



Forest Heath • St Edmundsbury




West Suffolk
working together

Safeguarding Children and Young People Policy

Guidelines for Working with Children and Young People

Joint Policy - Version 1
October 2012



Contents

Section 1: Safeguarding Children and Young People Policy

Section 2: Guidelines for Working with Children and Young People

Appendix 1: Recording allegations or concerns about the welfare of a child or young person

Appendix 2: Events – Information Form

For further information:

Designated Officer

Simon Phelan – Head of Housing

Deputy Designated Officer

TBC

Deputy Designated Officer

TBC

Section 1:

Safeguarding Children and Young People Policy

1. Introduction

- 1.1 St Edmundsbury Borough Council (SEBC) and Forest Heath District Council (FHDC) provide a range of services and facilities to the community. The nature of the provision means inevitably employees, (permanent, temporary or contracted), volunteers and councillors will come into contact with children, young people and their families in a variety of settings. Both Councils acknowledge their shared responsibility for the protection and safety of children and young people.
- 1.2 The purpose of this policy is to ensure that in discharging their functions the Councils have due regard for the need to safeguard and promote the welfare of children and young people. This policy establishes the roles and responsibilities of staff, volunteers and councillors in relation to safeguarding the welfare of children and young people. It also outlines procedures for reporting concerns and recording information.
- 1.3 The accompanying guidance provides more detailed good practice advice for those working directly with children and young people.
- 1.4 For the purpose of this policy and accompanying guidance, 'a child or young person' means anyone up to 18 years of age.
- 1.5 This policy applies to all SEBC and FHDC services and activities and applies to:
 - employees;
 - councillors;
 - volunteers; and
 - partners and contractors working on the Councils behalf.

2. Roles and responsibilities

- 2.1 Both Councils are committed to ensuring that any child or young person who comes into contact with an employee, volunteer or any aspect of the council's activities feels safe and protected, is listened to and has their views taken into account.
- 2.2 Both Councils acknowledge it is not their responsibility to investigate whether a child or young person is in need or that abuse has taken place, but that all employees, volunteers and councillors act upon any concerns they have, by referring to the appropriate authority and by accurately recording their concerns. Those with concerns are required to co-operate with the Local Safeguarding Children Board is dealing with any referrals.

- 2.3 The Councils will endeavour to ensure the suitability of all employees and volunteers who work with children and young people through robust recruitment and selection procedures, appropriate training and other working practices and procedures.
- 2.4 The Councils provide support and advice services to adults, some of whom may pose a risk to children and young people. The Councils are committed to managing any such risk.
- 2.5 As a licensing authority, both Councils comply with the terms of the Licensing Act 2003 in relation to protecting children from harm. The Act requires that robust mechanisms are in place to ensure licensing applications are examined by the appropriate agencies.
- 2.6 Both Councils require all staff, volunteers and councillors in the organisation to understand their responsibility to share concerns about the welfare of any child or young person with the designated Safeguarding Children officer. The designated Safeguarding Children officer is the Head of Housing. The deputy designated officer(s) are still to be confirmed. Designated officers are there essentially to provide advice, guidance and support when a referral or allegation is made. The Council will endeavour to equip appointed officers with the necessary skills, information and confidence to carry out this role.
- 2.7 Both Councils accept responsibility for ensuring its councillors, staff, volunteers, partners and contractors are aware of this policy and the related guidance. They are also responsible for ensuring that staff, volunteer and councillor concerns about the welfare of children and young people are received and acted upon.

3. Information security

- 3.1 The ICT Security Policy is intended to ensure that technology provided to employees and councillors is used appropriately. It outlines expectations on data protection and acceptable use of the internet.
- 3.2 As a precaution, employees are asked not to email identifiable information relating to a safeguarding referral. Instead staff are asked to seek advice from the Designated Safeguarding Children's Officer in the first instance.

4. Sharing your concerns

- 4.1 From time to time staff may come across a child or young person in the normal course of their work that gives rise to concern. Concerns about a child's or young person's safety and welfare may vary in seriousness and in nature and staff/councillors may be unsure about whether or not their concerns warrant reporting. It is everyone's responsibility to act upon their concerns, but often it is only when information from different sources is put together that a clear picture of the risks and needs of the child or young person emerges. Sharing concerns with a designated officer who has been trained to support and advise staff and councillors will help to focus on

exactly what the concerns are and ensure the best possible outcomes for the child or young person.

