SAINT IVES TOWN COUNCIL

APPLICATION FOR FINANCIAL ASSISTANCE

COMMUNITY GRANTS OVER £1000

Please answer all questions which are relevant to your organisation – failure to do so may result in a delay in the determination of your application

PROJECT : (In no more than 25 words) **Kickboxing fitness group for 12-19 year olds, KICK Roots youth club for 11-14 year olds, KICK Drop-in youth group for 15-19 years olds**
AMOUNT REQUESTED: [redacted]

Contact Details

Q1	Name of organisation making application: KICK	
	Name of contact for this application: Mrs Louise McCoy (title, first name and surname)	
	Position held in organisation: Operations Manager	
	Contact Address: KICK, Town Hall, Market Hill, St Ives, PE27 5AL	
	Telephone [redacted]	Email: [redacted]

About your organisation

Q2	**What type of organisation are you?** (tick (✓) relevant category)		
	Registered Charity:	/	Charity Registration Number: [redacted]
	Voluntary Organisation:		
	Company Limited by Guarantee:		Company Number:
	Other – Please specify:		

Q3 **Briefly describe your organisation.**
Describe your organisation, including how many members/users you have, whether there is a subscription fee and the usual activities/services you provide.
If you are a new organisation, describe the services/activities you plan to provide.

KICK exists to act as a resource for young people in Cambridgeshire by providing advice and assistance and by organising programmes of physical, educational and other activities as a means of advancing in life and helping disadvantaged young people. By participating in our programmes the young people will be developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals.

Q4 We work with local schools and partners, providing youth clubs, peer mentoring programmes, and bespoke projects including confidence building and social skills courses, transitional work and activities based programmes. We are also a registered Alternative Provision provider for Cambridgeshire. These strong local networks ensure that we are aware of the needs of our young people and, alongside our partners, are able to work together to deliver a range of tailored programmes to support young people through challenging stages in their lives and help to prepare them for their transition into adulthood.

Q5

Q6

If you are a branch of a larger organisation, please state which one: N/A

Does your organisation have any of the follow? Please state which one and provide a copy with your application

Constitution	/	**Memorandum of Association?**	
Terms of Reference		**Governing Document**	

What is your primary source of funding?

Grant funding

Details of the project or activity you are planning

Describe the projects/activity you plan to use this grant for

i) Try to be specific about what you will do and how you will do it.

If successful we will use £[redacted] of this grant funding to provide a weekly, during term time, open access drop-in youth group at The Bridge Church for 15–19-year-olds for one year.
This group will offer a safe space for young people to develop new and existing skills, particularly communication, resilience, social and life skills including promoting good mental health and wellbeing.
Young people in year 11, and up to 18-years-old, will have the opportunity to participate in National Citizens Service (NCS). This element of the group is being funded by Cambridgeshire County Council through NCS Community Experiences funding.

We will use [redacted] of this funding to continue to provide our kickboxing fitness group for 12-19 year olds at The Broad Leas Centre for one year.
KICK Boxing is a sport widely practiced all over the world and is an excellent way to redirect and challenge aggression (the training is non-contact and uses pads and pair work); increase young people's fitness, strength, social skills and self-esteem, and support them to meet positive role models.

The remaining [redacted] be used to support our existing KICK Roots Youth Club for 11-14 year olds, also held at The Bridge Church, providing essential core funding towards sessional staff hours for one year.

In all of these community-based groups our objectives are to support young people to:

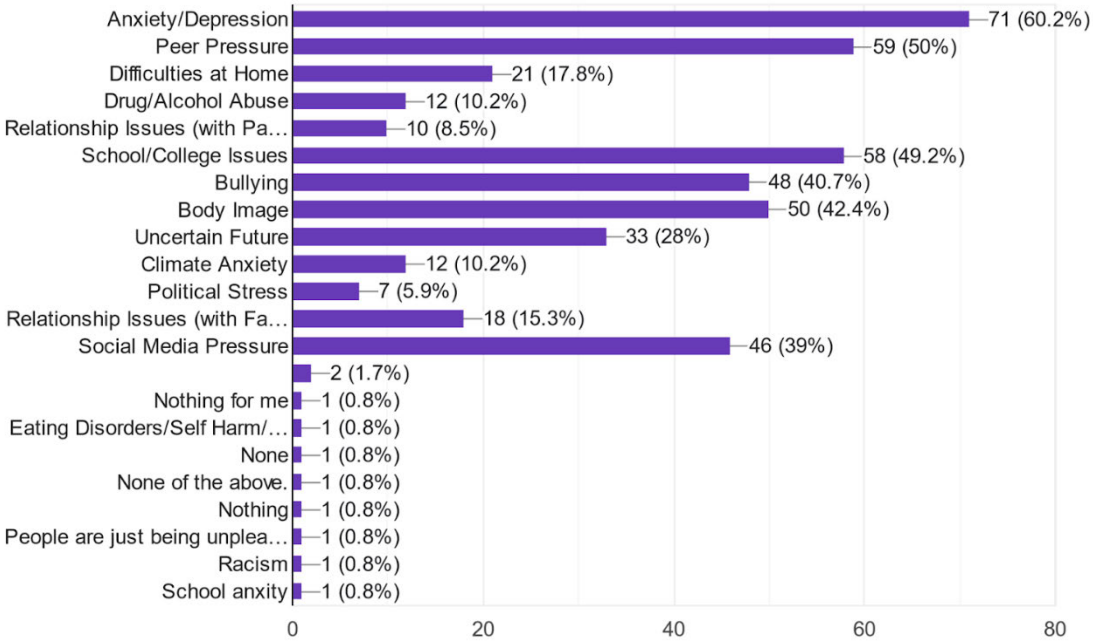
- **Stay Safe** – by encouraging their participation in positive activities, as well as creating a safer community, and teaching skills in self defence and providing safe spaces for young people to access support.
- **Be Healthy** – by promoting healthy eating, exercise, fitness, good mental health and wellbeing.
- **Enjoy and Achieve** – by focusing on young people's strengths, teaching them new skills, raising their self-esteem and confidence and providing opportunities for learning and accreditation outside the classroom.
- **Make a Positive Contribution** – by providing an opportunity for young people to take leadership and get involved in volunteering and peer mentoring, as well as helping to develop the service and activities.

ii) Please state how you have identified this need and how the project will benefit the people of St Ives, together with the estimated time span. If you are seeking continuation funding for this project, please provide evidence for this continued need.

