

# Safeguarding Children and Young People Policy and Procedure

Version	Final
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Ratified by	TSYP Executive Committee
Date Ratified	15/11/2019
Date issued	12/12/2019
Date reviewed	15/11/2019

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## Introduction

Keeping children and vulnerable adults safe is everyone's responsibility. Organisations and professionals who work with children are required to ensure that their policies and practices reflect this responsibility.

Organisations and professionals that work with children, young people, vulnerable adults, their parents, carers or families need to comply with a variety of government guidance, legislation and best practice recommendations. They need to be aware of what may constitute a safeguarding concern, how to respond to a disclosure, and how to report these. They also need to be aware of good safeguarding practices and how to ensure that they are protected against allegation.

## Policy Statement

The Society for Yoga Practitioners (TSYP) recognises its responsibility to safeguard the welfare of children and young people, not only within TSYP but also in a variety of activities in the wider community.

TSYP recognises that:

1. The welfare of the child is paramount
2. Working together with children, young people, their parents or guardians and other agencies is necessary to promote their welfare
3. All children have the right to equal protection from all types of harm, discrimination or abuse.

The purpose of this policy is to:

1. Provide protection for children and young people
2. Promote their welfare
3. Minimise any risk of harm
4. Provide members and volunteers with guidance on child protection procedures
5. Alert those who are teaching yoga to children and young people to the signs of possible abuse.
6. Ensure that where a disclosure is made that those teaching yoga to children and young people recognise the disclosure as a safeguarding concern and know how to action this appropriately
7. Ensure only suitable people are working with children and young people
8. Share information with the appropriate agencies involving children and parents where appropriate.

## Policy Scope

The policy applies to any TSYP members who teach yoga or offer yoga therapy to young people in the name of TSYP.

References to "children", "young people" and "under-18s" are used interchangeably. The following is a list of activities that will involve contact with children or young people:

1. Mixed-age/general group classes
2. Group classes for under 18s
3. Yoga therapy for under 18s

In some circumstances, individuals other than members of TYSP will be involved with TSYP yoga classes. TSYP will be responsible for these individuals in the context of the work being undertaken, and this policy applies to these individuals.

In whatever capacity members engage with under-18s, they must be aware of the special duty of care that must be afforded to them. This document provides a policy framework in relation to working with under-18s;

notes the relevant legislation; proposes roles and responsibilities in relation to working with under-18s and sets out some basic thinking in relation to procedures and protocols to guide further action.

It is worth noting that many of the considerations that are relevant to working with young people apply equally to working with vulnerable adults and to working with adults in positions of trust.

## Policy Definitions

### Definition of a child

Children are defined in the Children Act 1989 as people under the age of 18 years. For the purposes of this policy, the legal definition applies.

### Definition of a parent

The term parent is used in policy as a generic term to represent parents, carers and guardians.

### Definitions of abuse and neglect

It is generally accepted that there are four main forms of abuse. The following definitions are based on those from Working Together to Safeguard Children (HM Government 2005 and National Assembly for Wales 2000).

#### Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

#### Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

#### Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g., rape, buggery or oral sex) or non-penetrative acts (oral sex). They may include noncontact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Males and/or females, by adults and by other young people, can sexually abuse boys and girls. This includes people from all different backgrounds.

## Neglect

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. Neglect may occur during pregnancy because of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or danger, failure to ensure adequate supervision including the use of adequate caretakers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. These four definitions do not minimise other forms of maltreatment.

## Other forms of harm

Chapter 10 of Working Together to Safeguard Children (HM Government 2010) and other inter-agency guidance draws attention to other sources of stress or harm for children and families such as social exclusion, domestic violence, the untreated mental illness of a parent or carer, or drug or alcohol misuse. All these areas may have a negative impact on a child's health and development and may be noticed by someone teaching a child. If it is felt that a child's well-being is adversely affected by any of these circumstances, the same procedure for reporting concerns should be followed. For example, children who are involved in prostitution and other forms of commercial sexual exploitation should also be treated primarily as victims of abuse and their circumstances require careful assessment by the statutory agencies.