4.2 Whilst it is appropriate to respond to events, staff and councillors should never set out to interview or investigate themselves, because doing so is likely to make it difficult for police officers and social workers to investigate and act to protect. Children and young people should be listened to and not silenced, but they should not be interviewed.

4.3 When receiving a disclosure of abuse from a child or young person, it is important that the member of staff or councillor behave and act in ways which reassure the child or young person and that do not impede any future investigations. In particular staff and councillors should:

- a) recognise signs of a child or young person's willingness or need to speak with them;
- b) never promise confidentiality, instead telling the child or young person that they may have to pass on information they disclose;
- c) encourage the child or young person to explain their distress without pressuring them to discuss or disclose more than they want, need or are able to;
- d) repeat back to a child or young person what they have said to ensure that what has been said has been understood;
- e) remain calm and not show any anger or distress at what may have happened;
- f) reassure the child or young person that they have done the right thing in telling someone and that the events they describe are not their fault;
- g) make an assessment of the immediate threat to the child or young person and tell them what they intend to do next; and
- h) record the conversation away from the child or young person, using direct quote where possible.

4.4 It is important to keep an open mind about the possibility of abuse and to avoid giving the benefit of the doubt to an adult without having a sound basis for so doing.

5. Recording and reporting concerns

If a child or young person is at immediate risk of significant harm, dial 999 as in any emergency.

5.1 In the event that an employee, volunteer or councillor has grounds to be concerned about the welfare of a child or young person, they should act immediately. The councils will implement the recording and reporting procedure outlined below in paragraph 5.3.

5.2 When a child or young person is making a disclosure, they will be informed of their right to talk to an independent person, for example, social services, about any possible abuse. This is of particular importance where the allegation concerns a council employee.

- 5.3 The Councils' procedure for reporting concerns about the safety of a child or a young person is as follows:

Step one: Employee, volunteer or councillor concerns should be discussed with the designated safeguarding officer at the earliest opportunity and details recorded on the relevant form entitled *recording allegations or concerns about children and young people* (see Appendix 1). This form is available on the intranet of both councils' or from the designated safeguarding children's officer (DSCO).

If there is not the opportunity to discuss with the DSCO or deputy and there is potentially significant concerns, then the employee should **call Customer First on 0808 800 4005**

Step two: The completed form should be sent, as soon as possible, to the designated safeguarding children officer (Head of Housing). In his/her absence, the form should be sent to the deputy designated safeguarding officer(s) (to be appointed).

Step three: The designated officer will then forward the information to the police and/or social care services.

Step four: The designated safeguarding children's officer (Head of Housing) will follow up their report to social services and/or the police within 24 hours.

- 5.4 Any reported concerns will be kept secure and only made available to the designated officer, the deputy designated officer, other authorised staff (Chief Executive, Corporate Directors, the Head of Human Resources and Organisational Development, Suffolk County Council Customer First or Emergency Duty Service as appropriate) and social care services and/or the police.
- 5.5 Should an employee, volunteer or councillor be dissatisfied with the council's response to an incident, allegation or concern, they may report their concerns directly to social services or the police.

6. Confidentiality

- 6.1 The legal principle that 'the welfare of the child is paramount' means that considerations of confidentiality that might apply to other situations within the council should not be allowed to override the right of the child to be protected from harm. Neither employees, volunteers nor councillors can give absolute guarantees of confidentiality, or promise that the information will not be shared. **If a child is at risk of significant harm the "normal" rules of confidentiality do not apply.**
- 6.2 All concerns will be treated in confidence. At the appropriate time, however, the individual may need to come forward as a witness.

7. Recruitment and selection

7.1 Both Councils will take all reasonable steps to ensure unsuitable people are prevented from working or volunteering in settings that bring them into close contact with children. The Protection of Freedoms Act 2012 has scaled back the requirement to undertake CRB checks, to focus on those working unsupervised or in regular close contact with vulnerable people. In early 2013 a service will be introduced which will allow an individual to apply free of charge for a CRB check, which they will be able to take with them to new employers or when volunteering. New employers will be able to check the validity of the check online.

