

PLAST Ukrainian Scouting
Organisation in Great Britain
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Пласт – Українська Скаутська
Організація у Великобританії

Child protection and safeguarding policy and procedures



DOCUMENT CONTROL SHEET

This policy is monitored by the National Plast Executive (KPS) of Plast Ukrainian Scouting Organisation of Great Britain on a regular basis for compliance and will be reviewed at least annually and distributed to all members via email and during annual online Safety Update meeting

Title	PLAST Child Protection Safeguarding Policy and Procedures
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Contact	Kateryna Arlachova, KPS Safeguarding Lead

REVISION HISTORY

Date of review	Version	Amendments	Reviewed by	Approved by
1/02/2025	V1.0	various amendments and updates	K.Arlachova	
5/05/2025	V1.1	Updated reporting procedures	K.Arlachova	
11/05/25	V1.2	Various amendments	K.Arlachova	
31/05/25	V1.3	DBS checks section updated	K. Arlachova	KPS



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1 Introduction

- 1.1 At PLAST Ukrainian Youth Organisation in Great Britain(referred as Plast GB in this document) , we are committed to safeguarding and promoting the welfare of all children and vulnerable adults, who participate in our activities. We expect all Plast leaders and volunteers to share this commitment. We aim to intervene at an early stage when concerns about a child or a vulnerable adult are identified to help prevent abuse or neglect.
- 1.2 This policy recognises that the welfare and interests of our members and volunteers are paramount in all circumstances. It aims to ensure that regardless of age, ability or disability, gender or gender reassignment, ethnic origin, religion or belief, sex or sexual orientation, socio-economic background, they:
 - have a positive and enjoyable experience when taking part in activities organised by Plast GB in a safe and child centred environment.
 - are protected from abuse whilst a member of Plast GB.
- 1.3 Plast GB acknowledges that some children (including SEND children as well as those from ethnic minority communities) and some adults can be particularly vulnerable to abuse and we will take reasonable and appropriate steps to ensure their welfare.
- 1.4 As part of our safeguarding policy Plast GB will:
 - promote and prioritise the safety and wellbeing of children in our care
 - ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
 - ensure appropriate action is taken in the event of incidents or concerns of abuse and support provided to those who raise or disclose the concern
 - ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored
 - ensure robust safeguarding arrangements and procedures are in operation.
- 1.5 The policy and procedures will be widely promoted and are mandatory for everyone involved in Plast GB including all local branches (stanytsia and oseredok). Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal or exclusion from the organisation.

2 Monitoring

- 2.1 The policy will be reviewed and approved by Plast GB safeguarding team led by designated safeguarding lead (referred as DSL) at least annually to check that it complies with statutory guidance and safeguarding procedures.



3 Roles and Responsibilities

Plast GB will ensure that:

- A member of the Plast GB executive committee (KPS) is identified as the Designated Safeguarding Lead (DSL), who must hold level 3 certificate in safeguarding training. Current KPS DSL is **Kateryna Arlachova** elected for the period Sept 24 - March 27
- Each local branch (stanytsia/oseredok) must identify a local Designated Safeguarding Officer (refer as DSO) who should seek a level 2 certificate in safeguarding training. These will be identified using Appendix 3.
- The KPS DSL coordinates the dissemination of the Safeguarding and Child Protection policy with each local branch and is widely available and published on Plast in Great Britain website.
- The policies and procedures adopted by Plast GP to safeguard and promote the welfare of children are fully implemented and followed by all Plast leaders and volunteers.
- Procedures are in place for dealing with allegations of abuse against members of Plast leaders and volunteers.
- all Plast leaders and volunteers feel safe about raising concerns about poor or unsafe practice in regard to the safeguarding and welfare of the children and young people and such concerns will be addressed sensitively and effectively.
- All members, volunteers, parents and carers are aware of and understand Plast GB responsibilities to promote the safety and welfare of children.