## Key roles

All adults, including members of TSYP, have a responsibility to act on concerns of possible abuse, alerting the Local Authority Children's Services or Police where necessary.

Members of TSYP should inform the Designated Safeguarding Officer (DSO) of any concerns of possible abuse that arise when working as a TSYP representative.

The TSYP Executive Committee is responsible for policies and procedures, and offers support and advice to TSYP members, concerning the protection of children and young people in relation to TSYP members and activities delivered by TSYP members.

The DSO has the responsibility to decide whether it is appropriate to raise a safeguarding concern with a local authority on behalf of the TYSP or to respond to the concern in an alternative manner.

All queries about referrals, child protection matters or safeguarding young people should be directed to the "DSO" for TSYP: Michelle Tarling, [safeguarding@tsyp.yoga](mailto:safeguarding@tsyp.yoga)

## Safe Employment

TSYP is committed to achieving best practice in respect to all members teaching yoga and offering yoga therapy to young people. The organisation has procedures in place to deal with allegations of abuse made against its members.

## Selection Procedure for teaching under-18s

All TSYP members teaching dedicated classes for under 18s or offering yoga therapy to under 18s must complete and application and declaration form which can be obtained from the TSYP DSO at [safeguarding@tsyp.yoga](mailto:safeguarding@tsyp.yoga).

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## Checks & References

A minimum of two written references are required. One from your TSYP mentor and the other a character reference as to your suitability to work with children and young people, preferably associated with former work with children/young people. These will be followed up and confirmed.

All TSYP members teaching dedicated classes for under 18s, teaching under-18s in an adult class where there is no parent/carer/suitable adult in loco parentis attending the class or offering yoga therapy to under 18s must undertake the relevant checks.

Checks will be carried out with the following organisations that maintain information about individuals who are deemed unsuitable to work with children:

1. England and Wales – Disclosure and Barring Service
2. Scotland – Disclosure Scotland
3. Northern Ireland – Access Northern Ireland

It is the individual member's responsibility to ensure that they hold a relevant current disclosure certificate:

1. Enhanced Disclosure Certificate for the Children's Workforce – England
2. Protecting Vulnerable Groups (PVG) – Scotland
3. Enhanced Criminal Record Check – Northern Ireland

TSYP have arranged for members to apply for relevant checks through Lloyd Education. Once your application and declaration form has been received and verified details for Lloyd Education will be sent to you.

The DSO will need to see your original DBS or equivalent certificate for verification and will keep a record of your DBS certificate number. Please send this to the Designated Safeguarding Officer, 30 School Hill, Findon, West Sussex BN14 0TR together with a stamped self-addressed envelope for return. We advise you to send it by recorded delivery and we will return it to you the same way.

It is recommended that you sign up for the DBS online update service, details for which can be found at <https://www.gov.uk/dbs-update-service>.

Should you already hold an enhanced DBS certificate through another recognised organisation, e.g. British Wheel of Yoga, this will be accepted where the certificate has been issued within two years of application.

It is recommended that you sign up for the DBS online update service, details for which can be found at <https://www.gov.uk/dbs-update-service>.

It is the members responsibility to ensure that they keep their enhanced DBS check up-to-date.

## Referrals

TSYP will ensure that any allegations made against its members will be dealt with swiftly.

Where a member is thought to have committed a criminal offence, the police will be immediately informed. If a crime has been witnessed the police should be contacted immediately.

Where the allegation involves alleged abuse of a child a concern should be raised following the process set out at Appendix A.

## Requirements for Classes other than Dedicated Children's Classes

### Members Teaching Children for an Organisation other than TSYP

Any member teaching under-18s for another organisation (e.g. school, health club, nursery, gym etc.) must follow that organisation's own Child Protection Policy and Procedures.

