etc.
- ✓ Ensure that young people are aware of their right NOT to participate or to withdraw from the workshop at any time.
- ✓ Plan and organise your work, taking into account and minimizing potential risks.
- ✓ Ensure that a second adult is present when you are with children/vulnerable adults.

DO NOT:

- Encourage close attachments with individual children/vulnerable adults – your visit(s) is temporary, and you cannot maintain contact beyond the workshop.
- Show favouritism or spend excessive time with one child or vulnerable adult.
- Offer or receive any gifts.
- Condone or participate in behaviour that is illegal and/or unsafe.
- Believe “it could never happen to me”.
- Be alone with a child or vulnerable adult where no-one else can see what you are doing.
- Take a child to your home, hotel or to other private spaces.
- Be under the influence of alcohol or other substances when working.

Your Behaviour

DO:

- ✓ If you are taking notes or recording the session, explain to the group what you are doing and how the information will be used.
- ✓ Obtain permission before taking photographs.
- ✓ Wear clothes that are appropriate.

- ✓ Always provide an example of the good conduct which you wish others to follow.

DO NOT:

- Act in a way that is, or could be interpreted as, inappropriate or sexually provocative.
- Hit or physically chastise a child (including using physical restraint to contain behaviour)
- Engage in or allow sexually provocative games with children
- Act or use language which could in any way shame, humiliate or degrade a child or vulnerable adult.

Personal Use of Social Networks and Online Platforms

DO

- ✓ Remember that you are personally responsible for the content that you share. Always think twice about what you post/share and what implications this will have for LMK.
- ✓ If you use social networks or blogs for personal use and you have indicated in any way your place of work, you must add a disclaimer stating that your opinions on this site are your own, e.g. 'My tweets are my own and not those of the organisation I am connected with.'
- ✓ Share information that has been posted on LMK social media platforms and shared/retweeted by individuals.
- ✓ Inform the DSL or Executive Director if you observe or read uploaded content from another staff member /volunteer which breaches the safeguarding policy.
- ✓ Take care when communicating with others online, particularly when identifying yourselves as LMK staff members and when in contact with children and vulnerable adults.

DO NOT:

- post images or stories about children or vulnerable adults you have come into contact with at work, via personal social media accounts. Consent is given to LMK as an organisation and not to any individual for personal use.
- Never upload or post any defamatory, obscene, abusive or harmful content.
- Use language that is overfamiliar, and personal details should not be shared.
- Communicate with a young person from a partner organisation by social media after a workshop, which includes (but is not limited to) LinkedIn, WhatsApp, Facebook, Instagram, Snapchat, Zoom, MST and Skype.

Section 4. Confidentiality and Sharing Information

In any work with children and/or vulnerable adults, it is important to be clear about confidentiality. Confidentiality and safeguarding should be discussed with children and vulnerable adults at the beginning of any piece of work, and reminders and information given from time to time, to ensure that they understand the processes and what responsibilities members of staff have. It is absolutely essential to be clear about the limits

of confidentiality well before any such matter arises.

While personal information held by professionals and partner organisations is subject to a legal duty of confidence and should not normally be disclosed without the subject's consent, it is essential that staff respond quickly where they have concerns or suspicions of abuse. Any concerns about confidentiality should not override the rights of children and/or vulnerable adults at risk of, or suffering, harm. LMK's responsibility for protecting children and vulnerable adults means that, where necessary to protect welfare, it will breach confidentiality to raise concerns.

Information sharing must be done in a way that is compliant with the General Data Protection Regulation and Data Protection Act 2018, the Human Rights Act 1998 and the common law duty of confidentiality. However, a concern for confidentiality must never be used as a justification for withholding information when it would be in the child or vulnerable adult's best interests to share information.

Section 5. Reporting and Reaction Protocol

LMK works through partner organisations (schools and youth organisations etc.) and, consequently, the specific reporting and reaction protocols will depend on the particular situation in which the concern arises. Effective response and reaction protocols will depend on the collaboration and shared understanding between LMK and their partner organisation. For this reason, it is important that partner organisation's procedures are reviewed **prior** to conducting workshops, so reporting protocols and lines of responsibility are clear and that action can be taken promptly.

Irrespective of the location in which the concerns arise, LMK's representatives are obligated to report any concerns about alleged or suspected harm to the DSL or Executive Director immediately (see procedure below).

In the event that the concerns relate to the Executive Director, the report must be made to the Nominated Safeguarding Trustee and the Chair of the Board.

Reporting of concerns should take place within 24 hours. Failure to report any observations / reports you have received, however uncertain, could result in disciplinary action.

All allegations should be recorded using the safeguarding reporting forms and e-mailed to LMK's DSL: safeguarding@justletmeknow.org And these records must be stored securely with access limited to the DSL, nominated HR trustee and the Executive Director. General safeguarding queries can also be sent to this address and a record will be kept of issues raised and action taken.

5.1 Alleged harm caused, or likely to be caused to a child, by a partner organisation's representative, observed by or reported to an LMK representative

If you observe or receive reports that any representative of a partner organisation is behaving in a way that is or is likely to cause harm to a child or vulnerable adult, the partner organisation's safeguarding procedure must be followed immediately.

LMK retains a responsibility to promote effective handling of child protection issues within our partner organisations and you must also report the incident to LMK's DSL by filling out the incident form and emailing it to LMK's DSL. Details of follow up actions and final outcomes must be monitored by the DSL to ensure an appropriate conclusion.

It is not the responsibility of LMK to decide whether or not abuse has taken place. It is the responsibility of staff at LMK to act if there is cause for concern, in order that the appropriate agencies can investigate and take any action necessary to protect the child/vulnerable adult.

If a member of LMK staff is concerned that a child/vulnerable adult is in immediate danger, they should call the police on 999 straight away.

Procedure:

If a child/vulnerable adult reports concern to you:

- Reassure the child that they were right to report the behaviour.
- Explain that you must share the information to protect their safety and/or that of other children, but that you will take into account how they wish the information to be shared.
- Ask them if they would feel comfortable talking to the partner organisation's Designated Safeguarding Lead or a senior representative of the organisation.
- If the child does not feel comfortable with either individual, you should explore who they trust to share this information with and give this full consideration. If the report is made to anyone other than the DSL or Executive Director, you must ensure that the report is also shared immediately with these individuals.
- Accompany the child to meet with the relevant person within the partner organisation and ask them if they would like you to remain with them or not.
- If they are unable to identify any individual, they trust to talk directly with, you must follow these steps:
 - a. Do not promise secrecy to the child. Explain that you have to share the information they have provided to keep them and other children safe.