All Plast leaders and volunteers will:

- share Plast Ukrainian Scouts in Great Britain's commitment to safeguarding and promoting the welfare of all children
- report all safeguarding concerns to their local Designated Safeguarding Lead or Deputy in a timely and accurate manner and record concerns using Plast Ukrainian Scouts in Great Britain Safeguarding Incident Record Form (Appendix 2)
- comply with the code of conduct at all times and report any concerns about an adult's behaviour or breach of the code of conduct to the KPS Designated Safeguarding Lead.

4 Safeguarding training and induction

- 4.1 The KPS safeguarding team (DSI and DSO's) will meet regularly in order to review policies linked to safeguarding and organise a yearly meeting for all young leaders and leaders on safeguarding policies and to provide them with relevant skills and knowledge to safeguard children and vulnerable adults effectively. Plast GB DSL will maintain the register of those who attended and confirmed understanding of all policies and procedures. All volunteers must complete safeguarding training relevant to their role before beginning work with children and young people.
- 4.2 DBS Checks and Update Service: All adult volunteers, leaders, and anyone in regulated activity with children or young people must complete an Enhanced DBS check with child workforce clearance before beginning their role. In addition, they must register for the DBS Update Service within 30 days of receiving their DBS certificate and provide consent for PLAST to carry out online status checks. This ensures that safeguarding standards are maintained continuously, and any new information is flagged without delay. PLAST reserves the right to withdraw any volunteer from duties if a DBS status check reveals information that may pose a safeguarding risk.
- 4.3 The local DSL's must keep a register of DBS checks for all local Plast GB members and volunteers and provide them with a code of conduct.



5 Responding to and reporting concerns

5.1 Safeguarding concerns

- 5.1.1 It is not the responsibility of anyone working with or for Plast Ukrainian Scouts in Great Britain to decide, whether child abuse has taken place. However, there is a responsibility to act on any concerns by reporting these to the local DSO. Where the local DSO is not available, concerns should be reported to the head of the local Plast GB branch. The DSO and the head of the local branch will review every case reported. Any doubts or unresolved concerns must also be escalated within 24 hours to the KPS DSL. All cases must be recorded using Safeguarding Incident Report Forms (see Appendix) and must be reported annually to the KPS DSL.
- 5.1.2 Where concerns are about child abuse, this may lead to a referral to local Children's Social Care who may involve the police. If concerns are about poor practice, Plast GB procedures will define the course of action to address this, this may include referral to the Local Authority Designated Officer (LADO).
- 5.1.3 Concerns may arise because a child is displaying signs and indicators of abuse and or neglect (Appendix 1). They may also arise because of an incident that has been witnessed, or in some cases, where a direct disclosure has been made.

5.2 Managing disclosures of abuse and neglect:

5.2.1 Receive:

- Listen to what is being said without displaying shock or disbelief
- Accept what is being said without judgement
- Take it seriously

5.2.2 Reassure:

- Reassure the child, but only so far as is honest and reliable
- Do not make promises that you can't be sure to keep, for example, "everything will be all right now"
- Reassure the child that they did nothing wrong and that you take what is said seriously
- Do not promise confidentiality and never agree to keep secrets. You have a duty to report your concerns
- Tell the child that you will need to tell some people, but only those whose job it is to protect children
- Acknowledge how difficult it must have been to talk. It takes a lot for a child to come forward about abuse.

5.2.3 React:

- Listen quietly, carefully and patiently
- Do not assume anything and do not speculate or jump to conclusions.
- Do not investigate, interrogate or decide if the child is telling the truth. Remember that an allegation of child abuse may lead to a criminal investigation, so do not do anything that may jeopardise a police investigation
- Let the child explain to you in his or her own words what happened, but do not ask leading questions
- Do ask open questions like "Is there anything else that you want to tell me?"
- Communicate with the child in a way that is appropriate to their age, understanding and preference. This is especially important for children with disabilities and for children whose preferred language is not English
- Do not ask the child to repeat what they have told you to another Plast leader or volunteer.
- Explain what you have to do next and whom you have to talk to
- Refer directly to the local Designated Safeguarding Lead or their Deputy and follow the procedure set out below in 'What to do...'