The member is required to:

1. Ask for a copy of the organisation's Child Protection Policy and Procedures
2. Ask for the name and contact details of the 'referral' person within the organisation
3. Know the organisation's disciplinary procedure
4. Know the organisation's procedure with regard to taking and using photographic images
5. Discuss with the organisation the NSPCC and TSYP guidelines on recommended teacher/pupil ratio, including the presence of another adult/s in an official capacity

### Adult Classes with Under-18s in attendance

When there is no parent attending an adult class with a young person, a teacher must undergo a disclosure check if the child is under 16 years of age. 16 and 17-year olds may attend adult classes unaccompanied without the teacher undergoing a DBS or equivalent check, though it is recommended that a DBS is undertaken. In keeping with best practice, should a teacher not hold a DBS or equivalent check in instances of teaching 16 and 17-year olds, they should still undertake safeguarding training, prior to teaching the individuals concerned.

Should a child request to attend a yoga class without parental consent. The Yoga teacher must seek permission from the child to inform their parent/carer. Should the child refuse permission, the Yoga teacher should enquire why and make a considered judgement of whether there is cause for concern. Should there be cause for concern the safeguarding procedure must be followed.

Registration/consent forms for children's classes should make clear who the Yoga teacher can communicate with and how. Example forms are given at Appendix B and C of the TSYP Safeguarding Children and Young People Code of Practice.

### Individual Yoga Sessions and Yoga Therapy

With regard to individual yoga sessions/yoga therapy for under-18s, the teacher must hold a DBS or equivalent check and have current safeguarding training. They may work with the child or young person without parental supervision only in circumstances where parental/carer consent has been given. Parental consent needs to be given formally, in writing, with the signing of a contract that details what activity will take place on a one-to-one basis and should provide information on how to report any concerns. In the event of a young person age 16 to 17 being estranged from their family and not in local authority care, it should be established whether the young person is able to give informed consent to sign said contract.

### Post-natal Yoga

As babies attending yoga classes with their mother are not in the care of the teacher, the TSYP does not require teachers of such classes to be DBS checked. However, in keeping with best practice, teachers should undergo safeguarding training.

## Safeguarding Training

TSYP is committed to ensure that all its members receive safeguarding and child protection training.

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From 2019, all teacher trainees will receive safeguarding training as part of the TSYP teaching diploma. CPD training will be offered to other members. All TSYP members working with under-18s should hold a current NSPCC [www.nspcc.org.uk](http://www.nspcc.org.uk) certificate of achievement in child protection which is to be renewed every three years. This training can be taken online.

## Anti-bullying Policy

TSYP is committed to the young people in its care receiving a happy and fulfilling experience during activities provided by its members. Therefore, TSYP members will be alert to the experiences of young people who are being bullied and will be committed to stopping the incidents whilst the young people are in its care. TSYP members will report – both verbally and in writing - any incidents that occur to the relevant school/college staff so that there is a concrete record for them to track behaviours.

Indicators of bullying, including cyber bullying - concrete behaviours [this list is not definitive but meant as a useful guide]:

1. Name calling;
2. Rumour spreading;
3. Making up stories to get others in trouble;
4. Telling others not to be friends with a target young person;
5. Hitting, kicking, tripping, or pushing another;
6. Teasing others and making remarks about their culture, religion, ethnicity, weight, physical appearance, disabilities, or medical conditions;
7. Intimidating others;
8. Taking other's possessions or demanding money from them;
9. Damaging others property;
10. Bossiness;
11. Hiding others books, bags, or other property;
12. Picking on others, even when they're upset;
13. Making threats to others; and
14. Manipulating others, getting them to do things that they may not want to do.