- b. Listen carefully and calmly to them. Ask open questions and be careful not to influence what they are saying by asking leading questions.
 - c. Clarify your understanding throughout, so that you will be able to later report the incident correctly. Accuracy is paramount in this stage of the procedure so, if necessary, repeat back to the child what you think they have said, to verify accuracy. However, try not to repeat the same questions to the child, as this may give the child the impression that they did not give correct information the first time and/or that they are not fully believed.
 - d. Ask the child/vulnerable adult what would help them feel safe. Include these steps within any discussion with the partner organisation and together, take proper steps to ensure the safety of the child.
 - e. Let the child/vulnerable adult know what you are going to do next and that you will let them know what happens.
 - f. Do not permit personal doubt to prevent you from reporting the allegation.
- VII. Provide a written and verbal report to the partner organisation's DSL/Executive Director and agree the immediate steps to be taken to ensure the safety and well-being of the child/vulnerable child.
- VIII. Provide a written and verbal report to LMK's DSL, using the Safeguarding Incident Report form (See Appendix 2).
- IX. LMK's DSL will liaise with a partner organisation in regard to whether there is the need to conduct a formal investigation and will provide support to ensure that the response is in line with best practice guidance on the management of safeguarding allegations.
- X. If LMK is concerned that the partner organisation is failing or refusing to address a child protection or safeguarding concern, LMK's Executive Director will raise this with the partner organisation's Board of Trustees, where appropriate. If this is insufficient to resolve the issue, LMK may reconsider the appropriateness of continuing the partnership.

5.2 Alleged harm caused, or likely to be caused to a child/vulnerable adult by an LMK representative observed by / reported to a partner organisation

If a partner organisation alerts you to alleged harm caused or likely to be caused by an LMK representative, you should fill out the incident form (appendix 2) and report this to LMK's DSL or Executive Director. The Executive Director immediately will provide guidance as to the action to be taken.

It is important to remember that the responsibility for safeguarding lies with the organisation and should not be the decision of one individual.

In deciding how to respond, the LMK Executive Director, with support from LMK's DSL and LMK's nominated safeguarding trustee, will:

- I. First establish what steps have been taken to ensure the physical and psychological safety of the child and protect the child from further harm. This must be the paramount consideration.
- II. Discuss the concerns with the partner organisation to agree next steps. Any actions must also take into account the partner organisation's procedures and protocols as well as the mechanisms they have available for ensuring the safety of the child. Legal obligations to inform the police and other agencies must be considered depending on the nature of the concerns.
- III. The Executive Director must contact the LMK representative immediately to discuss the allegations against them.
- IV. The Chair of Trustees should also be informed that an investigation is taking place, but they will not be provided with detailed information in order that they can remain independent should an appeal process be necessary.
- V. All the relevant information and actions must be recorded using LMK's Safeguarding Incident Report form (Appendix 2).
- VI. If the incident is considered to be a serious breach of safeguarding protocols, the member of staff will be suspended on full pay pending an investigation. It will be clearly explained that this is not a presumption of guilt, but a measure to protect the individual and all others involved.
- VII. The Executive Director from LMK will collaborate with the partner organisation to decide the nature and scope of any investigation.
- VIII. The nature of the investigation will depend on the nature of the concerns, partner procedures and legal obligations. Decisions regarding the scope of the investigation and whether this is to be conducted internally or referred to an external agency will be taken within a strategy discussion involving LMK, the partner organisation and any other relevant stakeholders.
- IX. It is imperative that investigations are conducted promptly although the exact duration of the investigation process will depend on the nature of the concerns and the different stakeholders who are involved. LMK's Executive Director and DSL will monitor the progress of any investigation to try and ensure it is concluded in a timely manner.
- X. LMK's Executive Director will keep the Nominated Safeguarding Trustee updated

with regard to progress and will provide them with a copy of the investigation report that has been produced along with recommendations for actions.

- XI. The Executive Director will act as the only point of contact for the suspended individual. Contact with other staff, or those associated with the organisation, will not be permitted and they will not be allowed access to organisational data whilst suspended.
- XII. The Nominated HR Trustee, in conjunction with the Executive Director, will decide any further action to be taken by LMK and will ensure that the Chair of the Board of Trustees is informed of all decisions. (See Ramification of Misconduct.)

5.3 Alleged harm caused, or likely to be caused to a child/vulnerable adult by a LMK representative observed by / reported to a LMK representative

If an LMK representative alerts you to alleged harm caused or likely to be caused by an LMK representative, you should fill out the incident form (appendix 2) and report this to LMK's DSL or Executive Director. The Executive Director will immediately provide guidance as to the action to be taken.

In deciding how to respond, the LMK's Executive Director, with support from LMK's DSL and Nominated Safeguarding Trustee, will:

- First establish what steps have been taken to ensure the physical and psychological safety of the child and protect the child from further harm. This must be the paramount consideration.
- The Executive Director must contact the LMK representative immediately to discuss the allegations against the individual.
- The Executive Director will instruct the individual to terminate any work they are doing with children to protect themselves and any others involved.
- If the incident is considered to be a serious breach of safeguarding protocols, the member of staff will be suspended on full pay pending an investigation. It will be clearly explained that this is not a presumption of guilt, but a measure to protect the individual and all others involved.
- The Executive Director will conduct an initial assessment to clarify the facts and establish the level of concern in order to inform decisions about what actions need to be taken. All the relevant information and actions must be recorded using LMK's Incident Report form (appendix 2).
- The Executive Director will make the Nominated Safeguarding Trustee aware of the allegations and actions being taken to safeguard the welfare of the child. They will make an initial decision about the appropriate level of investigation and whether

this can be conducted internally or requires referral to an external agency.