- Follow the Information sharing 'golden rules' when discussing or sharing information about the child and what they have disclosed.

5.2.4 Record:

- Make some very brief notes at the time (only where appropriate, and you are confident this would not stop the child from disclosing to you) or immediately after your interaction with the child
- Write them up in detail as soon as possible using the Plast Ukrainian Scouts in Great Britain Safeguarding Record Form (Appendix 2)
- Do not destroy your original notes in case they are required by Court
- Record the date, time, place, words used by the child and how the child appeared to you. Use descriptive language and be specific
- Record the actual words used; including any swear words or slang
- Record statements and observable things, not your interpretations or assumptions, keep it factual. Evidence base any professional opinion offered
- Send the completed record and any original notes to the local DSO within 24 hours.

5.2.5 If a child requires immediate medical attention, the Plast leader or volunteer should arrange this and ensure that the medic is informed that there may be a child protection concern or allegation.

5.2.6 The local DSO will decide whether an immediate referral to or consultation with Children's Social Care or Police is required in line with safeguarding and child protection procedures and thresholds. The local DSO will record all actions taken and agreed, and the decision-making rationale, including who will inform parents.

5.2.7 The local DSO and/or the head of the local Plast GB branch with the help of the KPS DSL will offer support and advice to the Plast leader or volunteer who raised the initial concern as appropriate. Such support will also be provided to any other person involved in the incident.

5.3 What to do if there are concerns about someone who is working or volunteering with a child

5.3.1 If concerns arise about the behaviour of a Plast GB leader or volunteer towards a child or vulnerable adult, for example: suspicions or allegations of poor practice, breach of the code of conduct or possible abuse, this must immediately be reported to the local DSO and/or the head of the local Plast GB Branch, who will inform KPS DSL. In case of the conflict of interests the situation must be reported directly to the DSL and head of KPS.

5.3.2 The reporting Plast GB leader or volunteer must then complete Plast GB Safeguarding Incident Record Form (Appendix 2).

5.3.3 The KPS DSL will consult with Children's Social Care, Police or LADO to determine the route for further action to be taken in cases where an allegation may relate to a person who works or volunteers with children who has:

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

5.3.4 Plast GB will always work with the appropriate Safeguarding Partner (Local Safeguarding Children Board) procedures for managing allegations.

6 Data Protection



- 6.1 Any records held by Plast Ukrainian Scouts in Great Britain centrally or locally about a child's welfare and safety, and/or concerns about possible risks posed by people working or volunteering will be managed in accordance with Data Protection principles:
- Records will be adequate, relevant and not excessive for the purpose(s) for which they are held
 - Records will be accurate and up-to-date
 - Records will only be kept for as long as is necessary (Information Commissioner's Office, 2017(a) and 2017(b)).
- 6.2 The KPS DSL will assess how long the record should be kept for and will plan for how and when the records will be destroyed. To keep personal information secure, the KPS DSL and the local Designated Safeguarding Lead will:
- compile and label files carefully
 - keep files containing sensitive or confidential data secure and allow access on a 'need to know' basis
 - keep a log of who has accessed the confidential files, when, and the titles of the files they have used.
- 6.3 Records made and kept for child protection reasons, may not necessarily require consent from the adults and or children concerned but where possible, and where it is safe to do so, consent will be sought.

7 Anti-bullying statement

Bullying of any kind, whether verbal, physical, social, or cyber, will not be tolerated.

Refer to the Plast GB Anti-Bullying policy [\[LINK\]](#) in order to:

- prevent bullying from happening between children and young people who are a part of their organisation or take part in their activities
- make sure bullying is stopped as soon as possible if it does happen and that those involved receive the support they need
- provide information to all volunteers, children and their families about what we should all do to prevent and deal with bullying.

