



Sexpression:UK Safeguarding Policy

Please note that this is the correct up-to-date Safeguarding Policy as of September 8th 2024. If you become aware of any alternative versions publicly available please inform the National Child Protection Director via email at childprotection@sexpression.org.uk

Last reviewed March 2024



Table of Contents

Table of Contents	2
Foreword	3
Introduction	4
Glossary	6
1. Safeguarding within Sexpression:UK	7
2. Implementation	8
3. Reporting Procedures	9
4. Response Procedures	14
5. Prevention	14
6. Working with Sexpression:UK Partner Organisations	18
7. Disclosures of Female Genital Mutilation (FGM)	18
Acknowledgements	19
Declaration	20
Appendix 1. Sexpression:UK Child Protection Incident Reporting Form	21

Foreword

Sexpression:UK is a near-peer, student-led independent UK charity that provides Relationships, Sex and Health Education (RSHE) by running informal and comprehensive RSHE in the community, with the goal of empowering young people to make decisions about relationships and sex. Our branches work predominantly in secondary schools but have been invited to work in other locations such as youth groups, community centres, and with university groups.

We understand that we have a fundamental duty of care towards the young people we work with therefore this Safeguarding Policy (formerly known as Child Protection Policy) aims to ensure that all volunteers feel capable to preserve and promote the health and wellbeing of these young people.

The review of this policy takes place regularly over a series of meetings and consultations with volunteers for Sexpression:UK as well as professionals from external organisations. As a result of this consultative process there are continual changes to how Sexpression:UK as an organisation addresses Safeguarding when compared to the initial policy presented in 2007. Consequently, there are continual changes to how our volunteers as individuals are trained in order to reflect this policy, and annual training is compulsory for all volunteers working with young people.

We recognise that as near-peer external RSHE providers delivering discussion based participatory sessions, we are often in a unique position to recognise Child Protection issues. Our volunteers require the training and skills which provide them with the ability to become aware of situations that indicate there is an issue to be addressed, which may be through direct interaction with a young person or from indirect observation and subsequent suspicion. It is in these circumstances that individuals and Sexpression:UK have a duty of care in ensuring any concerns are addressed, and that this information is shared promptly and appropriately with our partner organisations.

The renaming of this Policy in 2021 from Child Protection Policy to Safeguarding Policy aims to underline our commitment to Safeguarding as a whole and to bring our language in line with the standard in the sector.

Introduction

As defined by the Government Document ‘Working Together to Safeguard Children’ 2018, abuse and neglect are forms of maltreatment of a child by inflicting harm, or by failing to act to prevent harm. Abuse can occur in a family or an institutional or community setting by those known to them or, more rarely, by others. Abuse can also take place online. Child abuse can take many forms:

- 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.
- Sexual abuse involves making or enticing a child to partake in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. It may involve physical contact, including assault by penetration, or non-physical contact such as having children look at or take part in the production of sexual images, watching sexual activities, or grooming. Sexual abuse can also take place online and technology can be used to facilitate offline abuse.
- Emotional abuse is the persistent emotional maltreatment of a child which can cause severe and persistent adverse effects on the child’s emotional development. It can involve conveying that they are worthless, inadequate or unloved. It may include interactions beyond a child’s developmental capability, as well as overprotection and limitation of exploration and learning. It may involve seeing or hearing the ill-treatment of another, serious bullying, causing children to feel frightened or in danger. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- 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 involve a parent or carer failing to provide adequate food, clothing or shelter, protect a child from physical and emotional harm or danger, ensure adequate supervision or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Sexpression:UK believes that concern for the general wellbeing and welfare of all young people who are in contact with our charity is of paramount importance. We believe that every child has a right to feel safe and protected from any activity which may result in them being exposed to significant harm. All our volunteers will



Sexpression:UK Safeguarding Policy

have a duty of care, should they have concerns that a child is being exposed to physical, sexual, neglect or emotional abuse.