- The Chair of Trustees should also be informed that an investigation is taking place, but they will not be provided with detailed information in order that they can remain independent should an appeal process be necessary.
- Where there are concerns that the individual may have abused, or there is a serious risk to a child/vulnerable adult, the Safeguarding Team within the Local Authority where the incident took place must be contacted and the Incident Report Form forwarded to them. They will advise whether the police will be contacted and whether Children's Services or the police will conduct their own investigation. If a criminal or Children's Services investigation is to be conducted, LMK will participate fully in this process and will not conduct its own investigation.
- Where the breach of safeguarding procedures is not deemed sufficiently serious to warrant a referral to Children's Services or where Children's Services decide that they will not intervene, LMK will conduct their own investigation into the incident. This will be conducted by LMK's Executive Director with support from the DSL.
- It is imperative that the investigation is conducted promptly, although the exact duration of the investigation process will depend on the nature of the concerns and the different stakeholders who are involved.
- The Executive Director will act as the only point of contact for the suspended individual. Contact with other staff or those associated with the organisation will not be permitted and they will not be allowed access to organisational data whilst suspended.
- The Nominated HR Trustee, in conjunction with the Executive Director will decide any further action to be taken by LMK and will ensure that the Chair of the Board of Trustees is informed of all decisions. (See Ramification of Misconduct.)

5.4 Anonymous allegations

Anonymous allegations are very difficult to act upon as there may be little or no corroborating evidence. LMK does not encourage anonymous reporting and will not investigate anonymous allegations that relate to minor breaches of the Child Safeguarding policy.

However, where the concerns raised are of a serious nature, LMK has a legal and moral obligation to act. LMK will try to respond to the person making the allegation to encourage them to come forward and will provide reassurance about the confidentiality measures in place whilst investigating the matter.

If the person fails to come forward, LMK's DSL will undertake initial enquiries to ascertain the seriousness and veracity of the allegations. Based on the information gathered, the Executive Director will decide what further action should be taken. The Nominated

Safeguarding Trustee and Chair will be informed of the decision.

5.5 Ramifications of Misconduct

If an allegation of harm to a child or, of a serious violation of safeguarding procedures, is received in relation to an employee or representative of LMK, the member of staff will be suspended on full pay (if they are a staff member) or suspended from all activity / associations with LMK (if they are a Trustee, intern, volunteer) pending the outcome of the investigation by the Executive Director. The decision to suspend must be taken by the Executive Director or Nominated HR Trustee and is not open to challenge.

Suspension is not a presumption of guilt and as such, the matter should remain confidential whilst an investigation is conducted. If a staff member is suspended, personnel within LMK will simply be informed that the member of staff is unable to attend work without giving any further details.

If the investigation results in dismissal, staff will be informed that a breach of safeguarding protocols occurred, but no further details will be given to protect the confidentiality of the child or children or vulnerable adult concerned.

The investigation completed by the Executive Director will be submitted to the nominated HR Trustee who will come to a decision about action to be taken. Decisions from any investigation will be confirmed in writing to the individual concerned.

If it comes to light that acts were committed – whether within or outside the context of LMK’s work – which grossly infringes children’s/ vulnerable adult’s rights, or seriously breaches Safeguarding protocols, LMK will take immediate disciplinary action which may include:

- Staff – disciplinary action including termination of contract
- Trustees – termination of board membership
- Volunteers – ending the relationship with LMK
- Consultants/Contractors – termination of contract

Acts of a criminal nature will be referred to the police and/or Children’s Services and may result in a criminal investigation and conviction. Where this occurs, the police will also notify the DBS and the individual may be barred from future work with children/vulnerable adults.

When investigating concerns or complaints, the process should always be fair and, where complaints are upheld, the individual will have the right to appeal this decision. In such instances, the individual must write to the Chair of Trustees within 10 days of receiving written confirmation of the complaint outcome, explaining their grounds for appeal. The Chair of Trustees will consider the appeal which will include re-examining the evidence and reports and may include talking directly to staff and others involved. The Chair of Trustees will come to a final decision which will be confirmed in writing within 2 weeks of receiving the appeal. The decision from the appeals process is final.

Section 6: Reporting to the Charity Commission

The Charity Commission must be informed of:

- Any incident where the beneficiaries of your charity have been or are being abused or mistreated while under the care of your charity, or by someone connected with your charity, such as a trustee, member of staff or volunteer.
- Any incident where someone has been abused or mistreated and this is connected with the activities of the charity.
- Any allegations made that such an incident may have happened, regardless of when the alleged abuse or mistreatment took place.
- Any report where there are grounds to suspect that such an incident may have occurred.
- These requirements relate to LMK's staff, volunteers, Trustees or other representatives (e.g., contractors) and apply irrespective of the location of the incident. They do not apply to concerns raised about the conduct of partner organisations.
- The role of the Charity Commission is limited and focusses on the conduct of the Trustees and the steps they take to protect the charity and its beneficiaries now and in the future. They are unlikely to take action as lead responsibility will be assumed by the police and Children's Services.
- The Nominated Trustee for Safeguarding will be responsible for notifying the Charity Commission and will do so in liaison with the Executive Director.

Section 7. Monitoring of Safeguarding Policy and Practice

Monitoring of the Safeguarding Policy will be coordinated by the DSL with the support of the Safeguarding Working Group, guided by the monitoring framework. Any learning from the monitoring of safeguarding practice will be shared internally and, where appropriate, with partners and external agencies.

Section 8. LMK Communications Guidelines

This document sets out the principles LMK employs when communicating externally about our work and the work of our partners. It contains general principles for ensuring children/vulnerable adults are kept safe at all times, as well as specific guidelines which must be followed by LMK staff as well as photographers, film crews and journalists visiting programmes through LMK.

Case studies and photos are a very important tool for raising awareness and help LMK convey the impact of its work. It must be recognised however, that harm may be caused to children/vulnerable adults through the use of words, images and stories, although unintentionally. The rights and dignity of the child/vulnerable person must be respected at all times and the best interest of the child maintained as the paramount concern.

8.1 General Guidelines

In communications about children/vulnerable adults the following principles apply:

Dignity: The child's dignity must be preserved at all times. Language must not degrade, victimise or shame the child. In images, children/vulnerable adults should always be dressed appropriately and should never be depicted in any poses that could be interpreted as sexually provocative.

Accuracy: The portrayal of children/vulnerable adults must not be manipulated or sensationalised in any way. Images and stories should provide a balanced depiction of the circumstances.

Communications should avoid making generalisations which do not accurately reflect the nature of the situation and pictures should not be taken and used out of context. Wherever possible, children and vulnerable adults, should be able to give their own accounts, allowing them to take control of the information and details that are highlighted.