8 Photography and images

Plast GB and their local branches recognise that children and their families want to celebrate their achievements and have photographs and films of their special moments. To ensure that children are safeguarded and potential for the misuse of images is reduced, Plast Ukrainian Scouts in Great Britain and their local branches will :

- obtain written parental permission to use any images and for what purpose
- obtain the child's permission to use their image and for what purpose
- only ever name the child where it is appropriate and there is explicit and written permission to do so
- only use images of children in suitable clothing to reduce the risk of inappropriate use
- ensure photographers only ever have supervised contact with children
- parents and carers will be asked to only take photographs that focus on their own child

9 Risk Management

- 9.1 Risk Assessment: Plast GB and all of their local branches must undertake risk assessments for all their activities and events ahead of these. The final written risk assessments for all activities and events must

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be checked and countersigned by the local branch's Senior Leader (e.g. the person in charge of the activity/event and/or the Safeguarding Lead /head of the local branch). All relevant Risk Assessments will be available on site on the day of the activity or event. Any specific control measures will form an integral part of the briefing to Plast leaders and volunteers taking part in the activity or event.

- 9.2 Fire and emergency evacuations procedures: Head of Local Plast GB branch i will ensure that all Plast leaders and volunteers are familiar and confident with the procedures for fire and emergency evacuation. This will be communicated as part of any pre-event briefing.

10 First aid, medical information and, reporting accidents

- 10.1 All local Plast GB branches must ensure that there is an adequate number of qualified First Aiders on site during activities and events.
- 10.2 All accidents must be reported and recorded using either in a local branch's Centralised Incident Report Log or in an Accident Report Book which must be purchased by the local branch. The local DSO must review these records and ensure a timely investigation and a completion of corrective actions. All major accidents and/or incidents must also be reported to the KPS Safeguarding lead.
- 10.3 Plast leaders and volunteers are responsible for ensuring that they are aware and understand any medical needs of the children in their care. Parental consent for administration of medicines should be obtained by the event organiser. They should also ensure that appropriate arrangements for storing medicines where necessary are in place.

11 DBS checks

Since all Plast leaders and volunteers spend regular unsupervised time with children, they all fall under the eligibility guidelines of the Disclosures and Barring Services checks. Local DSO will ensure that all Plast leaders and volunteers who are working with children within their local branch have been successfully DBS checked. Such checks must be done in accordance with the DBS Code of practice. (<https://www.gov.uk/government/publications/dbs-code-of-practice>). For Plast leaders coming outside of the UK, the Plast GB event organiser must check that the individual has been successfully vetted in their own local Plast branch and/or country.

12 Data handling

All data collection linked to this *Child Protection and safeguarding policy and procedures* must be handled according to the UK GDPR rules and regulation ([The Data Protection Act - GOV.UK](#)) and its principles of fairness, transparency, purpose limitation, accuracy, accountability, storage and security.

Plast GB pledges the development of a Data Handling Policy for the use within the organisation.



Appendix 1

Signs and indicators of abuse and neglect

Source: NSPCC

This factsheet describes signs of abuse in the context of stages of child development. It aims to help anyone working with children to distinguish between normal child behaviour and those injuries and behaviours which might indicate abuse.

General signs of abuse

Abused children may be afraid to tell anybody about the abuse. They may struggle with feelings of guilt, shame or confusion – particularly if the abuser is a parent, caregiver or other close family member or friend. Anyone working with children or young people needs to be vigilant to the signs listed below.

Whilst these signs do not necessarily mean that a child is being abused, they probably indicate that the child or family is having some problems which should be investigated.