7.2 Training for officers with recruitment and selection responsibilities will ensure adherence to recruitment and selection best practice. The Independent Safeguarding Authority (ISA) and Criminal Records Bureau (CRB) (which in December 2012 will merge to form the Disclosure and Barring Service), Disclosure Procedures ensure information is provided to assess potential employees/volunteers suitability for a post that may bring them into contact with children or young people. Guidelines have been issued to recruiting managers and posts identified that are subject CRB enhanced disclosure checks. These posts are defined as Regulated Posts whose **“work involves close and unsupervised contact with vulnerable groups”**.

7.3 Regulated activity relating to children can be due to either WHAT THEY DO (activity), WHERE THEY WORK (establishment), WHO THEY ARE (specific post) and are defined by the following:

(i) **Unsupervised activities:** teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children. If under reasonable day to day supervision by another engaging in regulated activity is not undertaking a regulated activity;

(ii) Work for a limited range of establishments (**‘specified places’**), with opportunity for contact: for example, schools, children’s homes, childcare premises. Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity only if done regularly.

(iii) Relevant personal care, for example washing or dressing; or health care by or supervised by a professional; (does not include workplace first aiders).

(iv) Registered childminding; and foster-carers.

(v) Day to day **management/supervision** of individuals carrying out Regulated Activity.

A Regulated Post checklist has been produced to assist Managers with identifying posts that would fall into this category.

8. Training

- 8.1 Both Councils recognise the important contribution that staff, councillors and volunteers make to the process of safeguarding children. The Councils will encourage staff and volunteers to contribute appropriately to the child protection process, particularly in respect of attendance at child protection conferences and core groups, involvement in formal protection plans and information exchange.
- 8.2 All employees, volunteers and councillors will receive suitable information during their induction process to raise awareness of their role in recognising, understanding and safeguarding children. Line managers/designated officers should receive suitable training to enable them to deal with reported concerns and to support individuals reporting concerns.

9. Supervision and support for staff

- 9.1 All staff and volunteers regularly working with children, as identified by their Head of Service, will receive approved training in child protection issues.
- 9.2 Both Councils will ensure that:
- any concerns about abuse are acted upon at an early stage;
 - support, from an appropriately trained individual, is offered to those who report concerns; and
 - confidentiality is maintained and that information is only shared with appropriate people.
- 9.3 Specialist counselling support is available for staff and volunteers supporting child protection cases, to help deal with any significant emotional demands they may face.

10. Allegations against employees/volunteers/councillors

- 10.1 Any allegations about staff will be dealt with in accordance with the Council's Disciplinary Procedure and/or Grievance Procedure which will include referral to ISA for consideration for barring in relevant circumstances. A senior member of the human resources team will investigate such allegations and consult with the Council's designated officer and Head of Human Resources and Organisational Development and the County Council's Local Authority Designated Officer (LADO)
- 10.2 Any allegations against volunteers will be investigated following guidelines for employees in consultation with the Council's designated officer and Head of Human Resources and Organisational Development.
- 10.3 Any allegations against councillors will be dealt with under the local code of conduct and subsequently considered by the local Standards Committee in consultation with the designated safeguarding children's officer.

In each case, social care services and/or the police will determine whether child protection or criminal investigations will take place. If the employee/volunteer/councillor resigns a referral to ISA will still be made if appropriate.

11. Working in partnership with others

- 11.1 Both Councils work in partnership with a range of organisations and the Councils expects them to have in place appropriate safeguarding children policies.
- 11.2 Organisations which receive grant-aid from either Council, and work with children and young people, will be expected to have an appropriate safeguarding children' policy in place. Their staff and volunteers must also receive appropriate safeguarding children training. Both Councils will ask to see a copy of the safeguarding children policy before any funding is awarded.
- 11.3 Volunteers who work with children and young people carrying out Regulated Activities on behalf of either Council will be subject to a CRB check and will be provided with training and support.
- 11.4 Both Councils will ask all commissioned organisations that deliver services directly with children and young people to sign a declaration form to declare that all staff and volunteers working with them hold current Criminal Record Bureau (CRB) checks within three years and have completed the appropriate training.

12. Photography and filming

- 12.1 Both Councils recognise the positive contribution that photography can make, highlighting group and individual achievement and promoting services. The Councils also recognises the risk posed directly and indirectly to children and young people through the misuse of photographic images. Increased use of digital cameras, video recorders, mobile phones and social media make pictures instantly available for distribution and not subject to regulation that commercial developing provides. It is, therefore, necessary to have procedures in place to safeguard children and young people against inappropriate use of their photographic image.
- 12.2 The Councils expect all employees, councillors and volunteers to follow the best practice outlined in the guidance which accompanies this policy (see section 2 of the 'Guidelines for working with children and young people').