Privacy: Information should not be shared that could be used to identify a child/vulnerable adult or might put them at risk in any way. Children's/vulnerable adult's real names will never be used, and limited information provided about their location in order to protect children's privacy. External materials must state "*Names of the children have been changed and photographs are not those of the children written about. All children have given permission for LMK to use and share their images and stories*".

Where anonymity is needed to protect the rights and dignity of the child/vulnerable adult, faces and all identifying information will be omitted. Information about a child/children's/vulnerable adult's life and photographs of children (including stored information) will be kept in secure files. Access to these should be strictly limited to those that need to use them during the course of their work.

Equality and Diversity: Whenever possible we will seek to gather images that show an equal amount of all genders, within a spread of ages, abilities and backgrounds. When taking images of children, we will be aware of the stereotypes and issues affecting them and will ensure we do not reinforce or contribute to stereotypes associated with gender, age, ability or background.

Best Interest of the Child: In all decisions about the use of images and other media, the best interests of the child will be the paramount consideration.

8.2 Informed Consent and written consent

Informed consent means that children are told how LMK may use the information or image and that they are under no obligation to agree to its use. They should also be re-assured that the names, locations and other identifying information will be changed.

Written Consent before Use of Images

Obtaining informed verbal consent is adequate before an image/case study is taken, but this must always be supported by signed written consent. LMK requires consent to be obtained from ALL children irrespective of age. Consent is also required from the child's parent or legal guardian, who must countersign the consent form or, where this is not possible, from the partner organisation working with them. Partners can use the LMK consent form (Appendix 3)

Duration of Consent

Any photos will be saved in a secure folder for use by LMK staff for; marketing, publications, social media, reports and other literature. Photos will be kept in this folder for a period of 5 years. After 5 years, photos will be archived, in order to maintain a realistic view of our projects and the children we support, and to ensure the LMK brand is maintained.

Sharing of Photos

LMK is happy for partner organisations to use images that have consent, but only for communications purposes and with the express permission of LMK.

8.3 Case studies

Case studies play an important role in illustrating the challenges faced by children and the impact of LMK's work. Whenever LMK wishes to use case studies, the following safeguards will be in place:

General

- Written consent will be always be obtained from the child /vulnerable adult and their parent/legal guardian before the use of their stories and/or any images.
- Where the case study details sensitive information about abuse, violence or trauma – whether in the past or in the present – the content of the case study will be discussed with the DSL to ensure all necessary safeguards are in place.

Narrative Information

- Names of children and their families will always be changed.
- Only limited information about the location will be provided in the case study.
- It is important that any images accompanying the case study accurately reflect the context but should not put children/vulnerable adults at risk by identifying their location. Any images used alongside a case study will not contain any landmarks or other detail that may be used to identify the location.
- Where the case study details sensitive information about abuse, violence or

trauma – whether in the past or in the present – images will only be used in which the face of the child and/or their family members are not clearly distinguishable



APPENDIX 1: Recognising Signs of Abuse

Recognising indications of potential abuse is complex and there is no simple checklist which allows easy recognition. There are potential warning signs that can alert you, but they should be assessed with care. It should not be automatically assumed that abuse is occurring, where these signs are present. Equally however, it is important not to dismiss your concerns or ignore any signs of abuse. Your concerns should be discussed with the DSL as soon as possible, to help decide the most appropriate course of action.

<p>Possible signs of physical abuse</p> <ul style="list-style-type: none"> ● Bruises, burns, sprains, dislocations, bites, cuts ● Improbable excuses given to explain injuries ● Refusal to discuss injuries ● Withdrawal from physical contact ● Arms and legs kept covered in hot weather ● Unwillingness to participate in physical activities that may involve undressing, e.g. sports ● Fear of returning home or of parents being contacted ● Showing wariness or distrust of adults ● Self-destructive tendencies ● Being aggressive towards others ● Being very passive and compliant ● Chronic running away 	<p>Possible signs of neglect</p> <ul style="list-style-type: none"> ● Frequent hunger ● Taking scraps of food from bins or plates, or stealing food ● Poor personal hygiene ● Constant tiredness ● Inappropriate clothing, e.g., summer clothes in winter ● Frequent lateness or non-attendance at school ● Untreated medical problems ● Low self-esteem ● Poor social relationships ● Compulsive stealing ● Drug or alcohol abuse
<p>Possible signs of emotional abuse</p> <ul style="list-style-type: none"> ● Physical, cognitive or emotional development is delayed ● Highly anxious ● Showing delayed speech or sudden speech disorder ● Fear of new situations ● Low self-esteem ● Inappropriate emotional responses to situations ● Extreme passivity or aggression ● Drug or alcohol abuse ● Chronic running away ● Compulsive stealing 	<p>Possible signs of sexual abuse</p> <ul style="list-style-type: none"> ● Age-inappropriate sexualised behaviour or highly sexualised language ● Bed wetting or soiling ● Anal or genital soreness ● Sleep problems ● Fear of being with adults ● Promiscuity ● Extreme risk taking in adolescents

Possible signs of concern regarding adult behaviour include a person who:

- asks a child to lie or keep secrets
- breaches the organisation's Code of Conduct / behavioural protocols
- initiates private contact with a child, in person or by e-mail or telephone
- in whose presence the behaviour of a child significantly changes, such as becoming withdrawn, fearful, distressed or agitated



APPENDIX 2: Safeguarding Children and/ or vulnerable Adult Reporting/Incident Form

If you have knowledge that a child/vulnerable adult might be at risk of harm, complete this form to the best of your knowledge. All child/vulnerable protection concerns **MUST** be reported to the DSL immediately (within 1 working day) – depending on the urgency, you may wish to complete this form before contacting the DSL or you may complete the report afterwards. For confidentiality, the report should be written and signed solely by you. It should only be sent only to the DSL It will be held in a safe and secure place and treated in the strictest confidence.

1. Person reporting

Name: _____

Your job title/role: _____

Nature of your contact with the child: _____

Contact details: Tel: _____

E-mail: _____

2. About the Child/ Vulnerable Child

Name: _____

Gender: _____

Age: _____ School year if relevant: _____

Address: _____

Name of partnership organisation (School, youth organisation etc.):

3. About the concern

Was the abuse/neglect:

Observed by you: _____

Suspected: _____

Disclosed by someone else: _____

If the concern was raised by someone else:

Name: _____

Contact details: Tel: _____

Email: _____

Relationship to the child/vulnerable child: _____

Date of alleged incident: _____

Time of alleged incident: _____

Location of the alleged incident: _____

Name of alleged perpetrator: _____

Witnesses/ anyone else involved:

Name: _____

Age: _____

Contact details _____

Nature of allegation. (Factual information only- use exact words if possible.)