Since the Covid-19 pandemic and periods of lockdown we have seen an increase in young people reporting that they are struggling with anxiety and other low level mental health issues, possibly due to the social isolation and lack of opportunities they faced during the pandemic.
KICK continued to support young people virtually during this time and reopened our groups when government restrictions were lifted.
Earlier this year we sent a survey to young people via St Ivo Academy to find out what their greatest challenges are, and we learnt the following;

What do you feel are some of the greatest challenges facing you/ people your age. Please choose as many as you feel apply, there is also space for you to add your own thoughts.

118 responses



When asked what support they would find helpful in light of the challenges faced the top responses were;

1. A safe space to relax and talk to friends – 53.7%
2. Sport Activities – 48.8%
3. Food and Cooking Classes – 44.7%
4. Training in "Real Life" Skills (budgeting, CV's, job applications, interviews etc) – 42.3%
5. Creative expression opportunities (art, creative writing, poetry) – 37.4%
6. Counselling/therapeutic supports – 25.2%
7. Wellness classes (yoga, meditation, mindfulness) – 22.8%

The club will be a safe space for the young people to grow, learn and develop. Alongside positive recreational activities, we will run workshop sessions on the issues that are affecting the lives of the young people we will be working with including sessions around physical and emotional health and wellbeing. Introducing young people to healthy habits will equip them with the tools and the confidence to make changes and healthier choices in the future. Our groups inspire young people and show them what it is possible to achieve. We will be motivating them to aspire to reach their full potential and give them guidance on how they can to achieve this, signposting them to relevant agencies and organisations when needed. The continuation of these groups will help KICK to identify and resource the need in St Ives via partnership working, information sharing and most importantly working with the young people of St Ives, informing the development of our offer to the young people of the town.

Q7
Q8

How many people from St Ives do you expect to benefit directly from your project or activity?

30 young people

What criteria will be used to measure the success of the project and how many people from St Ives do you expect to benefit from it?

KICK use pre and post questionnaires to measure the outcomes of all our projects. We keep track of the numbers of young people attending through session registers.
Indirectly the groups will have an impact on the young people's families and the wider community of St Ives, through the young people feeling more connected to and valued by their town.

Health & Safety

Q9

What, if any, special safety issues are related to your project/activity? Please provide the following information:

i) What kind of insurance does your organisation have?

[redacted]

ii) Do the leaders have the relevant qualifications and/or experience?

Yes

iii) What policies does your organisation have in place (i.e. Health and Safety, Child Protection/Safeguarding, Working with vulnerable adults, Equal Opportunities etc.)? *You may be required to submit copies of your policies*

Safeguarding Policy , Health and Safety Policy, Equality Policy, Data Protection Policy

Funding of your project

Q10

Previous Applications

If you have applied for and received funding from St Ives Town Council in the past please provide details of the amount, the year and briefly what the funding was used for.

Year	*Project Description*	*Amount given (£)*
2019-2023	KICK Roots youth club	[redacted]

Project Funding

Please provide details of the amount of funding you need for your project and give us a breakdown of what the money is for (please enclose any relevant estimates or details).

Tell us the amount of grant requested £14,856.80 and provide a detailed breakdown as to how you have reached this figure

Project Expenditure Please list all items of expenditure for your project	[redacted]
Staffing	
Kickboxing instructor	
Venue Hire	
Resources (equipment)	
Refreshments	
Marketing	
Overheads including management time	
Inclusion	
Total	
Project Income Please list how the project shall be funded	
NCS funding	
National Lottery Funding (until July 2024)	
What is the difference? This should be the same as the amount of Grant you are applying for	

Covering a Shortfall
If the Town Council makes an offer less than the amount requested, how will that impact on the Project and how will you cover the shortfall?

We will continue to run the projects using the existing funding meaning that the Drop-In would only be available to young people from Year 11 up to aged 18 (or 25 in they have an EHCP) who are taking part in NCS.

We will continue to look for funding on a rolling basis for the Drop-In to be open access for all 15-19 year olds, to pay for an instructor for our Kickboxing fitness group and to secure the continued running of our KICK Roots youth club beyond July 2024.

Q11	
Q12	**Sustainability** What plans do you have in place to ensure that your organisation becomes more sustainable and less reliant on grant funding, particularly from the Town Council? All of KICK's projects are grant funded to ensure that we can provide support to young people and families at no cost to themselves, something that is really important during the current cost-of-living crisis. We will continue to apply for funding on a rolling basis to ensure that the groups can continue after the current funding comes to an end.

Q13 Your Accounts

Q14 **Please provide the following details from your most recent annual accounts**

Total Income	[redacted]
Less Total Expenditure	
Surplus	
Savings (Reserves, Cash, Investments)	

Please provide a copy of your most recent annual accounts or, in the case of newly established organisations, the projected income and expenditure for the next twelve months.

Account Details

Q15	**Please give us your bank or building society account details** You can only apply for grant if you have a bank/building society account in the name of your organisation. We will only pay grants into an account which requires at least two people to sign each cheque or withdrawal. **These people should not be related.**
	Account name: [redacted]
	Bank/Building Society name: [redacted]
	Bank/Building Society address: [redacted]
	Who are the signatories and what position do they hold in your organisation?