- Regularly experiencing nightmares or sleeping problems.
- Changes in personality.
- Outbursts of anger.
- Changes in eating habits.
- Showing an inexplicable fear of particular places or making excuses to avoid particular people.
- Self-harming (includes head banging, scratching, cutting).
- Not receiving adequate medical attention after injuries.
- Showing violence to animals, toys, peers or adults.
- Knowledge of "adult issues" e.g. alcohol, drugs, sexual behaviour.
- Lacking in confidence or often wary/anxious.
- Regressing to the behaviour of younger children.
- Regular flinching in response to sudden but harmless actions, e.g. someone raising a hand quickly.

Whether or not a child's behaviour or appearance is concerning depends on their age or stage of development. Below are signs of potential abuse to look out for in children of specific age groups. Remember that children with learning difficulties, physical disabilities or health-related issues may be at a different developmental stage to most of their peers. However, children who have experienced abuse or neglect from a young age may also display developmental delays compared to children their own age. In such cases, the lack of a clear medical explanation for these delays may be an indicator of abuse.

Infancy to preschool

- Doesn't cry or respond to parent's presence or absence from an early age (usually because they have learnt that their parent will not respond to their distress, this is known as a lack of attachment).
- Late in reaching developmental milestones such as learning to speak, with no medical reason.
- Acting out excessive violence with other children.
- Significantly underweight but eats well when given food.
- Talks of being left home alone or with strangers.



Middle childhood

- Talks of being left home alone or with strangers.
- Lacks social skills and has few if any friends.
- Shows lack of attachment to a parent.
- Becomes secretive and reluctant to share information.
- Acting out excessive violence with other children.

School age (5 to 16 years)

- Reluctant to go home after school.
- Unable to bring friends home or reluctant for professionals to visit the family home.
- Poor school attendance and punctuality, or late being picked up.
- Parents show little interest in their child's performance and behaviour at school.
- Parents are dismissive and non-responsive to professional concerns.
- Is reluctant to get changed for PE etc.
- Wets or soils the bed.
- Acting out excessive violence with other children.

Adolescence

- Drinks alcohol regularly from an early age.
- Is concerned for younger siblings without explaining why.
- Becomes secretive and reluctant to share information.
- Talks of running away.
- Shows challenging/disruptive behaviour at school.
- Is reluctant to get changed for PE etc.

Physical abuse

It is normal for children to have cuts and bruises on their bodies caused by accidents which happen whilst they are moving about and/or playing. These are marks that have an acceptable and reasonable explanation.

Marks or injuries which do not have an acceptable explanation may indicate that a child has been abused. This may include:

Bruising

- Bruises on the cheeks, ears, palms, arms and feet.
- Bruises on the back, buttocks, tummy, hips and backs of legs.
- Multiple bruises in clusters, usually on the upper arms or outer thighs.
- Bruising which looks like it has been caused by fingers, a hand, or an object i.e. belt, shoe etc.
- Large oval shaped bite marks.

Burns or scalds

- Any burns which have a clear shape of an object, e.g. cigarette burns.
- Burns to the backs of hands, feet, legs, genitals, or buttocks.



Other signs of physical abuse include multiple injuries (i.e. bruising, fractures) inflicted at different times. It is particularly concerning if parents/carers are unable to explain these injuries and it is not clear whether they took the child to receive medical treatment at the time of the injury.

Be vigilant to possible abuse if a child is frequently described as ill by their parent but does not have any symptoms which are obvious to others. In addition, the parent will be unable to provide details of a medical diagnosis for the child's apparent condition.

There are other signs and indicators of abuse that are age specific.

Infancy to pre-school

- Unexplained head injuries to a baby.
- Bruises on babies who are not yet crawling or walking.
- Acting out excessive violence either with toys or peers.

Sexual abuse

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

'Normal' sexual behaviour in children

Infancy to pre-school

- Kisses and hugs others.
- Is curious about and looks at other's private body parts; has limited understanding of privacy needs.
- Talks about private body parts.
- Uses words such as 'poo', 'bum' and 'willy' freely.
- Plays 'house' or 'doctor' games.
- Shows, touches, or rubs own genitals, or masturbates as a 'comfort' habit.