If observed/ suspected by you (person reporting):

Record your observations (visible injuries, emotional state etc.) Make a clear distinction between what is fact and what is opinion or hearsay.

Record exactly what the child/vulnerable adult said to you and how you responded to him or her. Note the actual facts and words used.

Any other information not previously covered:

Were there any other children/people involved in the alleged incident? _____

Are any other children at risk of harm? _____

Action taken by You:

Was the partner organisation told and has an incident been reported to DSL?

Signed: _____ Date: _____



APPENDIX 3: LMK Consent Forms

LMK produces a range of communications resources to explain who we are and the work we do. By completing this form, you give us permission to use your story and/or image in our communications. Thank you for your help.

Full name			
Address			
		Postcode	
Telephone			
Email			

What will my testimony/story/image be used for? (Please tick the options you are happy with):

- Presentations:** LMK's internal and external presentations
- Website and publications:** LMK's website, leaflets, posters, newsletters and other marketing materials
- Social media:** LMK's social media pages (including Twitter, Facebook, LinkedIn and Instagram)
- Print and online media:** National, regional and local papers; magazines and news sites
- Television and radio:** National and regional television; national, regional and local radio

Can I remain anonymous?

You can choose to have your real name published with your story/image or remain anonymous (in which case, we will use a false name). Please tick one of the following options:

I am happy for my real name to be used

I do not want my real name to be used

If you wish to use a false name, please tell us what you'd like it to be:

Are there any identifying features you do NOT want included in our communications work?
For example, your location or your age:

Please let us know if there are any ways in which you do NOT wish to be represented or described:

I am happy to give my permission and I know I can change my mind at any time and ask them to stop and not use my photos or any information about me

Please sign this form to show you are happy to give permission for your story and/or image to be used by LMK for the purposes outlined above.

Signature _____

Date: _____

If you are under 18, we need written permission from a parent/guardian

Signature of parent/guardian: _____

Print Name: _____

Date: _____

Data protection: The information that you provide here will only be used to contact you about sharing your story in our communications work. We will not pass the details recorded on this form on to any other organisation without your permission. We will not store your data for any longer than 5 years.



APPENDIX 4: Statement of Commitment to Safeguarding

“I, _____[name]_____, have read and understood the standards and guidelines outlined in this Child/vulnerable adult Safeguarding Policy. I agree with the principles contained therein and agree to implement and promote the procedures and practices contained within this document while working or associated with LMK

(Print name)

(Job title / role)

(Signature)

(Date)



LMK Contact details for Safeguarding Policy

Contact Details:

Saloni Thakrar: LMK Designated Safeguarding Lead

E-mail: saloni@justletmeknow.org

Phone: +44 (0) 7846845503

Email for reporting forms: safeguarding@justletmeknow.org

LMK Relationship Manager: Rosie Dickinson

relationshipmanager@justletmeknow.org

Kirsten Westlake: Chair, Board of Trustee, LMK

kirsten@justletmeknow.org

Helen Wolstenholme HR Trustee, LMK

helen@justletmeknow.org

Camden

Camden Safeguarding Children Partnership: <https://cscp.org.uk>

Phone: 0207 974 3317

Email: cscp@camden.gov.uk

Camden LADO (Local Authority Designated Officer) is Sophie Kershaw

Contact: LADO@camden.gov.uk, 020 7974 4556

Islington

Islington Safeguarding Children Board:

<https://www.islingtonscb.org.uk/Pages/default.aspx>

Phone Children Services Contact Team:

020 7527 7400 - Children's Services Contact Team

020 7527 3366 - Disabled Children's Team

Islington's LADO (Local Authority Designated Officer) is Timur Djavit.

Contact LADO@islington.gov.uk, 020 7527 8102.

Westminster

Local Safeguarding Children Board:

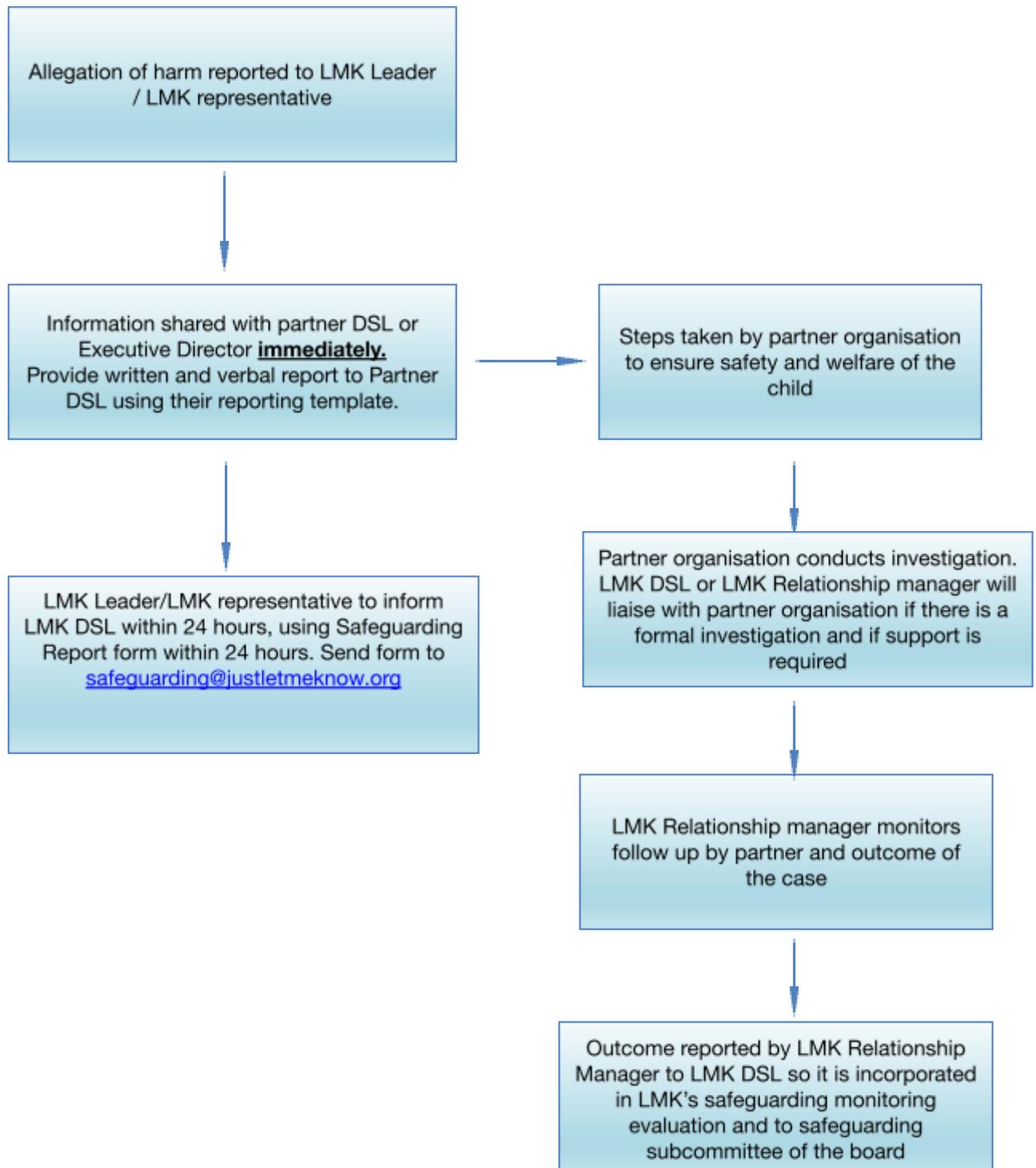
<https://www.rbkc.gov.uk/lscb/information-professionals-and-volunteers/contacts-safeguarding-westminster>