The purpose of this document is to explain clearly, for volunteers involved in Sexpression:UK and its affiliated branches as well as affiliated organisations, the principles of Safeguarding. It is intended to cover those issues of the utmost importance in order to ensure the following:

- The protection of young people - although Sexpression:UK and its volunteers cannot guarantee the complete protection of young people, this document aims to ensure that should any evidence of a Safeguarding issue arise that it is addressed appropriately to guarantee the protection of the young person;
- The protection of volunteers - this document provides guidance and support for the volunteers who may become aware of a Safeguarding issue and aims to aid them in their response to this;
- The protection of Sexpression:UK - the dissemination and implementation of this policy illustrates our commitment to safeguarding the young people we work with.

Although it is acknowledged that this document does not necessarily provide volunteers with the complete ability to ensure the safety of young people, it does give a forum for discussion and the sharing of skills and experiences to ensure that young people are protected to the best of their abilities, and outlines the charity's expectations, actions and policy.

Glossary

Branch: A local working group of Sexpression:UK.

Branch Child Protection Officer (BCPO): A member of a local Sexpression:UK branch tasked with the responsibility for Safeguarding and Child Protection.

Child: A person under the age of 18.

Disclosure and Barring Service (DBS): A government service responsible for background criminal record checks in England, Wales and Northern Ireland.

Designated Safeguarding Lead (DSL): A member of a school or community organisation responsible for implementing their local safeguarding procedures. Also sometimes referred to as External Child Protection Officer (ECPO).

National Child Protection Director (NCPD): A member of the Sexpression:UK National Committee tasked with the responsibility for Safeguarding and Child Protection.

National Director: The lead member of the Sexpression:UK National Committee tasked with the responsibility for Safeguarding and Child Protection when the National Child Protection Director is unavailable. This can include the Vice National Director for Internal and/or External Affairs.

Protecting Vulnerable Groups (PVG): The Scottish equivalent of the Disclosure and Barring Service (see above).

Volunteer: A member of Sexpression:UK involved in workshop delivery.

1. Safeguarding within Sexpression:UK

- 1.1. General principles (based on the UN Convention on the Rights of the Child):
 - 1.1.1. A child is defined as a person under the age of 18;
 - 1.1.2. All children have equal rights to protection from abuse and exploitation;
 - 1.1.3. Everybody has a responsibility to support the care and protection of children.
- 1.2. Sexpression:UK has a duty of care and responsibility to strive to protect, within our capability, children with whom our volunteers come into contact.
- 1.3. Sexpression:UK Safeguarding Policy aims:
 - 1.3.1. To provide all children involved with Sexpression:UK projects appropriate safety and protection at that point in time;
 - 1.3.2. To provide volunteers with the ability to make informed and appropriate decisions in response to specific safeguarding issues;
 - 1.3.3. To provide all Sexpression:UK volunteers with the appropriate protection;
 - 1.3.4. To protect Sexpression:UK.
- 1.4. All volunteers within Sexpression:UK are required to ensure that:
 - 1.4.1. The welfare of the child is paramount;
 - 1.4.2. All allegations, disclosures and suspicions of abuse or any other mistreatment are taken seriously and responded to as outlined in this document.
- 1.5. To ensure this policy is maintained to a high standard it must be reviewed annually by the current National Child Protection Director.
- 1.6. The Sexpression:UK National Child Protection Director:
 - 1.6.1. This role is currently provided by the Sexpression:UK Child Protection Director (childprotection@sexpression.org.uk).