Name	*Positon*
Louise McCoy	*Operations Manager*
Anthony Sloan	*Treasurer*

Any Other	**Any other information which you consider to be relevant to your application.** On 8th March 2023 Louise McCoy delivered a presentation about the work KICK does in the community to the Mayor and Town Councillors during their meeting. KICK were the recipients of the Millenium Shield at the Mayor Making ceremony in May 2023 in recognition of the work we do with young people in St Ives.

Information Q16

Declarations

Q17 Declaration

Please give details of a senior member of your organisation.
For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q1).**

I confirm, on behalf of KICK (insert name of organisation):

That I am authorised to sign this declaration on its behalf, and that, to the best of my knowledge and belief, all replies are true and accurate.

I confirm that I have read the Terms and Conditions set out in the Notes which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant only for the purpose specified in this application, and will have to comply with those Terms and Conditions and any others which the Council might attach to the Grant.

Post held in organisation: Chair of Trustees

Title Mr First Name: James Surname: Burgess

Organisation address:
KICK, Town Hall, Market Hill, St Ives, PE27 5AL
Telephone: 07764685689

Signed [redacted] Date: 18.10.2023

Q18 Signature of Person Completing the Application

This must be the signature of the person named in Q1 as the main contact and **not be the same person who has signed in Q17**

I confirm that, to the best of my knowledge and belief, all the information in this application from is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed: [redacted] Date: 18/10/23

Checklist

1. Have you answered every question? /
2. Have all signatures been completed? /
3. Have you included a copy of your governing document? /

4. Have you included copies of your latest meeting and AGM minutes? /
5. Have you included a copy of your most recent accounts? /
6. Have you included a copy of your most recent bank statement? /
7. Please state any supporting documents you are submitting: Safeguarding Policy, Health and Safety Policy, Data Protection, GDPR and Retention of Documents policy, Equality Policy and Procedure, Employer's Liability Certificate, TWIMC letter.

KICK
CONSTITUTION

….improving life for young people in cambridgeshire.

A. Name.

The name of the Association is KICK ('the Charity')

B. Administration.

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Management Committee, constituted by clause G of this constitution ('the Management Committee').

C. Objects.

To act as a resource for young people living in Cambridgeshire by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

(a) advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;

(b) advancing education;

(c) preserving and protecting good health and relieving poverty

(d) providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

D. Powers.

In furtherance of the objects but not otherwise the Management Committee may exercise the following powers:

1. to raise funds and to invite and receive contributions provided that in raising funds the Management Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;
2. to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;
3. power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Charity;
4. power subject to any consents required by law to borrow money and to charge all or any part of the property of the Charity with repayment of the money so borrowed
5. power to employ such staff (who shall not be members of the Management Committee) as are necessary for the proper pursuit of the objects;
6. power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;
7. power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
8. power to appoint and constitute such advisory committees as the Management Committee may think fit;
9. power to do all such other lawful things as are necessary for the achievement of the objects.

E. Membership.

1. Membership of the Charity shall be open to:
    a. Trustees

   b. Individuals who are interested in furthering the work of the Charity (referred to hereafter as an 'individual member') and
   c. 2 individuals aged under 18 who live within the area of benefit and are interested in furthering the Charity's work (referred to hereafter as 'Committee members')
   d. Associations and organisations, whether corporate or unincorporated which are interested in furthering the Charity's work and Statutory Authorities in whose area the area of benefit lies (any such body being called in this constitution a 'member organisation')
2. Every individual member and member organisation shall have one vote at the Annual General Meeting.
3. Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Charity; and may appoint an alternate.
4. Each member organisation shall notify the name of the representative appointed by it and of any alternate to the secretary. If the representative or alternate resigns from or otherwise leaves the member organisation, he or she shall forthwith cease to be the representative of the member organisation.
5. The Management Committee may unanimously and for good reason terminate the membership of any individual or member organisation: Provided that the individual concerned or the appointed representative of the member organisation concerned (as the case may be shall have the right to be heard by the Executive Committee before a final decision is made).

F. Executive Committee.

At the annual general meeting of the Charity the members shall elect from amongst themselves a chairman, a vice chairman, secretary, treasurer (non voting member) and senior youth representative(s) who shall hold office from the conclusion of the meeting.

G. Management Committee.

1. The Management Committee shall consist of not less than 4 members and no more than 12. Members being made up of various people from:
   a. the executive committee specified in the preceding clause;
   b. not less than 3 members elected at the annual general meeting who shall hold office from the conclusion of that meeting and in addition we will seek to have a youth representative.
   c. 2 nominated members to be Parish representatives
2. The Management Committee may in addition appoint co-opted members. Each appointment of a co-opted member shall be made at a suitable meeting as agreed by the Management Committee.
3. All the members of the Management Committee shall retire from offices together at the end of the annual general meeting next after the date on which they came into office but they may be re-elected or re-appointed.
4. The proceedings of the Management Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.
5. Nobody shall be appointed as a member of the Management Committee who would if appointed be disqualified under the provisions of the following clause.
6. No person shall be entitled to act as a member of the Management Committee whether on a first or an any subsequent entry into office until after signing in the minutes as a declaration of acceptance and of willingness to act in the trusts of the Charity.

H. Determination of Membership of Management Committee.

A member of the Management Committee shall cease to hold office if he or she:
1. is disqualified from acting as a member of the Management Committee by virtue of the Charities Act 2006 (or any statutory re-enactment or modification of that provision);
2. becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

3. is absent without the permission of the Management Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or
4. notifies to the Management Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

I. Management Committee Members not to be personally interested.

No full voting member of the Management Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered in to by Management Committee.