Middle childhood

- Kisses and hugs others.
- Displays an interest in others' private body parts but is aware of the need for privacy.
- Talks about and occasionally shows private body parts to others.
- Uses words such as 'poo', 'bum' and 'willy' freely and delights in being 'shocking'.
- Sometimes uses swear words and/or 'sex' words copied from others.
- Plays 'house' or 'doctor' games.
- Sometimes touches or rubs own genitals, or masturbates as a comfort habit.

Pre-adolescent children (aged 10 to 12 years)

- Kisses, hugs, and may 'date' others.
- Is interested in others' private body parts and in the changes occurring in puberty, is aware of the need for privacy.
- May ask questions about relationships and sexual behaviour.
- May look at sexual pictures including internet images.
- Masturbates in private.



Adolescents (aged 13 to 16 years)

- Kisses, hugs, dates others, may have longer term relationships.
- Is interested in and asks questions about body parts, relationships and sexual behaviour. Is aware of the need for privacy.
- Uses sexual language and talks about sexual acts with peers.
- May look at sexual pictures including internet images.
- Masturbates in private.
- Experiments sexually with adolescents of similar age.

The following are age-specific signs and indicators of sexual abuse:

Infancy to pre-school

- Talking about sexual acts or using sexually explicit language.
- Having sexual contact with other children.
- Using toys or other objects in a sexual way.
- Becoming withdrawn or very clingy.
- Physical signs such as anal or vaginal soreness or an unusual discharge.

Middle childhood

- Masturbating in public.
- Showing adult-like sexual behaviour or knowledge.
- Using toys or other objects in a sexual way.
- Becoming withdrawn or very clingy.
- Physical signs such as anal or vaginal soreness or an unusual discharge.

Adolescence

- Masturbating in public.
- Having sexual contact with younger children or older adults.
- Pregnancy when the child does not have a boyfriend.
- Sexually transmitted diseases.

Neglect

It is important to remember that some children are very picky eaters whilst others may refuse to wear a coat regardless of how cold it is outside. A child may also appear to be underweight, but is, in fact, naturally thin.

Some of the most obvious signs of neglect (e.g. children being thin, dirty or not wearing a coat) are not in themselves indicators of abuse. However, if, over time, it is clear that a child is not receiving an adequate level of care and supervision appropriate to their age, it may indicate that the child is being neglected. The following are general and age-specific signs of neglect.

General signs of neglect for children of all age groups:

- medical needs are not being met: not being registered with a G.P.; not being taken to the dentist despite having obvious dental problems; failing to ensure that the school has a child's medication, e.g. asthma inhalers
- not taking the child to see a doctor when they are ill or have been injured.



There are other signs and indicators of neglect that are age-specific.

Infancy to pre-school

- Frequent and untreated nappy rash.
- Child has numerous accidental injuries and the explanations given suggest a lack of supervision.
- Immunisations are not up to date.
- Child is significantly underweight but eats well when observed.

Middle childhood

- Child has poor school attendance and punctuality and is often picked up late at the end of the day.
- A child is frequently tired at school due to a lack of routine at home (e.g. regular bedtimes).
- Parents are unsupportive and uninterested in the child's education or behaviour.
- A child frequently appears to be hungry and does not have a packed lunch or money to buy food.

Adolescence

- A child is often tired at school due to a lack of routine at home (e.g. regular bedtimes).
- A child frequently appears to be hungry and does not have a packed lunch or money to buy food.
- Parents are dismissive and non-responsive to professional concerns (e.g. the need for medical care or taking action over bullying).

Emotional abuse

It is important to remember that some children are naturally open and affectionate whilst others are quieter and more self-contained. Children also develop at different rates from one another and some may be slightly more or less advanced than other children in their age group. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child.