Westminster Access Team – Tel: 020 7641 4000
(Out of hours – 020 7641 6000)
Email: AccesstoChildrensServices@westminster.gov.uk
LADO (Local Authority Designates Officer):
Email: LADO@westminster.gov.uk, 020 7641 7668

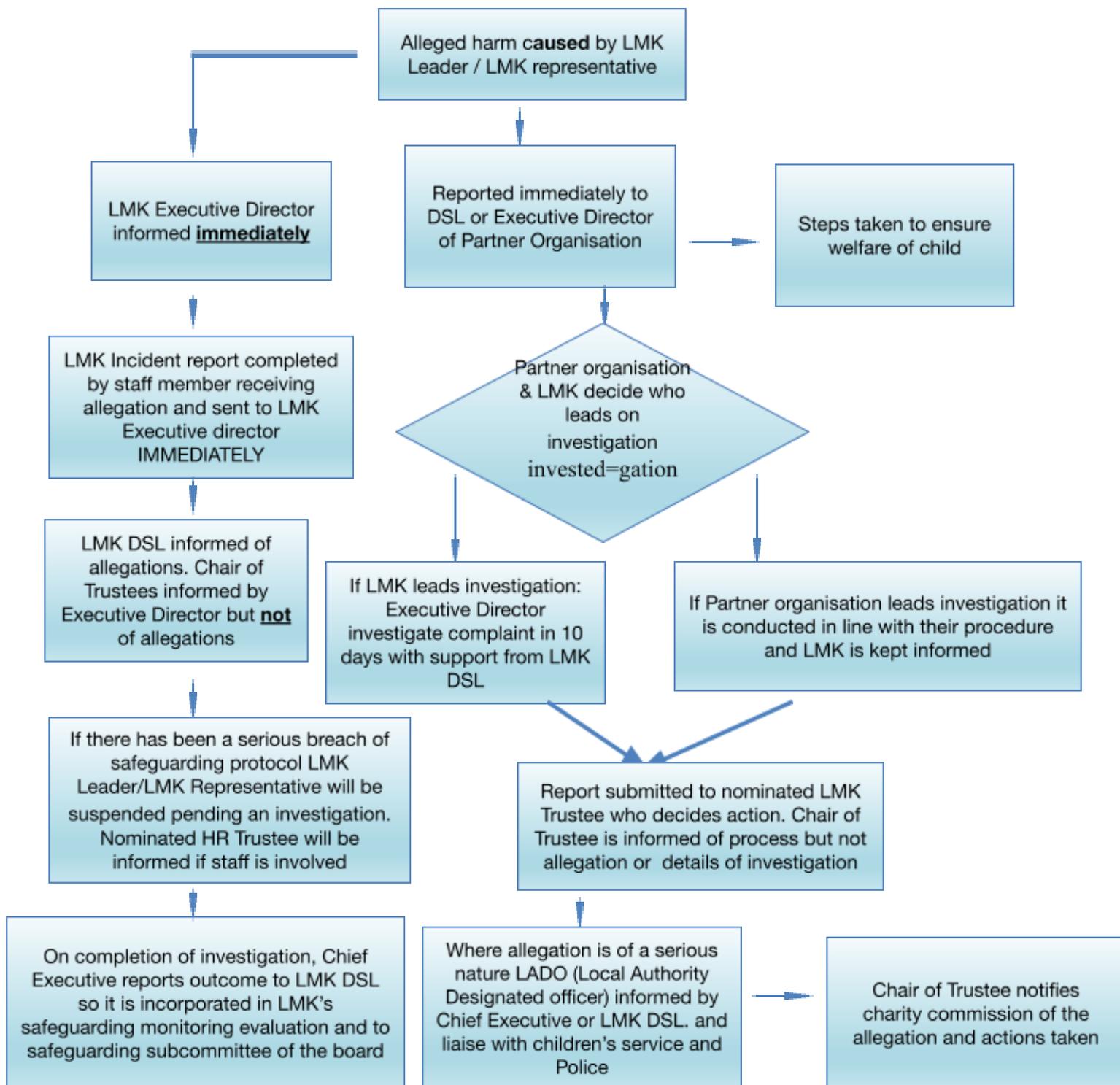
If you think a child is in immediate danger, call the police on 999 or Children’s Social Services/the NSPCC straight away

NSPCC Helpline: 0808 800 5000 (available 24 hours a day, 7 days a week)
NSPCC Email: helpline@nspcc.org.uk
NSPCC Website: www.nspcc.org.uk

Appendix 5: Reporting Flowchart: **Alleged harm caused, or likely to be caused to a child by a partner organisation's representative, observed by or reported to a LMK representative**



Appendix 6: Reporting Flowchart: **Alleged harm caused, or likely to be caused to a child/vulnerable adult by an LMK representative observed by / reported to a partner organisation (or if reported anonymously)**





LMK Safeguarding Policy Annex: Online Delivery of Workshops

At LMK (Let Me Know), keeping young people safe continues to be our priority. All LMK staff, volunteers and Trustees have a continuing responsibility to promote the welfare of the young people we educate, and protect them from harm.