J. Meetings and proceedings of the Management Committee.

1. The Management Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairman or by any two members of the Management Committee upon not less than 4 days' notice being given to the other members of the Management Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21days notice must be given.
2. The chairman shall act as chairman at meetings of the Management Committee. If the chairman is absent from any meeting, the vice chair shall chair the meeting before any other business is transacted.
3. There shall be a quorum when at least one third of the number of members of the Management Committee for the time being or three members of the Management Committee, whichever is the greater, are present at a meeting.
4. Every matter shall be determined by a majority of votes of the members of the Management Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.
5. The Management Committee shall keep minutes, in books kept for the purpose, of the proceedings at meetings of the Management Committee and any sub-committee.
6. The Management Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.
7. The Management Committee may appoint one or more sub-committees consisting of three or more members of the Management Committee for the purpose of making any inquiry or supervising or performing any function or duty which in the opinion of the Management Committee would be more conveniently undertaken or carried out by a sub-committee: provided that all acts and proceedings of any such sub-committees shall be fully and promptly reported to the Management Committee.

K. Receipts and expenditure.

1. The funds of the Charity, including all donations contributions and bequests, shall be paid into an account operated by the Management Committee in the name of the Charity at such bank as the Executive Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two members of the Management Committee.
2. The funds belonging to the Charity shall be applied only in furthering the objects.
3. The Management Committee and staff shall be entitled to an indemnity out of the assets of the Charity for all pre agreed expenses and other liabilities properly incurred by them in the management of the affairs of the Charity.

L. Property.

1. Subject to the provisions of sub-clause (2) of this clause, the Management Committee shall cause the title to:
    a. all land held by or in trust for the Charity which is not vested in the Official Custodian for Charities; and

b. all investments held by or on behalf of the Charity

to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Management Committee at their pleasure and shall act in accordance with the lawful directions of the Management Committee, the holding trustees shall not be liable for the acts and defaults of its members.

2. If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the Charity, the Management Committee may permit any investments held by or in trust for the charity to be held in the name of a clearing bank, trust corporation or any stock broking company which is a member of the International Stock Exchange (or any subsidiary of any such stock broking company) as nominee for the Management Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

M. Accounts

The Management Committee shall comply with their obligations under the Charities Act 2006 (or any statutory re-enactment or modification of that Act) with regard to;

1. the keeping of accounting records for the Charity;
2. the preparation of annual statements of account for the charity;
3. the auditing or independent examination of the statements of account of the Charity; and
4. the transmission of the statements of account of the Charity to the Commission.

N. Annual Report.

The Management Committee shall comply with their obligations under the Charities Act 2006 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report, a Trustees Annual Report and its transmission to the Commission.

O. Annual Return.

The Management Committee shall comply with their obligations under the Charities Act 2006 (or any statutory re-enactment or modification of the Act) with regard to the preparation of an annual return and its transmission to the Commission.

P. Annual General Meeting.

1. There shall be an annual general meeting of the Charity each year and not more than fifteen months may elapse between successive annual general meetings.
2. Every annual general meeting shall be called by the Management Committee. The secretary shall give at least 21 days' notice of the annual general meeting to all the members of the Charity. All the members of the Charity shall be entitled to attend and vote at the meeting.
3. Before any other business is transacted at the first annual general meeting the persons present shall appoint a chairman of the meeting. The chairman shall be the chairman of subsequent annual general meetings, but if he or she is not present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.
4. The Management Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.
5. Nominations for election to the Management Committee must be made by members of the Charity in writing and must be in the hands of the secretary of the Management Committee at least 7 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

Q. Special General Meeting.

The Management Committee may call a special general meeting of the Charity at any time. If at least 3 members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

R. Procedure at General Meeting.

1. The Secretary or other person specially appointed by the Management Committee shall keep a full record of proceedings at every general meeting of the Charity.
2. There shall be a quorum when at least one third of the number of members of the Charity for the time being or 3 members of the Charity, which ever is the greater, are present at any general meeting.

S. Notices.

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the secretary or the Management Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

T. Alterations to the Constitution.

1. Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.
2. No amendment may be made to clause A, clause C, clause I, clause U or this clause without the prior consent in writing of the Commissioners.
3. No amendment may be made which would have the effect of making the Charity cease to be a charity at law.
4. The Executive Committee should promptly send to the Commission a copy of any amendment made under this clause.

U. Dissolution.

If the Management Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Management Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institution sharing objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commission.

V. Arrangements until first Annual General Meeting.

Until the first annual general meeting takes place this constitution shall take effect as if references in it to the Management Committee were references to the persons whose signatures appear at the bottom of this document.

This constitution was agreed and signed on 18th February 2011.

Signed by Chair and Secretary

KICK
.... aspiring to improve life

Policies & Procedures

REFERENCE	HEALTH & SAFETY POLICY
PROTECTIVE MARKING	Not protectively marked
PORTFOLIO	Chairman
OWNER	Board of Trustees
START DATE	JULY 2023
REVIEW DATE	JULY 2024
THIS POLICY REPLACES:	All previous issues

VERSION	DATE	REASON FOR AMENDMENT	AMENDED BY
6.0	19/07/23	REVIEWED	L. MCCOY

Town Hall,
Market Hill,
St Ives,
Cambridgeshire
PE27 5AL

KICK
.... aspiring to improve life

1 Policy

This policy applies to all KICK staff, trustees, service users, volunteers. those working or present on KICKs premises. For the purpose of this policy trustees, volunteers and individuals in work placements will be regarded as "staff" and any property let, leased, licensed to and/or managed by KICK will be regarded as "premises".

The overall responsibility for Health and Safety lies with the Chair.

Training will be provided to all staff commensurate with their duties. Additional training will be considered dependent on role.

1.1 Policy Review

This Policy is a living document and will be reviewed and updated following any changes to the law or personnel, whichever is the sooner.

2 Risk Assessment

We will have a balanced approach to risk assessment in all of our work. We wish to make it clear that we understand that people with disabilities are more likely to be victims of violence and abuse. We will therefore make sure that all staff, if required, are involved in their risk assessments and that these assessments are conducted in a spirit of openness, honesty and mutual respect.

KICK will make arrangements for the assessment and management of risk each time they undertake a new task/training session/new venue usage. It is impossible for our procedures to be able to cover all eventualities; it is therefore the stated aim of KICK to provide sufficient tools in terms of procedures, and sufficient training and management to make sure that all our activities can be conducted in a safe way. We must rely on the professionalism, diligence and good sense of all our staff at all times.