2. Implementation

- 2.1. The Sexpression:UK trustees have the ultimate responsibility for ensuring adequate levels of safeguarding training is provided and that this policy is implemented throughout the Sexpression:UK network.
 - 2.1.1. The board of trustees elects a designated Safeguarding Trustee to oversee this on behalf of trustees.
- 2.2. The Sexpression:UK National Child Protection Director (NCPD) is the named individual responsible for ensuring the distribution of this policy, its implementation and the provision of adequate levels of Child Protection training throughout Sexpression:UK.
 - 2.2.1. The Sexpression:UK NCPD will work alongside the Sexpression:UK National Committee to make this policy readily available in electronic form.
 - 2.2.2. The Sexpression:UK NCPD will work alongside the Sexpression:UK National Committee to provide comprehensive Child Protection and all appropriate Safeguarding training annually at each Sexpression:UK training weekend and other times when it is required.
- 2.3. It is the responsibility of the Sexpression:UK Branch Child Protection Officer (BCPO) to coordinate with the Sexpression:UK NCPD to ensure their volunteers are adequately trained in Safeguarding.
 - 2.3.1. The Sexpression:UK BCPO is the named individual from each branch who is responsible for ensuring each volunteer at that branch attends training before working with Sexpression:UK and annually thereafter.
 - 2.3.2. Each Sexpression:UK BCPO must be trained to deliver branch-level Child Protection training by the NCPD at one of the two annual training weekends, or additional training sessions run, before they train branch volunteers. Teaching cannot commence for a branch until National and Branch level training has occurred.
 - 2.3.3. Each Sexpression:UK BCPO must annually return a Child Protection Register before any volunteers begin teaching and within two weeks of delivering branch level training to the Sexpression:UK NCPD using the appropriate volunteer management software provided by Sexpression:UK.
 - 2.3.4. In the event the current BCPO resigns from their role after the initial training weekends, branches must ensure a new BCPO is reinstated

and contact is made with the NCPD to organise a time best suited to be trained.

- 2.3.4.1. Teaching must be stopped until the new BCPO has been trained.
- 2.4. It is the responsibility of the Sexpression:UK BCPO to ensure all volunteers entering an organisation/school to facilitate lessons on behalf of their Sexpression:UK affiliated branch comply with sections 2.3 and 6.1.1 of the Sexpression:UK Safeguarding Policy.
- 2.5. It is the responsibility of the Sexpression:UK BCPO to ensure that the Designated Safeguarding Lead (DSL) at each institution they visit is informed of the Sexpression:UK Safeguarding Policy and its implementation within branches. Branches should be aware of each external organisation's own Safeguarding Policy and work within this too.
 - 2.5.1. It is the responsibility of the Sexpression:UK BCPO to obtain the contact details, namely email, of the DSL at each institute they attend prior to their visit and to submit said details to the NCPD using the appropriate management system.
- 2.6. It is the responsibility of the Sexpression:UK BCPO to ensure that their affiliated organisation (e.g. Student Union or Medical Society) is informed of the Sexpression:UK Safeguarding Policy Section 6.1, Volunteer Recruitment and any updates. Branches should be aware of their affiliated organisation's own Safeguarding Policy and work within this too.
- 2.7. It is the responsibility of the individual volunteer for Sexpression:UK to attend Child Protection training each academic year which shall reflect the annual revisiting of this policy.
 - 2.7.1. Each attendee must also provide their details on the Sexpression:UK Volunteer Agreement using the appropriate management system.
- 2.8. It is strongly advised that the Sexpression:UK NCPD seeks the involvement of external organisations or professionals, such as the NSPCC to assist them with the delivery of this training in supplementation to the Sexpression:UK resources.

3. Reporting Procedures

- 3.1. Issues concerning child abuse or neglect may become established in a number of ways, not limited to but including:

Sexpression:UK Safeguarding Policy

- 3.1.1. The child may directly disclose the information;
 - 3.1.2. The child may have visible marks on their skin;
 - 3.1.3. A child may directly disclose information concerning another child;
 - 3.1.4. An allegation may be made against a volunteer;
 - 3.1.5. Suspicions arise concerning the child's behaviour.
- 3.2. Should any of the above situations arise it is important to:
- 3.2.1. Act calmly, listen with care and consideration and show that you are taking the situation seriously;
 - 3.2.2. Find an appropriate time in the conversation to explain that confidentiality cannot be promised;
 - 3.2.3. Never ask leading questions. It is not the job of an individual volunteer to investigate;
 - 3.2.4. Take all disclosures seriously. Always ensure that you are listening to the voice of the child;
 - 3.2.5. Ensure that a minimum of two volunteers are present when a child is making a disclosure;
 - 3.2.6. Preferably, obtain consent from them for this action;
 - 3.2.6.1. If you have significant concerns about a child's safety then you do not need to obtain consent for the actions taken after disclosure.
- 3.3. The following reporting procedures must be followed for any safeguarding concern or allegation experience by a volunteer:
- 3.3.1. Complete in writing a Sexpression:UK Child Protection Incident Reporting Form (see Appendix) immediately after the session or as soon as possible.
 - 3.3.1.1. All information regarding the concern or allegation must be recorded.
 - 3.3.1.2. This information must be factual in origin and written verbatim to include quotes of exact phrases.
 - 3.3.1.3. All written information must be signed and dated.