This annex to our safeguarding policy sets out changes to our procedures and practices on account of Covid-19 lockdown. In this context of remote learning, due to the Covid-19 closures, we are particularly mindful of the need to follow strict protocols for online delivery of workshops from home, to ensure the safety of both young people attending our virtual workshops and LMK Leaders.

Guiding principles

The way we are currently working in response to coronavirus is fundamentally different to business as usual; however, a number of important safeguarding principles remain the same:

- The best interests of children come first, and they should be protected online
- Anyone who has a safeguarding concern about a child must raise the concern immediately with LMK's DSL (Designated Safeguarding Lead)
- LMK DSL will be on call at all times when teaching is taking place, to report any urgent safeguarding concerns.
- If an LMK Leader has safeguarding concerns, he/she should follow the procedures laid out in LMK's main Safeguarding policy

Legislation and guidance

This annex is drawn up in accordance with the following statutory DfE guidance, in addition to other legislation and key documents identified in our Safeguarding policy, in particular 'Keeping Children Safe in Education', September 2020

(<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)

- Coronavirus (COVID-19): Safeguarding in schools, colleges and other providers, 27th March 2020.
- Guidance on vulnerable children and young adults, 27th March 2020
- Mental health and behaviour in schools, Nov 2018
- Teaching online safety in schools, June 2019

Roles and responsibilities

The Designated Safeguarding Lead (DSL) is: Saloni Thakrar (saloni@justletmeknow.org). Saloni will be available to respond to any safeguarding concerns.

Overview of Protocol for online delivery of workshops from home

LMK leaders will have the same expected professional behaviours and safeguarding roles as set out in LMK's main Safeguarding Policy. This annex covers additional responsibilities and considerations necessitated by online learning. Specifically:

All online LMK workshops **must take place using an LMK online platform** (Zoom, MTS or Google Classrooms).

- LMK Leaders are not permitted to use private online platforms or other accounts like WhatsApp or Facetime to deliver LMK workshops
- LMK accounts are only to be used for workshops arranged by LMK. Leaders are not permitted to use their LMK online platform accounts for private or social purposes.

Advanced security procedures must be implemented within our set up to ensure the learning environment is safe and secure.

The LMK administrator has already ensured that:

- A unique password in the case of Zoom, or a hyperlink for MST or Google Classroom, will be created for each workshop, which has been sent to the partner organisation to pass on to the workshop participants
- The recording feature has been permanently disabled
- Student screen sharing has been temporarily disabled (but an LMK leader can temporarily make a student a co-host for the purposes of screen sharing, see below.)
- File sharing via the chat function is permanently disabled
- The Private Chat function is permanently disabled

LMK Leaders should ensure that before and during a workshop:

- LMK leaders must control who can enter from the online Waiting Room
- LMK leaders must remove anybody from the lesson at any time if the participants behaviour is inappropriate
- LMK leaders can lock the lesson at any time (preventing any further participants from entering)
- LMK leaders or participants are not allowed to rename themselves after entering the lesson

The following additional steps will be taken:

- All workshops will be accessible to the LMK manager, co-founders or DSL to 'drop in' and oversee the sessions at any time, for the purposes of quality assurance and safeguarding.
- LMK's DSL will be on call at all times when teaching is taking place, to report any urgent safeguarding concerns.
- Partner organisations will also have LMK contact details (LMK Partner Relationship Leader), so that they can report any concerns or issues.
- All LMK leaders delivering workshops will take part in LMK safeguarding training. This will cover safeguarding procedures, use of the software and appropriate facilitation methods. Training will be renewed every year and attendance will be logged centrally along with other safeguarding courses.

Information for LMK Leaders

Before the workshop:

- Workshops will be scheduled in advance by the LMK Partner Relationship Leader. Session passwords, IDs and hyperlinks for specific online platforms will be generated centrally by an administrator and sent to LMK Leaders.
- LMK's Partner Relationship Lead will confirm the online platform session details with the partner organisation's lead contact. **LMK Leaders must not send out workshop invitations direct to participants.**
- LMK Leaders must ensure that their computer operating systems and platform software in use during workshops is kept updated, to ensure that lessons are protected against emerging security threats.
- The LMK administrator will have access to all lesson sessions. LMK leaders will all have individual log-ins to the system as 'hosts' or licensees.
- The list of LMK Leaders who have access to online platforms will be monitored regularly by the LMK administrator to ensure it includes only those currently delivering LMK online workshops.
- If using their own desktop or laptop computer, LMK leaders should have a clear online desktop. Only related programmes should be on display in order to prevent accidental sharing of unrelated or inappropriate material.
- All other web browsers and programmes not related to the lesson must be closed before starting the workshop.
- Please make sure that all the functions of the platform are familiar to you, for example, how to use the whiteboard, breakout rooms and how to make someone co-host

See *Appendix 1* for specific information on how to set up and access your LMK Zoom account.

LMK Leaders Code of Conduct:

- Workshops should ideally take place in front of a neutral plain background
- LMK leaders can use a virtual background setting if preferred to hide the teaching space, but this is a choice.
- Any furniture, pictures and ornaments visible in the Leader's teaching space should be non-distracting and age appropriate (e.g., posters).
- Care should be taken to minimise visibility of any personal items (e.g., family photos).
- Workshops should take place in a suitable quiet space, without intrusion from others, or movement taking place behind the Leader visible on camera.
- LMK leaders are advised to situate themselves so that their webcam is not pointing towards a window. This will help to make their video stream clearer.
- LMK leaders should know how to act if they have any concerns about a participant.

Logging in to host the workshop:

- All staff (LMK and representatives from partner organisations) should ensure their name is correctly entered on the online profile before starting the session.
- LMK leaders should use an approved LMK logo as their profile picture for their LMK online account (jpeg available on request or on the resources USB stick provided at training).