3 Procedures

A. Lone Working

- KICK, as the employer, has a duty of care to all of its staff which, essentially, means that all potential risks must be minimised.

- Staff also have responsibility for their own personal safety and should not allow themselves to be put in a vulnerable position. Staff should also be aware that their actions may have an impact on other staff members.

- It is recognised that some staff are expected to work and/ or travel alone in the course of their normal duties. KICK does not wish or expect staff to take unnecessary risks and should a member of staff feel that a particular activity or appointment would present an unacceptable risk, they must discuss the situation with the Chair.

- The Chair must have the personal safety of staff as their paramount priority.

- Management responsibilities:

In the event of concern over not being able to contact members of staff, the Chair or other nominated person, needs to follow the emergency procedures which will involve: Ensuring that attempts have been made to contact the worker's home number and emergency contact Contacting the police and notifying them of the last destination that the worker was attending together with details of their vehicle Notifying the emergency contact person given by that staff member that the police have been contacted.

- All staff responsibilities All staff are required to provide details of an emergency contact person and number for KICK to contact in case of emergency.

- Lone Working in Chapel House Staff should be conscious of the potential dangers when working in a building on their own. These include:

- Being threatened or intimidated by telephone calls or personal callers
- Fire, flood or any other building emergency
- Being taken suddenly ill
- Encountering intimidating situations after leaving the building, i.e. in the road

These can be minimised by:

- Closing/locking the entrance doors if you feel unsafe and not answering unexpected calls at the door
- Not staying on alone if feeling unwell
- Leaving before all the shops close and there are fewer pedestrians

- Aggressive or Threatening Situations

If faced with an aggressive or threatening person, the member of staff must consider their own safety as of paramount importance. This may require staff to withdraw from the situation totally, or try to negotiate a reduction in tension.

Strategies may include:

- Using calming verbal language

- Using appropriate body language

- Not allowing your means of escape to become blocked

- Calling for assistance: personal alarm from colleague from passer-by.

- All incidents of actual or threatened violence must be reported to senior staff and recorded.

B. Stress in the Workplace (Health & Wellbeing)

- KICK will ensure
- Staff are given appropriate development opportunities
- Review workloads, hours and holidays of staff
- Treat staff with respect and dignity at all times
- Ensure good communication especially during periods of organisational change
- Provide proactive feedback to the Board of Trustees as to the effectiveness of policies and procedures introduced.

- Members of staff will
- Recognise and take responsibility for their own health, sensible work practices and their own development needs and bring those to the attention of the Chair.
- Discuss and bring to the attention of the Chair their own stress-related issues
- Cooperate with the Chair to ensure early support, intervention and resolution of stress related issues
- Display Screen Equipment (including DSE assessment for all regular users)
- All employees have laptops and are expected to take precautions to ensure these are set up and used correctly.
- Any employee needing advice or help on how to do this should speak to the Operations Manager for help.

C. Accidents

- Employees should report all accidents and record details.

D. Fire

- Employees should take all precautions they can to ensure a fire is not caused and evacuate a building immediately following relevant fire evacuation procedure of the premises they are in.

<u>4 Roles and responsibilities:</u>

- This policy document was signed off by the Board of Trustees of KICK as an adequate means of satisfying those legal obligations incumbent on the Board of KICK.
- Health & safety is everyone's responsibility, however the Board has assigned responsibility for the day to day application as below:

Job Title	Responsibility
Operations Manager	1. Overall responsibility for health and safety matters within the organisation 2. Make necessary provision for resources to be provided to allow the function to be carried out

	3. Periodically assess the performance of the organisation in health and safety matters in the light of reports, statistics etc. presented to them and take necessary action 4. Monitor management systems, at least annually or upon a major change in legislation or circumstances, and the updating of KICK's Health & Safety Policy. 5. Lead and co-ordinate organisation-wide action on health and safety matters as per policy 6. Ensure systems exist for all employees to have access to KICKs Health and Safety policy
All Employees	1. Will read and understand KICKs policies and Procedures and confirm they have done so 2. Will observe and abide by any safety rules laid down and undertake training as directed 3. Will report any hazards observed to the Finance Manager or deal with them themselves as appropriate 4. Will take reasonable care of themselves and others who may be affected by their actions 5. Will not misuse or interfere with anything provided for health and safety welfare

Relevant Legislation

- Health and Safety at Work Ad 1974
- Management of Health and Safety at Work Regulations 1999
- Workplace (Health, Safety and Welfare) Regulations 1992
- Provision and Use of Work Equipment Regulations 1998
- Electricity at Work Regulations 1989
- Electrical Equipment (Safety) Regulations 1994
- Plugs and Sockets Regulations 1994
- Health and Safety (First Aid) Regulations 1992
- Control of Substances Hazardous to Health Regulations (COSHH) 2002
- Manual Handling Operations Regulations 1992 (amended 2002)

- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RTDDOR) 2011
- Gas Safety (Installation and Use) Regulations 1998
  The Personal Protective Equipment at Work Regulations 2009
  Health and Safety (Display Screen Equipment) Regulations 1992
- Disability and the Equality Act 2010, including the Disability Equality Duty in the Disability Discrimination Act 1995
- Regulatory Reform (Fire Safety) Order 2005
- The Health Act 2009

Signed [redacted] Date: 19/07/23

pp. Chair of Trustees

To be reviewed July 2024 or as legislation changes

CHARITY COMMISSION FOR ENGLAND AND WALES

Kick [redacted]

Receipts and payments accounts

CC16a

For the period from	Period start date 01.08.22	To	Period end date 31.07.23

Section A Receipts and payments

[redacted]

KICK
Town Hall,
Market Hill,
St Ives
PE27 5AL.
Charity No. [redacted]
www.kickyouth.org

AGENDA KICK AGM – Wednesday 11th October 2023, 6.30-7.30pm.