Sexpression:UK Safeguarding Policy

- 3.3.1.4. If a form is not readily available, record on paper immediately and transfer the information at the earliest opportunity.
 - 3.3.2. Inform the BCPO as soon as possible.
 - 3.3.2.1. Always refer and never investigate any suspicions or allegations about abuse.
 - 3.3.2.2. Provide the BCPO with the paper copy of the incident form within 24 hours.
 - 3.3.2.3. If you are not able to provide the BCPO with a copy of the paper incident form within 24 hours, provide photographs of the incident form and any supporting evidence in a secure, password-protected way.
 - 3.3.2.4. Once this has been reported, ensure all photographs of the incident are deleted from devices.
 - 3.4. The BCPO or lead volunteer appointed prior to the visit if the BCPO is unable to attend the teaching day, is responsible for dealing with the issue from the local Sexpression:UK Branch perspective and must do the following:
 - 3.4.1. Inform the DSL at the school or centre you are working in.
 - 3.4.1.1. If the DSL is not available, inform the next available safeguarding lead, usually known as the Deputy Safeguarding Lead.
 - 3.4.1.2. Ensure that the incident is only discussed with appointed safeguarding leads of the school or centre you are working in and no other member of staff.
 - 3.4.1.3. Tell the DSL what has happened.
 - 3.4.1.4. Give the DSL a copy of the Child Protection Incident Reporting Form and any other evidence to photocopy as soon as possible.
 - 3.4.1.5. Ensure that you retain the original copy of the incident form for Sexpression:UK records.
 - 3.4.2. If the BCPO is not present at the visit, the lead volunteer must inform the BCPO within 24 hours of the incident occurring, following the steps outlined in section 3.3.2.
 - 3.4.3. The BCPO must inform the NCPD.