13. Work experience and employment under the age of 18

- 13.1 Managers are required to follow the 'Work Experience Management Guidance and Induction Checklist' which directs them to considering the

guidance which accompanies this policy before agreeing a work experience placement.

- 13.2 Managers are asked to demonstrate their duty of care towards employees under the age of 18 through offering the employee the opportunity to disclose any relevant safeguarding information which should be shared with the employer.

14. Conclusion

- 14.1 Through the production of this policy both SEBC and FHDC have demonstrated their commitment to safeguarding children and young people. The policy recognises the diverse nature of the services and facilities provided by both councils and the duty upon all employees and councillors to act upon their concerns relating to the welfare of children and young people.

Section 2:

Guidelines for Working with Children and Young People.

1. Purpose of these guidelines

These guidelines provide good practice advice for staff and councillors working with children and young people. The guidelines also provide advice about what to do if you are worried about the welfare of a child or young person. *This guidance must be read in conjunction with the Council's Safeguarding Children and Young People Policy.*

These good practice guidelines are designed not only to protect children and young people, but to protect staff and councillors working for, and on behalf of, the council from situations where false allegations may occur.

2. Good practice

When working with children and young people, good practice means:

- a) always working in an open environment (e.g. avoiding private or unobserved situations) and encouraging an open environment (e.g. no secrets);
- b) treating children and young people fairly, and with respect and dignity;
- c) always putting the welfare of each child and young person first, before achieving goals;
- d) maintaining a safe and appropriate distance from a child or young person;
- e) building suitable balanced relationships based on mutual trust which empowers children and young people to share in the decision-making process;
- f) making activities fun and enjoyable and promoting fair play;
- g) ensuring that if any form of physical contact is required, it should be provided openly. Children and young people should always be consulted and their agreement gained;
- h) keeping up to date with the technical skills, qualifications and insurance required;
- i) involving parents/carers wherever possible. If parents are not present, staff should always work with at least one co-worker.
- j) ensuring that mixed groups are accompanied by a male and female member of staff;
- k) giving enthusiastic and constructive feedback rather than negative criticism;
- l) recognising the developmental needs and capacity of children and young people;
- m) securing parental consent in writing to acting in their place if the need arises to give permission for the administration of emergency first aid and/or other medical treatment;

- n) awareness of any medicines being taken by participants, or existing injuries, and where appropriate, a record must be kept if medication is taken by a young person; and
- o) keeping a written record of any injury that occurs, or incidents where a child or young person has become upset, along with the details of any treatment given or action taken.

A degree of physical contact may be used appropriately to instruct, encourage, protect or comfort. When physical contact is required both the child or young person and member of staff should be clear about the context and appropriateness of that contact. Physical contact with children and young people should only be used when the aim is to:

- a) develop skills or techniques;
- b) treat an injury or respond to discomfort;
- c) prevent an injury; or
- d) meet the requirements of the particular activity.

In addition, physical contact should:

- a) never be in ways, or parts of the body, that may be considered inappropriate;
- b) meet the needs of the child or young person and not the needs of the adult;
- c) be fully explained to the child and young person and, with the exception of an emergency, permission be sought; and
- d) not take place in secret or out of sight of others.

3. Practices to be avoided

The following should be avoided except in emergencies. If cases arise where these situations are unavoidable they should only occur with the full knowledge and consent of someone in charge in the organisation or the child or young person's carer. For example, a child or young person sustains an injury and needs to go to hospital, or a parent fails to arrive to pick a child up at the end of a session. Staff and councillors should:

- a) be aware that there are very few instances when one-to-one working is appropriate. If in doubt they should avoid spending excessive amounts of time alone with a child or young person;
- b) avoid taking children and young people to your home where they will be alone with you; and
- c) avoid giving children and young people lifts in your car.

4. Practice not sanctioned

The following are never sanctioned. Staff and councillors should never:

- a) engage in rough or sexually provocative games (including horseplay), or those requiring extended physical contact;
- b) allow or engage in any form of inappropriate touching;
- c) make sexually suggestive comments to anyone, even in fun;
- d) humiliate, put-down or degrade a child or young person as a form of control;
- e) allow allegations made by a child or young person to go unrecorded;
- f) do things of a personal nature for children or young people that they can do for themselves; and
- g) invite or allow children or young people to stay with you at your home unsupervised.