## Appendix A: Safeguarding Procedures

### Responding to a disclosure / allegation of abuse

If you encounter a safeguarding incident, you should follow these basic NSPCC derived guidelines:

1. Stay calm.
2. Listen carefully to what is said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Allow the child to continue at her/his own pace.
5. Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.
6. Reassure the child that they have done the right thing in telling you.
7. Tell them what you will do next and with whom the information will be shared.
8. Tell them that you will be speaking to the person at the TSYP who is responsible for their protection, that they may contact the Local Authority Children's Services if we feel it is necessary, and they will advise us as to what we should do next.
9. Record in writing what was said using the child's own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
10. Contact the TSYP DSO as detailed above as soon as possible for further advice and for onwards referral, as necessary.
11. DO NOT talk to other people about the incident. Others should only be made aware of this on a 'need to know' basis.

### Raising a safeguarding concern

Where a member has:

1. Behaved in such a way that has harmed a child, or may have harmed a child;
2. Possibly committed a criminal offence against or related to a child; or
3. Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if the work regularly or closely with children

The following procedure will apply:

1. You should first contact the TSYP DSO at [safeguarding@tsyp.yoga](mailto:safeguarding@tsyp.yoga) (this mailbox will be checked by the Chair in the DSO's absence). The DSO is appointed to deal initially with these allegations. They will liaise with the appropriate Local Authorities' Designated Officer (LADO). If, however the allegation concerns the TSYP DSO, then the allegation should be notified to the chair of the TSYP, [chair@tsyp.yoga](mailto:chair@tsyp.yoga) who will then discuss the allegation with the LADO.
2. Wherever possible, the DSO will make contact with the LADO within one working day to discuss an allegation.
3. If it is agreed by the LADO that the allegation is, an appropriate referral (meets the criteria) then a full account of the allegation should be shared with the LADO and the appropriate Children's Services Duty Social work team.
4. If a Strategy Meeting to plan an investigation is required, it will normally be chaired by a Manager from the appropriate Children Services Duty and Assessment Team (see below) or the LADO. The TSYP DSO or nominee will attend the strategy meeting and bring with them all available information regarding the member or volunteer against whom the allegation is made, any information held about the child or young

person concerned and details of the allegation. TSYF will not initiate an investigation without seeking advice from the LADO or as part of an agreed plan from the strategy meeting.

5. **Urgent Serious Incident Referrals should be referred directly to the police or the local Children's Services Duty Social work team. Details for local Children's Services can be found on your Local Council website.**

If you are uncertain as to what to do at any stage, contact the NSPCC free 24-hour helpline – 0808 800 5000.

### Additional Guidance

If you remain unsure whether the issue is a safeguarding concern, you can:

Contact the DSO for advice or seek advice from a Safeguarding Officer at your local authority (check contact details children's services on your local authority website or call their Customer Service Centre and ask to speak to the Safeguarding Officer).

### Sharing Concerns with Parents

There is always a commitment to work in partnership with parents and carers where there are concerns about their children. Therefore, in most situations, it would be important to talk to parents to help clarify any initial concerns.

### When it is not appropriate to Share Concerns with Parents

There are circumstances in which a young person might be placed at even greater risk if concerns are shared. In these situations, or where concerns still exist, any suspicion, allegation or incident of abuse must be reported to the person in charge, if there is someone and Children's Social Care or the Police how will advise on contacting parents.

### Document the concern and any decisions taken

Ensure all actions and decisions are fully recorded. It is possible that your records will be required as part of an enquiry, be clear as clear and accurate as you can. Record the reasons for your decisions and any advice given to you in making these decisions.