Sexpression:UK Safeguarding Policy

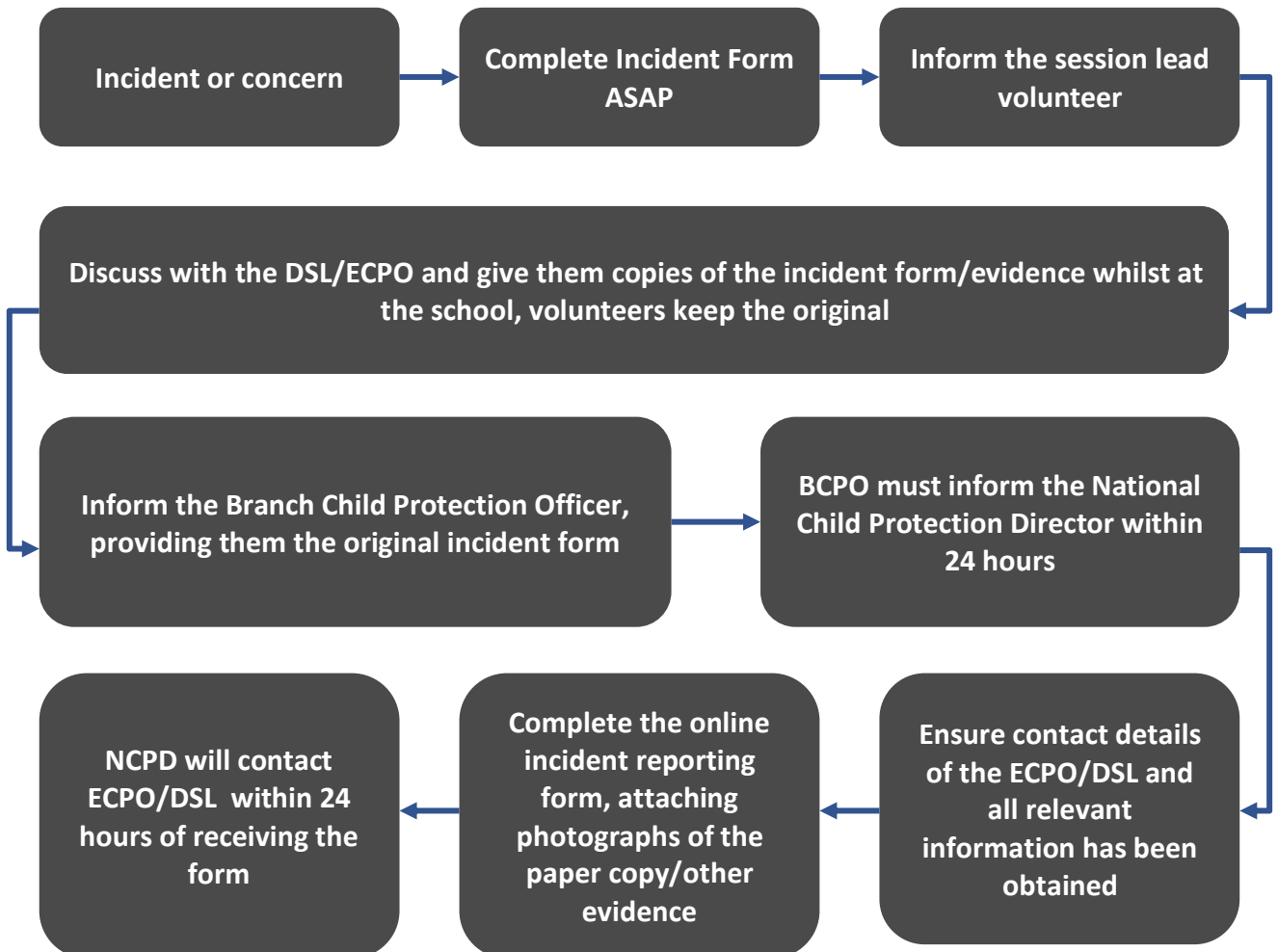
- 3.4.3.1. The BCPO must fill out the online Child Protection Incident Reporting Form within 24 hours of the incident.
 - 3.4.3.2. The online reporting form must be filled out verbatim with what is written on the paper copy of the incident form.
 - 3.4.3.3. A photograph of the paper incident form must be attached to the online reporting form along with any other evidence.
- 3.5. The NCPD must report the incident to the institution within 24 hours of receiving the information and follow the incident up until closure.
 - 3.5.1. The incident will be closed once the NCPD has confirmed that information about the incident has been documented and that a decision about appropriate action or lack thereof has been made.
 - 3.5.2. The NCPD will aim to follow up with a 48 hour interval, and always within 2 weeks of the previous communication. Where appropriate, the NCPD may also use other ways of reaching the DSL, such as phoning the school or further follow up procedures as appropriate.
 - 3.5.3. All incidents must be closed by the end of the academic year in which they were raised.
- 3.6. Managing and Storing information:
 - 3.6.1. Completed Child Protection Incident Reporting Forms should be treated as confidential documents.
 - 3.6.2. Access to confidential documents must be restricted to the BCPO, DSL, NCPD, Sexpression:UK's National Director, Safeguarding Trustee, and Chair of the Board of Trustees. These named individuals must understand their obligation to handle such information in a confidential manner.
 - 3.6.3. BCPO must keep paper copies of the incident form for the remainder of the academic year.
 - 3.6.3.1. These records must be stored in secure, non-transportable storage with access controlled and limited to the person they are in possession of, such as a locked room. This storage area should only be accessed by the BCPO.
 - 3.6.3.2. These records must be disposed of at the end of the academic year in a confidential waste bin or by means of shredding.