The following signs may indicate emotional abuse for children of all age groups:

- inappropriate knowledge of 'adult' matters such as sex, alcohol and drugs
- extreme emotional outbursts
- regularly experiencing nightmares or sleep difficulties.

There are other signs and indicators of emotional abuse that are age specific.

Infancy to pre-school

- Over-affectionate towards strangers or people they haven't known for very long.
- Lacks confidence and is often wary or anxious.
- Displays lack of attachment to parent, e.g. when being taken to or collected from nursery etc.
- Is frequently aggressive or nasty towards other children and animals.

Middle childhood

- Frequently soils the bed.
- Language and behaviour are not socially appropriate.
- Struggles to control strong emotions.



- Shows lack of attachment to a parent.
- Lacks social skills and has few if any friends.
- Self-harms, e.g. scratching, head banging.



APPENDIX 2



Plast Ukrainian Youth Organisation in Great Britain
Пласт Українська Скаутська Організація у
Великобританії

Rangemore, Trawscoed Rd, Llysfaen, Colwyn Bay, LL29 8LJ

Safeguarding Incident Report Forms

Your name:	
Your role:	
Contact information (you):	
Address:	Postcode:
Telephone numbers:	Email address:
Child's name:	Child's date of birth:
Child's ethnic origin:	Does child have a disability:
Child's gender: Male Female Other details	
Parent's / carer's name(s):	
Contact information (parents/carers):	
Address:	Postcode:
Telephone numbers:	Email address:
Have parent's / carer's been notified of this incident?	
<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else:	
<input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else:	
Name:	
Position within the organisation or relationship to the child:	
Telephone numbers:	Email address:
Date and times of incident:	
Details of the incident or concerns:	
Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.	



Child's account of the incident: <i>use child's exact words</i>

Please provide details of any witnesses to the incident: <i>Name:</i> <i>Position within the organisation or relationship to the child:</i> <i>Date of birth (if child):</i> <i>Address:</i> <i>Telephone number:</i>		<i>Postcode:</i> <i>Email address:</i>	
Please provide details of any person involved in this incident or alleged to have caused the incident / injury: <i>Name:</i> <i>Position within the or relationship to the child:</i> <i>Date of birth (if child):</i> <i>Address:</i> <i>Telephone number:</i>			<i>Postcode:</i> <i>Email address:</i>
Please provide details of action taken to date:			



Has the incident been reported to any external agencies? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If YES please provide further details:			
<i>Name of organisation / agency:</i>			
<i>Contact person:</i>			
<i>Telephone numbers:</i>			
<i>Email address:</i>			
<i>Agreed action or advice given:</i>			
If NO please provide the reason:			
Your Signature:			Print name:
Date:			

Contact your organisation's Designated Safeguarding Officer in line with reporting procedures.



Appendix 3



Plast Ukrainian Youth Organisation in Great Britain

Пласт Українська Скаутська Організація у

Safeguarding and child protection details

Name of local Plast Ukrainian Youth Organisation	
Name of KPS Designated Safeguarding lead and phone nb	
Name of local Designated Safeguarding officer and phone nb	
Name of the Head of the local Plast GB Branch and phone nb	

Useful contacts:

- Local Children's Social Care Tel: _____
- Local Authority Designated Officer Tel: _____
- Police - Non urgent crimes Tel: 101
- Emergency services Tel: 999
- National Association of People Abused in Childhood (NAPAC) Tel: 0808 801 0331
- NSPCC Helpline Tel: 0800 800 500
- Whistleblowing helpline Tel: 0800 028 0285 or Email: help@nspcc.org.uk
- Childline (support for children) Tel: 0800 1111



Appendix 4 Risk Assessment Template

Name of activity, event, location, date		Date of risk assessment		Name of person doing this risk assessment	
		Name of Kommendant			

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise What has changed that needs to be thought about and controlled?
A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.

Contingency Risk Assessment