5. Incidents requiring immediate reporting

If any of the following incidents should occur, staff/councillors should report them immediately to another colleague and make a written note of the event. Carers should also be informed of the incident:

- a) if the staff/councillor accidentally hurt a child or young person;
- b) if a child or young person seems distressed in any manner;
- c) if an individual appears to be sexually aroused by your actions; or
- d) if an individual misunderstands or misinterprets something the staff/councillor has done.

6. Children and young people – adult ratios

The councils' general guidelines are set as follows:

- a) children over the age of 8 may be left unaccompanied by parents/carers for the duration of an event, subject to the type of event;
- b) all children under the age of 8 will have to be accompanied by a carer at all times;
- c) individuals with special needs (e.g. behavioural condition, disability) may have to be accompanied by a carer subject to the assessment of the event leaders; and
- d) when necessary, an information form must be completed by participants, under the age of 18. An example form is provided in Appendix 2.

The child/adult ratios guidelines are set out below:

- a) low risk events: a minimum of 2 members of staff or appropriate adults to a maximum of 20 participants;
- b) higher risk events: a minimum of 2 members of staff or appropriate adults to a maximum of 10 participants; and

- c) family events (children will not be allowed unaccompanied): a minimum of 1 member of staff. The maximum number of families is variable and will depend on the location and nature of event.

Furthermore, the council will ensure that:

- a) a male and female member of staff will accompany any mixed group; and
- b) individuals whose behaviour is considered inappropriate or dangerous by the event leaders will be prevented from continuing the activity. Their parents/carers will be contacted immediately and requested to pick them up. Furthermore, they may be banned from participating in further activities. The same applies to organised groups using council facilities where members of staff deem that the quality or quantity of supervision is not sufficient.

7. Confidentiality and information sharing

In principle, all personal information will be treated as confidential. However, confidential information may be disclosed to social care services or the police if a child or young person's health and welfare needs protecting, or when a crime has or may be committed. If a disclosure of abuse is made by a vulnerable individual it is important for everyone to understand that they may not promise confidentiality

In cases of medical or other sensitive information being held, staff and councillors will only be informed on the 'need to know' basis and in accordance with the Data Protection Act 1998.

If in doubt, advice should be sought from the legal section and/or the designated safeguarding children officer.

8. Photography and filming guidance

In order to prevent the inappropriate use and distribution of photographic and film material the council will follow these guidelines:

- a) parents and guardians/carers will be asked to concentrate their photography or filming on the people in their charge;
- b) signs will be displayed and/or information will be printed on tickets, leaflets etc to ensure that participants are aware that filming and photography will be taking place;
- c) Both Councils will only use limited details, such as a child's name and age, if a picture/film is used for the council's publicity purposes unless written permission is given by a parent or guardian for more details to be released;
- d) photographers employed by either Council will be required to make a declaration that they have no child-related convictions;
- e) photographers employed by either Council will not be allowed to photograph or film children without a council member of staff being present.

This guidance applies to any equipment capable of capturing a still or moving image, such as cameras and mobile phones.

Media photographers follow their own code of practice, set nationally by the Press Complaints Commission, which stipulates that young people under the age of 16 may not be photographed without the permission of a parent or responsible adult (such as a schoolteacher).

9. Procedure for reporting concerns

If staff/councillors are concerned about the safety or welfare of a child or young person they have seen during the course of their work, they should follow the reporting procedure outlined below.

Step one: Employee, volunteer or councillor concerns should be discussed with the designated safeguarding officer (Head of Housing) at the earliest opportunity and details recorded on the relevant form entitled *recording allegations or concerns about children and young people* (see Appendix 1). This form is available on the intranet of both councils' or from the designated safeguarding children officer (DSCO).

If there is not the opportunity to discuss with the DSCO or deputy and there is potentially significant concerns, then the employee should **call Customer First on 0808 800 4005**

Step two: The completed form should be sent, as soon as possible, preferably within 24 hours, to designated safeguarding children officer (Head of Housing). In his/her absence, the form should be sent to the deputy designated safeguarding officer(s) (to be appointed).

Step three: The designated officer will then forward the information to the police and/or social care services.