3.6.4. Online records of Child Protection Incidents will be kept on Sexpression:UK’s secure, password protected, encrypted cloud with access limited to the NCPD, Sexpression:UK’s National Director, Safeguarding Trustee, and Chair of the Board of Trustees. If deemed necessary by the NCPD and the Safeguarding Trustee then the records may be securely shared with a named Deputy National Director. In the interest of safeguarding, they will be kept for a minimum period of 7 years.

3.6.5. The Data Protection Act (2018) permits the sharing of confidential information without consent where it is considered necessary to safeguard a child or young person.

3.7. For a diagrammatic interpretation of the above information please see Figure 1 (below).

Figure 1: Incident Reporting Procedure



4. Response Procedures

- 4.1. It is not the responsibility of anyone involved in Sexpression:UK to investigate whether or not child abuse has taken place. It is their responsibility to ensure concerns are passed on to the appropriate parties.
- 4.2. Action taken must be individualised and will differ accordingly to:
 - 4.2.1. Nature of the complaint;
 - 4.2.2. Nature of the setting the Sexpression:UK Branch is working in.
- 4.3. The NCPD may confirm with the branch involved that their report has been received and passed on to the appropriate party.
- 4.4. The NCPD will ensure the report has been followed up with the external organisation involved.

5. Prevention

- 5.1. Volunteer recruitment:
 - 5.1.1. Sexpression:UK recognises the fact that anyone may have the potential to abuse children and as such, Sexpression:UK must take steps to ensure that unsuitable people are prevented from working with Sexpression:UK in line with Safer Recruitment.
 - 5.1.2. Guidance pertaining to branches in England and Wales only
 - 5.1.2.1. In accordance with the Rehabilitation of Offenders Act 1974 and the Police Act 1997, volunteers delivering sessions in any English or Welsh institution on behalf of Sexpression:UK are not required to undergo a Disclosure and Barring Service (DBS) check, due to requirements described in 6.4.2.
 - 5.1.2.1.1. Sexpression:UK recognises that under the Police Act Part V, Section 123, the act of knowingly asking for a DBS check for a post which is not included in the Exceptions Order 1975 to the Rehabilitations of Offenders Act 1974 is an offence.
 - 5.1.2.1.2. Branch affiliated organisations (eg. Student Union or Medical Society) may complete their own assessment of the need for DBS. Should they require DBS checks for volunteers, they must assume financial and legal responsibility to monitor and provide these.



Sexpression:UK Safeguarding Policy

- 5.1.2.1.2.1. Should Branch affiliated organisations (eg. Student Union or Medical Society) require volunteers to undergo a DBS Check, it is the responsibility of the BCPO to inform the NCPD.
 - 5.1.2.1.2.2. It is the responsibility of the BCPO to inform the Branch affiliated organisations (eg. Student Union or Medical Society) of Sexpression:UK's guidance in accordance with section 6.1.2.1.
- 5.1.3. Guidance pertaining to branches in Scotland only
- 5.1.3.1. In accordance with the Disclosure (Scotland) Act 2020, volunteers delivering sessions in any Scottish institutions on behalf of Sexpression:UK are required to undergo a Protected Vulnerable Groups (PVG) background check, due to requirements described in 6.4.2.
 - 5.1.3.1.1. It is the responsibility of the BCPO to ensure all Sexpression:UK volunteers, in their Branch, have an acceptable PVG Check, including barred lists. The BCPO must review the physical, original version of the PVG in person. Alternatively, the PVG is also acceptable and valid where Volunteer Scotland or Disclosure Scotland have issued a PVG via the Online Results Service, telephone or email. BCPOs must follow the Volunteer Scotland Disclosure Services (VSDS) Safe Handling of Disclosure information document when handling all PVG information.
 - 5.1.3.1.1.1. The Sexpression:UK NCPD can offer assistance on obtaining this, if required. The NCPD will become the Lead Signatory for Sexpression:UK.
 - 5.1.3.1.1.2. The BCPO's of each Scottish branch will be responsible for applying for PVGs as an additional signatory.
 - 5.1.3.1.1.2.1. Volunteers will require a new Certificate every 3 years from the date of issue.
 - 5.1.3.1.2. Until such screening has been completed no volunteer will be allowed to work with children in Sexpression:UK.