Online via Teams

Trustee Pre meeting:

Attendees:

Lina Nieto

Louise McCoy

Peter Thornton

Tony Sloan

Jemima Hill

On track for meeting targets for Young Health Programme

NCS Drop in has started and have had young people attending this week

AP – 4 students currently on role and further requests from schools this week.

Staffing – Rosie off sick for 3 weeks so required some juggling of staffing.

May need to look at staffing and structure of KICK to met demands. Louise has attended some training that has made her consider the current structure of staff.

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Welcome and Introductions

Attendees:

Lina Nieto

Louise McCoy

Peter Thornton

Tony Sloan

Jemima Hill

Eve Redgrave

Rebecca Nerou

Kerrie Tonks

Chair's Report

Please see attached with Lina Nieto's overview of the year of the work of KICK.

Approval of accounts

Tony provided an update on finances, KICK has seen record incomes in the past 2 years and these were approved by the trustees.

Trustees Report

The trustee's report has been finalised and agreed and will be submitted to the Charity Commission.

Election of Trustees

Tim Drye has confirmed that he is stepping down as a Trustee. The group thanked Tim for his time as a Trustee and Chair and the support that he has given KICK over a long period of time.

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Election of Executive Committee – Chair, Vice Chair, Secretary

Lina has asked to step down as chair, the group thanked Lina for all her hard work and the efforts that she has put in.

James Burgess – Elected as Chair

Peter Thornton – Elected as Vice Chair

Jemima Hill – Elected as Secretary

Project Reports

Louise presented an update of the Projects delivered by KICK over the past year (see attached PowerPoint)

A.O.B

Louise thanked staff, volunteers and trustees for all their hard work over the past year.

James thanked the partners who had attended tonight and for their support over the last year, we are excited about working with you all in the coming year.

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Policies & Procedures	
REFERENCE	Safeguarding Policy
PROTECTIVE MARKING	Not protectively marked
PORTFOLIO	Chairman
OWNER	Board of Trustees
START DATE	Feb 2023
REVIEW DATE	Jan 2025
THIS POLICY REPLACES:	All previous issues

VERSION	DATE	REASON FOR AMENDMENT	AMENDED BY
1.1	Jan 2023	Renewal	J. Burgess

Town Hall
Market Hill
St Ives
Cambs
PE27 5AL

Registered Charity number
[redacted]

KICK Child Protection Policy

Introduction:

All organisations which make provision for children and young people must ensure that:

• The welfare of the child is paramount.

• All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.

• All suspicions and allegations of abuse and/or poor practice will be taken seriously and responded to swiftly and appropriately.

• All staff (whether paid or unpaid) working for the organisation have a responsibility to report concerns to the designated safeguarding lead.

• Staff / volunteers are not trained to deal with situations of abuse or to decide whether abuse has occurred but to refer on concerns to Children's / Adults Social Care for further investigation.

Policy statement:

KICK has a duty of care to safeguard all children and young people involved in KICK projects.

All children have a right to protection, and the needs of disabled children and others who may be particularly vulnerable must be taken into account.

KICK will ensure the safety and protection of all children and young people involved in KICK through adherence to the Child Protection guidelines adopted by KICK.

A child is defined as a person under the age of 18 (The Children Act 1989).

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Policy aims:

The aim of the KICK Child Protection Policy is to promote good practice within the organisation and with any partner agencies:

• providing children and young people with appropriate safety and protection whilst in the care of KICK

• allow all staff /volunteers to make informed and confident responses to specific child protection issues.

Promoting good practice:

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take.

• Abuse can occur within many situations including the home, school and the community.

• Some individuals will actively seek employment or voluntary work with children and young people in order to harm them.

• A coach, youth worker, counsellor, instructor, teacher, official or volunteer will have regular contact with children and young people and be an important link in identifying cases where they need protection.

• All suspicious cases of poor practice should be reported following the guidelines in this document.

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Good practice guidelines:

All KICK personnel should be encouraged to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made.

The following are common sense examples of how to create a positive culture and Climate:

Good Practice Expectations with all KICK Staff:

• Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).

• Treating all children and young people and with respect and dignity.

• Always putting the welfare of each child or young person first, before winning or achieving goals.

• Maintaining a safe and appropriate distance with children and young people (e.g. it is not appropriate for staff or volunteers to have an intimate relationship with a child or young person or to share a room with them).

• Building balanced relationships based on mutual trust which empowers children and young people to share in the decision-making process.

• Making activities fun, enjoyable and promoting fair play.

• Ensuring that if any form of manual or physical support is required, it should be provided openly. Care is needed, as it is difficult to maintain hand positions when the child or young person is constantly moving. Children and young people and their parents should always be consulted and their agreement gained.

• Keeping up to date with technical skills, qualifications and insurance.

• Ensuring that if mixed groups are taken away, they should always be accompanied by a male and female member of staff. However, remember that same gender abuse can also occur.

• Ensuring that at tournaments or residential events, adults should not enter children or young people's rooms or invite children into their rooms.

• Being an excellent role model - this includes not smoking or drinking alcohol in the company of children and young people.

• Giving enthusiastic and constructive feedback rather than negative criticism.

• Recognising the developmental needs and capacity of children and young people

• Securing parental consent in writing to act in loco parentis if the need arises to administer emergency first aid and/or other medical treatment.

• Keeping a written record of any injury that occurs, along with the details of any treatment given.

• Requesting written parental consent if KICK officials are required to transport children and young people in their cars.