Step four: The designated safeguarding children officer (Head of Housing) will follow up their report to social services and/or the police within 24 hours.

If a child or young person is at immediate risk of significant harm, dial 999 as in any emergency.

10. Recording concerns and actions on the designated form

It is important to record accurately and in detail, especially regarding what a child or young person actually says and what has actually been observed. Clear distinctions must be made between fact and opinion, and between what is known from first hand experience and what has been told by someone else.

It is important to note that staff and councillors will not suffer any adverse legal consequences if they pass on information and concerns honestly and in good faith, and in accordance with agreed procedures.

11. Further information

Further advice and guidance can be found at the following website:

www.education.gov.uk/childrenandyoungpeople/safeguardingchildren

Suffolk Local Safeguarding Children Board (LSCB) procedures and guidance for safeguarding children from harm are available at

<http://suffolksafeguardingchildrenboard.onesuffolk.net/>

**October 2012
Borough Council**

St Edmundsbury

Forest Heath District Council

Recording allegations or concerns about the welfare of a child or young person

Please use this form as a prompt, recording any additional information on the back or on another sheet of paper.

REMEMBER – your job is not to investigate, but to record accurately all information you receive or signs and symptoms you observe.

Child/young person’s details (name, address, tel. no. etc.):	Child/young person’s parents, guardian’s or carer’s details: (where known)	Details of person <u>reporting</u> suspicion/allegation/ concern (this may be the child/young person):
Describe what the suspicion/allegation/concern is:		
Describe fully any signs, symptoms you or others have observed (include here what the child/young person has told you):		
<u>Where</u> did this occur (as far as you know)?		
<u>When</u> did this happen (as far as you know)?		
If some earlier signs/symptoms were noticed before today, <u>when and where</u> was this?		

Record details of anyone else who may have been present or have relevant information:	
Record who has been informed (You must inform the designated safeguarding children officer your line manager immediately and the child/young person's parents /guardian /carers unless it is possible that they may be responsible.)	
Signed	Dated
Job title	Telephone number:

SEND OR HAND THIS FORM (IN ENVELOPE MARKED PRIVATE & CONFIDENTIAL) TO THE DESIGNATED SAFEGUARDING CHILDREN OFFICER SIMON PHELAN THE HEAD OF HOUSING AS SOON AS POSSIBLE

EVENTS - INFORMATION FORM

IF PARTICIPANT IS UNDER 18, PARENT OR GUARDIAN MUST COMPLETE THIS FORM.

NAME OF PARTICIPANT(S):			
DATE OF BIRTH: (IF UNDER 18)			
CONTACT TELEPHONE NO:			
ADDRESS:			
EMERGENCY CONTACT:		TELEPHONE NO:	

Please delete as appropriate:

- I agree to taking part in the activities.
- I agree to being photographed by the media or St Edmundsbury Borough Council / Forest Heath District Council - approved photographers for publicity purposes.
- I have no special medical/dietary/cultural needs.
- I have the following dietary/medical/cultural needs, including *any* disability or behaviour that may require extra supervision or specialist medical knowledge (*please complete the box below*).

Details:

- I authorise the supervising staff to: allow me to take any medication specified on this form; call a registered medical practitioner to prescribe treatment or medication if required; administer emergency first-aid treatment as necessary.

Please note: any participant with any disability or behaviour which may require extra supervision or specialist medical knowledge will have to be accompanied by an adult at all times during all events. We may ask for further details with regards to some medical needs or behaviour management. This is to ensure that all participants can enjoy our activities as safely as possible.

NOTE: CONFIDENTIALITY & INFORMATION SHARING POLICY

- In general, all personal information will be treated as confidential.
- The details on this form are used both for health and safety reasons and to add participants to our mailing list. If you would like not to be added to the mailing list, **please tick here** .
- Confidential information may be disclosed to social care services or the police if a the health or welfare of a vulnerable individual needs protecting, or when a crime has or may be committed.
- In cases of medical or other sensitive information being held, members of staff will only be informed on the 'need to know' basis.

We will retain these details while you continue to participate in our activities, unless instructed to destroy them.

SIGNATURE: (PARENT/GUARDIAN IF UNDER 18)	
NAME (PLEASE PRINT):	
DATE:	

Please return to:
Simon Phelan, Head of Housing, West Suffolk House, Western Way, Bury St Edmunds,
Suffolk
IP33 3YU