5.1.3.1.3. Each Sexpression:UK BCPO must return details of Sexpression:UK volunteers PVG checks listed on their annual CP register at least 48 hours before the volunteer goes in to teach using the appropriate submission system.

5.1.3.1.4. If a volunteer has a PVG and becomes unsuitable for the purposes of Safer Recruitment, the NCPD will make a referral of that volunteer to Disclosure Scotland. Sexpression:UK volunteers can be referred if they have caused harm to a child or protected adult, placed someone at risk of harm, engaged in inappropriate conduct involving pornography, engaged in inappropriate sexual conduct or given inappropriate medical treatment. The NCPD must follow the Referrals Policy of Sexpression:UK.

5.2. Volunteer training:

5.2.1. It is the responsibility of the BCPO to inform the NCPD of the branch training date prior to such training taking place.

5.2.2. Any concerns highlighted in the training of a Sexpression:UK volunteer must be communicated from the BCPO to the NCPD and will be addressed accordingly.

5.2.3. Any concerns highlighted in the training provided by the BCPO it is the responsibility of a volunteer of that branch to inform the NCPD and the concern will be addressed accordingly.

5.3. Expectations of the volunteer:

5.3.1. Photos must not be taken during work with children.

5.3.2. Do not give out personal contact details to children.

5.3.3. Do not disclose personal information to children.

5.3.4. Volunteers should be mindful of what is posted on their social media account and privacy settings of your accounts. Volunteers should remember they are representatives of Sexpression:UK and their actions reflect on the reputation of Sexpression:UK with reference to the Whistleblowing Policy.

Sexpression:UK Safeguarding Policy

- 5.3.5. Sexpression:UK volunteers should aim for diversity between volunteers as best as possible during teaching days.
 - 5.3.6. Volunteers must be accompanied by a member of school staff throughout the entire visit. It is compulsory that a teacher or teaching assistant is present throughout the teaching session at all times.
 - 5.3.7. It is compulsory for a minimum of two Sexpression:UK volunteers to be present at a session, with one of those volunteers having sufficient experience to lead.
 - 5.3.8. The BCPO or lead volunteer appointed prior to the visit (if the BCPO is unable to attend the teaching day), is responsible for ensuring that all Safeguarding materials are brought to the session including the Child Protection Incident Reporting Form (see Appendix).
 - 5.3.9. Sexpression:UK volunteers are expected to act professionally when in a school, as they ought to in any other educational setting.
- 5.4. Safeguarding within the Board of Trustees
- 5.4.1. All Scotland-based trustees must acquire a PVG at the beginning of their term.
 - 5.4.2. Within four weeks of ratification onto the board of trustees, all trustees must attend online NSPCC training.
 - 5.4.2.1. The online course taken by each trustee will be decided by the Safeguarding Trustee based on the individuals' prior knowledge and the relevance of the course to their role.
 - 5.4.3. The Chair of the Board of Trustees will review the Safeguarding Policy at the beginning of their term, and sign the declaration to implement it throughout the course of their role.
- 5.5. Safeguarding within the National Committee
- 5.5.1. A Scotland-based National Director and a Scotland-based NCPD must acquire a PVG at the beginning of their term.
 - 5.5.2. Prior to delivering National Child Protection training, the NCPD must attend online NSPCC training.
 - 5.5.3. When the NCPD is Out of Office, all of their regular duties shall be taken on by the National Director. The National Directors duties may

be assigned to one of the deputies if agreed by the NCPD and the Safeguarding Trustee.

- 5.5.4. The National Director and NCPD will review the Sexpression:UK Safeguarding Policy at the beginning of their term, and sign the declaration to implement it throughout the course of their role.