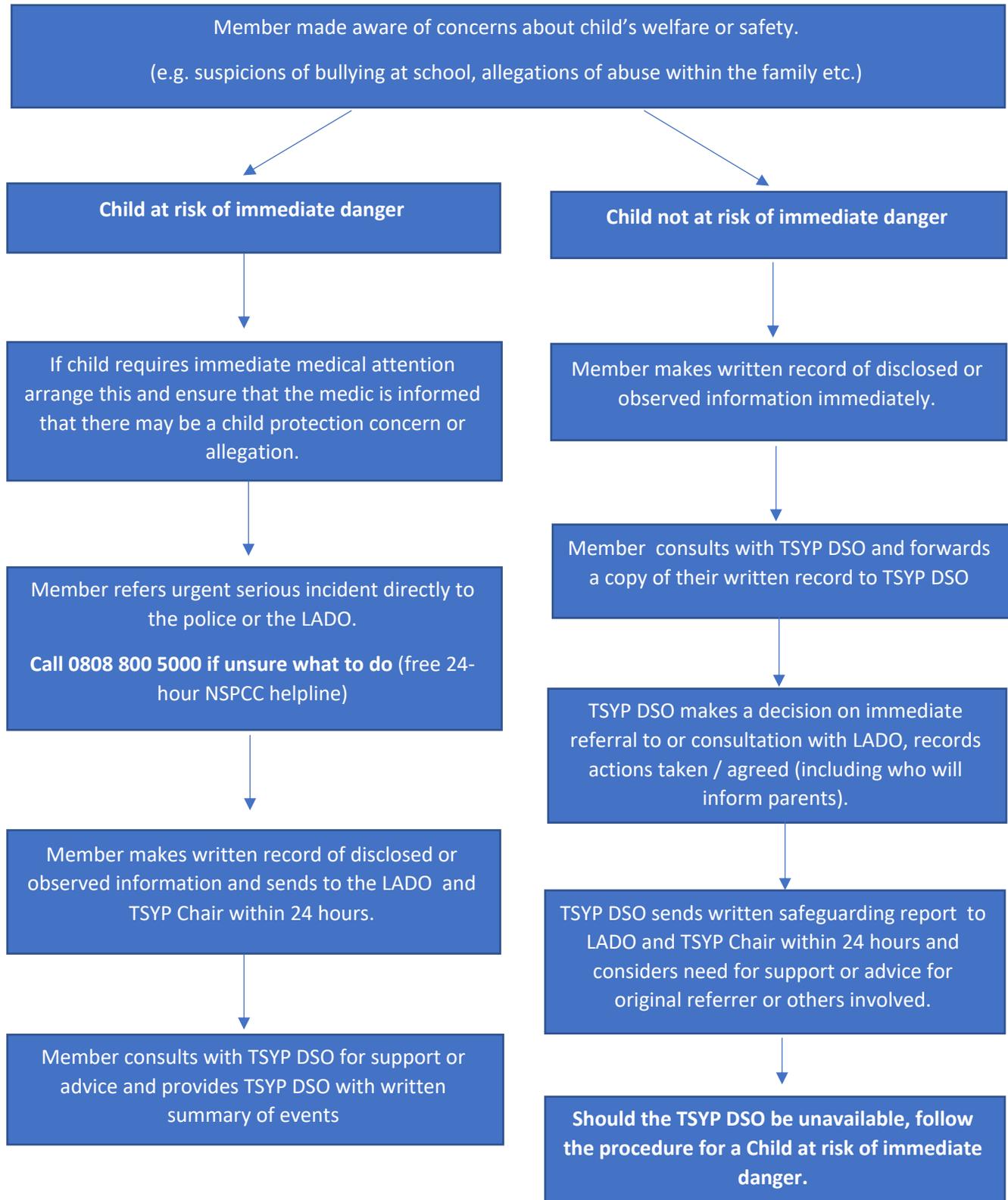
### Your Responsibilities

1. Take action to keep the young person safe if possible
2. If a crime has occurred, be aware of the need to preserve evidence
3. Always inform the DSO.
4. You cannot keep the information secret, even if the person asks you to
5. Clearly record what you have witnessed or been told, record your responses and any actions taken

**If consulting with the DSO will lead to an undue delay and leave the young person in a position of risk you should raise a safeguarding concern yourself.**

## APPENDIX B: Outline safeguarding reporting procedure

Concerning children and young people arising outside of Yoga e.g. at home, school or in the community



## Concerning the behaviour of TSYP member or volunteer