Practices that should be avoided whenever possible:

The following should be avoided except in emergencies.
If cases arise where these situations are unavoidable it should be with the full knowledge
and consent of child's parents (or carers) and shared with the Designated Safeguarding Lead at the earliest opportunity. For example, a child 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:

• avoid spending time alone with children and young people away from others

• avoid taking or dropping off a child / young person to an event or activity unless this has been agreed in advance and is a barrier to a young person attending a group/activity

Practices that are not appropriate in any circumstance:

The following should never be sanctioned. You should never:

• engage in rough, physical or sexually provocative games, including horseplay

• share a room with a child or young person

• allow or engage in any form of inappropriate touching

• allow children and young people to use inappropriate language unchallenged

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• make sexually suggestive comments to a child or young person, even in fun

• reduce a child / young person to tears as a form of control

• fail to act upon and record any allegations made by a child or young person

• invite or allow children / young people to stay with you at your home unsupervised

• buy/offer to buy gifts for a young person (unless part of a project and agreed by more than one member of staff); all gifts in these cases should be bought using KICK funds and recorded as to the rationale of why this was deemed appropriate for review by the Designated Safeguarding Lead.

N.B. It may sometimes be necessary for staff or volunteers to do things of a personal nature for children / young people, particularly if they are young or are disabled. These tasks should only be carried out with the full understanding and consent of parents and the child / young person involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with them about what you are doing and give choices where possible. This is particularly so where there is physical contact, lifting or assisting a child / young person to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Reporting Incidents

Incidents that must be reported/recorded:

If any of the following occur you should report this immediately to the Operations Manager and the Designated Safeguarding Lead and record the incident.
You should also ensure the parents of the child or young person are informed:

• if you accidentally hurt a child or young person during a project session

• if he/she seems distressed in any manner

• if a child or young person appears to be sexually aroused by your actions

• if a child or young person misunderstands or misinterprets something you have done.

• If a child or young person discloses any kind of abuse, exploitation, fears of harm, reporting of self harm or threats to harm others.

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Providing information to Police or Social Services

Information about suspected abuse must be accurate and a detailed record should always be made at the time of the disclosure/concern. Information should be reported to the Designated Safeguarding Lead within 24 hours UNLESS you have immediate concerns about the wellbeing of a child and it should then be reported immediately to Children's Social Care who are available 24 hours a day.

Not all concerns will require a referral to Social Care but they should still be discussed with the Designated Safeguarding Lead who will help to decide what action should be taken.

In these instances the information should still be recorded and any actions noted. Decisions will be made on the evidence at hand and any previous reports that have been recorded with regards to the child.

Recorded concerns should include the following:

• the child or young Person's name, age and date of birth

• the child or young Person's home address and telephone number

• whether it is known whether there is any current Social Care involvement with the child / young person

• whether or not the person making the report is expressing their own concerns or those of someone else

• the nature of the allegation/concerns. Include dates, times, any special factors and other relevant information

• make a clear distinction between what is fact, opinion or hearsay

• a description of any visible bruising or other injuries - body maps can be useful in these circumstances and are available from the DCPO. Also any indirect signs, such as behavioural changes.

• Details of witnesses to the incidents

• the child/Young Person's account, if it can be given, of what has happened and how any bruising or other injuries occurred. Staff must be careful not to ask any leading questions.

• Have the parents been contacted? If so, what has been said?

• Has anyone else been consulted? If so, record details.

• If the child/Young Person was not the person who reported the incident, has the child/young person been spoken to? If so what was said?

• Has anyone been alleged to be the abuser? Record details.

• Where possible referral to the police or social services should be confirmed in writing within 24 hours and the name of the contact who took the referral should be recorded. Confirmation of receipt, including names and date. Where there are immediate concerns for the safety of a child or young person the referral should be phoned through immediately and followed up in writing.

• Name of member of staff/volunteer and job role

Further information on making a referral is available at

http://www.safeguardingcambspeterborough.org.uk/children-board/reporting-concerns/

Online Safety:

KICK takes the online safety of children and young people seriously.

KICK follows the safety protocols set out by the government guide 'Child Safety Online: A Practical Guide for Providers of Social Media and Interactive Service' available at https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/487973/ukccis_guide-final__3_.pdf

The Principles of this which KICK follows include:

• Deciding what content is acceptable on our service, and how we make this clear to users.

• We are clear on minimum age limits, and discourage those who are too young from accessing.

• Plan and regularly update how we manage inappropriate or illegal content posted on our site. For under-13s, consider a walled garden environment and pre-moderating content before users see it. Also become familiar with the UK rules to advertising to children.

• Offer privacy settings options, including privacy-by-default, to give control to your users and 'invite only' to access content.

• Educate users about online safety as part of the experience on our platform and online sessions

• Integrate safety messages into the user journey – when accepting a friend request, services updates, etc - both for new and existing users and link to online guidance available at http://www.safeguardingcambspeterborough.org.uk/children-board/professionals/onlinesafety/

Exploitation:

Child Sexual Exploitation (CSE) is a form of child sexual abuse.

It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator.

The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Criminal Exploitation:

Child Criminal Exploitation is where an individual or group takes advantage of an imbalance of peer to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator of facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child Criminal Exploitation does not always involve physical contact; it can also occur through the use of technology.

In line with the Cambridgeshire and Peterborough LSCB Exploitation Strategy KICK ensures that all staff are trained to understand the signs of exploitation and identify early concerns that relate to potential abuse and exploitation.

All staff follow Child Protection procedures and refer to Children's Services as appropriate using the Effective Support Document as a guide to deciding on the threshold to refer.

All staff are aware of the exploitation risk assessment tool and how it can inform their ongoing work with children and young people.

KICK follows the guidance set by the Cambs and Peterborough LSCB at:

http://www.safeguardingcambspeterborough.org.uk/children-board/professionals/child-sexual-exploitation/

http://www.safeguardingcambspeterborough.org.uk/children-board/professionals/criminalexploitation/

Prevent:

The threat we face from terrorism is real and the Prevent strategy recognises that we can't arrest our way out of the problem. The Prevent strategy therefore aims to stop people becoming terrorists or supporting terrorism. The focus of Prevent is on the significant threat posed by international terrorism and those in the UK who are inspired by it. But it is also concerned with reducing threats, risks and vulnerabilities posed by domestic extremists such as those from the far right and far left, extreme animal rights activists and those involved in Northern Irish related terrorism.