6. Working with Sexpression:UK Partner Organisations

- 6.1. The Sexpression:UK Safeguarding Policy and procedures should form an essential part of all Sexpression:UK partnership agreements.
 - 6.1.1. It is the responsibility of the NCPD to ensure the Sexpression:UK Safeguarding Policy is actively promoted to all Sexpression:UK partner organisations where appropriate.
- 6.2. There should be a process of engagement with Sexpression:UK partner organisations on safeguarding issues to ensure mutual learning and development of good practice.
- 6.3. Sexpression:UK partner organisations should be encouraged to develop their own Safeguarding policies.
 - 6.3.1. Where externals provide talks, panels, workshops and/or any other events to volunteers, it is the responsibility of the NCPD to ensure that all appropriate organisations have a Safeguarding Policy.
- 6.4. Partner organisations should be encouraged to give feedback on Sexpression:UK's Safeguarding Policy.

7. Disclosures of Female Genital Mutilation (FGM)

- 7.1. Any disclosure or suspicion of FGM should be reported by completing a Child Protection Incident Form and following standard procedure.
- 7.2. FGM Awareness training is mandatory for Sexpression:UK volunteers and resources for further information must be made available to branches.
- 7.3. In cases of suspected FGM the National Child Protection Director will contact the NSPCC within 24 hours.

Acknowledgements

Many thanks to the following people for their contribution to the creation of this policy:

Hollie Kluczewski

Imogen Nicholson

Rosanna Pickles

Matthew Tuck

At Sexpression:UK we understand the importance of Safeguarding and the need to have a variety of professionals' input into the formulation and improvements of a robust Safeguarding Policy. It is with great appreciation that we thank the following persons for their assistance with this process.

Ms Julie Bentley -Chief Executive Officer: Family Planning Association

Miss Eva Hesmondhalgh - Ex-National Coordinator: Sexpression:UK Alumni

Dr Michael Roe - Named Doctor for Child Protection: Southampton University Hospitals NHS Trust

Mr David Smith - Head of PSHE: Royal Grammar School, Newcastle-upon-Tyne

We also acknowledge the contributions of the following members of National Committee to the ongoing review of this policy: David Lawrence (2011), Hollie Kluczewski (2012), Matthew Tuck (2013), Charlotte Hayden (2014), Liam Sutcliffe (2016), Daisy Manning (2018), Dominique Al-Hindawi (2018-19), Mollie Hawkins (2020), Eva Zilber (2021), Jess Creaby-Attwood (2022), Ellie Cochrane (2022), Amy Malone (2023), Jack Liepa (2024), Louisa Hall (2024).



Sexpression:UK Safeguarding Policy

Declaration

On behalf of Sexpression:UK, we, the undersigned, will oversee the implementation of this Safeguarding Policy and will take all the necessary steps to ensure it is adhered to:

Name: Joanna Melville

Position within Sexpression:UK: Chair of the Board of Trustees

Signed: _____

Name: Jack Liepa

Position within Sexpression:UK: National Director

Signed: __Jack Liepa_____

Name: Louisa Hall

Position within Sexpression:UK: National Child Protection Director

Signed: _____



Appendix 1. Sexpression:UK Child Protection Incident Reporting Form

This form is used to report any cause for concern or incident about a child. A concern may be a general worry or on-going concern about a child. An incident may include a disclosure (when a child tells you information which will concern their safety or well being) or an unusual incident relating to a child which you feel you should report. Please feel free to use a continuation sheet.

Please pass on this form to your Branch Child Protection Officer and the Designated Safeguarding Lead at your teaching location.

Please write clearly in pen

School Name
Date and time of event
Place of incident

Young People involved

First name Surname Age
First name Surname Age
First name Surname Age

Volunteers Involved (including witnesses)

Your name
2nd volunteer name
3rd volunteer name

Details of incident or concern (verbatim)

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Sexpression:UK Safeguarding Policy

Any other relevant details or facts:

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Please use a continuation sheet if necessary

Sexpression:UK Volunteer Completing Form

Signature

Date (form completed)

Sexpression:UK Committee Member

Name(s)

Signature(s)

Date (form read)

Please now pass this form to the onsite Sexpression:UK volunteer facilitating the school visit.

If you have any questions please contact the Sexpression:UK National Child Protection Director at childprotection@sexpression.org.uk