- LMK leaders have primary responsibility for monitoring the waiting room and admitting participants
- Only participants who are correctly named (first and second name) should be admitted from the waiting room
- All participating staff should be made co-hosts at the start of each session

During the workshop:

- At least one leader and one member of the LMK team must be present at all times during workshops.
- LMK Leaders should quickly act if they think an unauthorised person has gained entry to the lesson, either by sending them back to the waiting room (where you can message them using the Chat), or by removing them, (after which they cannot return)
- Screen sharing by participants is disabled. If LMK Leaders want to allow a participant to share their screen, then the session host can temporarily make the participant a co-host. Leaders should be aware that a participant who is also a co-host has powerful privileges and co-hosting should be disabled as soon as the screen sharing is finished.
- Break out rooms can be enabled only for time specific activities.
- LMK leaders are permitted to use the 'share screen' function taking special care to choose specific resources to share and not their entire desktop. Students are not permitted to use this function.
- The live online workshop must not be recorded on a personal device, nor should any photographs be taken under any circumstance.

Information for young people (participants)

Parents/carers must give prior consent to any young person under the age of 16 taking part in an LMK workshop delivered via an online platform.

Participants Code of conduct:

- Participants are reminded that, for the duration of the online LMK workshop, the space in your home where you are sitting is public and will be audible and visible via your camera to the other workshop participants and LMK staff.
- With respect to behaviours, language and dress code that space should be regarded as equivalent to a school classroom or a youth organisation. Participants should be dressed appropriately, wearing clothes suitable for being seen in public
- Participants should keep their microphone muted when asked to.
- Participants should not send private messages to any other participants during a workshop (for example via text message, WhatsApp or social media).
- Participants should keep their video camera switched on throughout the workshop.
- Participants should have their correct names (first name and surname) entered on the online profile **before** joining the workshop
- Participants should not share session IDs/ passcodes or hyperlinks via the internet.

Please note: Participants are expected to behave in the same way as they would at school. LMK staff are authorised to remove any participant from a session, if they are not meeting acceptable

behaviour standards. LMK reserves the right to exclude participants from online activities permanently in the event of unacceptable behaviour.

Useful Contact Details:

Saloni Thakrar: LMK Designated Safeguarding Lead (DSL)

E-mail: saloni@justletmeknow.org

Phone: +44 (0) 7846845503

Camden

Camden Safeguarding Children Partnership: <https://cscp.org.uk>

Phone: 0207 974 3317

Email: cscp@camden.gov.uk

Camden LADO (Local Authority Designated Officer) is Sophie Kershaw

Contact: LADO@camden.gov.uk, 020 7974 4556

Islington

Islington Safeguarding Children Board: <https://www.islingtonscb.org.uk/Pages/default.aspx>

Phone Children Services Contact Team:

020 7527 7400 - Children's Services Contact Team

020 7527 3366 - Disabled Children's Team

Islington's LADO (Local Authority Designated Officer) is Timur Djavit.

Contact LADO@islington.gov.uk, 020 7527 8102.

Westminster

Local Safeguarding Children Board:

<https://www.rbkc.gov.uk/lscb/information-professionals-and-volunteers/contacts-safeguarding-westminster>

Westminster Access Team – Tel: 020 7641 4000

(Out of hours – 020 7641 6000)

Email: AccesstoChildrensServices@westminster.gov.uk

LADO (Local Authority Designates Officer):

Email: LADO@westminster.gov.uk, 020 7641 7668



Appendix 1: LMK Online Learning: Guidance for staff setting up and using the LMK Zoom account for delivering workshops

Creating an account

LMK will send you a Zoom link and account details for the LMK Zoom account which should be used for all workshops. Please download the Zoom software and follow the onscreen set up instructions, making sure to use the same email address that we have on file for you.

If you already have Zoom, then make sure it is updated to the latest version.

TIPS:

- Zoom will work in your web browser (Internet Explorer, Chrome, Safari etc.) or as a program on your computer or app on your iPad or tablet.
- Any Zoom meetings that are set up using the email that we have on file for you will automatically show up within the LMK Zoom master account. If you wish to use Zoom for private/personal use please set up another account, using a different, personal email address, not associated with LMK.

How to access your virtual classroom and allow your student to join

Your Zoom account will automatically create a unique 'Personal Meeting ID' in the form of a weblink and a 10-x digit personal ID code. For example, 983-536-6329 and <https://zoom.us/j/9835366329>. This is essentially the key to your virtual workshop. It is where you will log on to meet your participants and it is the code, we will send your participants (via the lead in the partner organisation) in order to start the workshop.

Your 'workshop' will have an LMK 'waiting room' and you will be able to let participants enter the workshop via the Manage Participants button.

1. From your Zoom app select '**Sign In**' and once signed in select '**Join Meeting**'.
2. Enter your Personal Meeting ID code which will allow you to enter your own virtual workshop.
3. When your student is logged in, they will automatically be sent to your virtual waiting room. When ready, click '**Manage Participants**' and you will be able to allow them access by clicking '**Admit**'.
4. When the session has ended, the student should click '**Leave Meeting**' and, at the end of the workshop, the host can click '**End Meeting For All**'.

Video image and Background

After following the on-screen prompts detailed above, you should now be able to see and hear each other. Experiment with Full Screen / Gallery View to see which you prefer.

Within 'Video Settings' there is an option to have a virtual background or to use any other image file instead. If the virtual background is problematic, then please ensure that your physical environment you are working in is neutral and without personal or age-inappropriate images in the background. (See Code of Conduct for LMK Leaders above.)

TIPS:

- In 'Video Settings' there is an option to 'Mirror My Image' (for your view of yourself only). This can be useful for some workshops as you can switch to align your image with your participants.
- Stopping your video feed and continuing with audio only is a way to help with bad connections. (Click the camera icon bottom left).
- There is a virtual whiteboard you can both share and access as well as breakout rooms. Please get yourself familiar with this function.

Version Control

Version	Date written	Author	Copy	Purpose	Date approved by Board	Next Review Date
0.1	02_15_2021	S. Thakrar	Draft	Initial draft	n/a	2022
0.2	02_15_2021	S. Thakrar	Draft	Consultation draft for trustee approvals	n/a	2022
1.0	02_15_2021	S. Thakrar	Final	Final version approved by the Board	29_04_2021	2022_02
1.0	02_15_2021	S. Thakrar	Final	Review by Safeguarding Subcommittee. No changes	22_02_2022	02_2023