Prevent is supported by three objectives:
• Responding to the ideological challenge of terrorism and the threat we face from those who promote it (ideology);
• Preventing people from being drawn into terrorism and ensure that they are given appropriate advice and support (individuals).
• Working with sectors and institutions where there are risks of radicalisation which we need to address (institutions).

If any staff in KICK suspects that any children, young people or their family is may be at risk
of radicalisation, they would treat this as they would any other safeguarding issue; and escalate it using KICK's normal, internal procedures, by informing the Designated safeguarding lead or by getting further support from the Prevent team: Prevent@cambs.pnn.police.uk and referring to Children's Social Care as appropriate.

Use of photographic or filming equipment at KICK:

There is evidence that some people have used sports events as an opportunity to take inappropriate photographs or film footage of children and young people in vulnerable positions. All projects should be vigilant and any concerns should to be reported to the KICK Designated Safeguarding Lead.

Any child or young person being photographed by KICK must first have given

consent via a signed statement from their parent / carer.

The photographs remain the property of KICK and should not be held on personal devices of staff /volunteers.

Recruitment and training of staff and volunteers:

KICK recognises that anyone may have the potential to abuse children or young people in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working for KICK.

Pre selection checks must include the following:
• All volunteers/staff should complete an application form or provide a CV. The application form will elicit information about an applicant's past and a self disclosure about any criminal record.
• Consent should be obtained from an applicant to seek information from the Disclosure and Barring Service, if an applicant already has this from a recognised partner from within the last three years then it is acceptable to use this as long as it has been agreed by the Designated Safeguarding Lead and KICK Operations Manager.
• Two confidential references, these references must be taken up and confirmed through telephone contact.
• Evidence of identity (passport or driving licence with photo).

NB For those staff/volunteers not directly working with children then it is acceptable to have an application, reference, confirmation of identity. Any supervised contact from staff without a recognised DBS would need to be accompanied by a member of staff if they were to have indirect contact with young people and a risk assessment would need to be completed by the Designated Safeguarding Lead.

Interview and induction:

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive an induction, during which:

• A check should be made that the application form has been completed in full (including sections on criminal records and self-disclosures).
• Their qualifications should be substantiated.
• The job requirements and responsibilities should be clarified.
• Child protection procedures are explained and training needs are identified.
• They should be given access to KICK's Child Protection policy.

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Training:

In addition to pre selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

• Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.
• Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.
• Respond to concerns expressed by a child or young person.
• Work safely and effectively with children and young people

KICK requires:
All frontline staff to attend a recognised basic child protection awareness training workshop, to ensure their practice is exemplary and to facilitate the development of a positive culture towards good practice and child protection.

Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.

Relevant personnel to obtain relevant first aid training (where necessary).

Designated Safeguarding Lead to undergo Designated Child Protection training every 2 years.

All staff and volunteers are required to have their child protection training at least every two years. Where staff have other roles that allows them to attend accredited child protection training this will be classed by KICK as a refresher if the member of staff / volunteer can provide dated evidence of the completion of the training.

Responding to allegations or suspicions:

It is not the responsibility of anyone working in KICK, in a paid or unpaid capacity to decide whether or not child abuse has taken place.

However there is a responsibility to act on any concerns by reporting these to the appropriate officer or the appropriate authorities.

KICK will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child or young person.

Where there is a complaint against a member of staff there may be three types of investigation:

- a criminal investigation
- a child protection investigation
- a disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence and inform the disciplinary investigation, but all available information will be used to reach a decision.

Reporting concerns about poor practice from KICK staff

If, following consideration, the allegation is clearly about poor practice the Designated Safeguarding Lead will deal with it as a misconduct issue.

If the allegation is about poor practice by the KICK Designated Safeguarding Lead or if the matter has been handled inadequately and concerns remain, it should be reported to the Chairperson who will decide how to deal with the allegation and whether or not to initiate disciplinary proceedings.

Reporting concerns about suspected abuse

Any suspicion that a child or young person has been abused by either a member of staff or a volunteer should be reported to the KICK Designated Safeguarding Lead, who will take such steps as considered necessary to ensure the safety of the child / young person in question and any others who may be at risk.

The KICK Designated Safeguarding Lead will refer the allegation to Children's social Care who may involve the police.

The parents or carers of the child / young person will be contacted as soon as possible following advice from the social care. The KICK Designated Safeguarding Lead should also notify the Chairperson who will deal with any media enquiries related to the allegation.

If the KICK Designated Safeguarding Lead is the subject of the suspicion/allegation, the report must be made to the Chairperson or in his/her absence the Vice Chairperson who will refer the allegation to Social Care.

If the Designated Safeguarding Lead is not available the person being told of or discovering the abuse should contact social care or the police immediately.

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Confidentiality and Information Sharing with regards to Child Protection Enquiries:

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.
This includes the following people:

- the KICK Designated Safeguarding Lead
- the parents of the person who is alleged to have been abused
- the person making the allegation
- social care/police
- the chairperson of KICK

The Designated Safeguarding Lead will seek social care advice on who should approach the alleged abuser (or parents if the alleged abuser is a child).

Information should be stored in a secure place with limited access to designated people, in line with data protection laws (e.g. that information is accurate, regularly updated, relevant and secure).

Enquiries and further action:

Internal enquiries and possible suspension

The KICK Designated Safeguarding Lead will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries the KICK Trustees will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled.

This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the KICK Trustees must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child or young person should remain of paramount importance throughout.

Support to deal with the aftermath of abuse

Consideration should be given to the kind of support that children, young people, parents and members of staff may need.

Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

The British Association for Counselling Directory is available from The British Association for Counselling, www.bacp.co.uk

Consideration should be given to what kind of support may be appropriate for the alleged perpetrator.

Allegations of previous abuse
Allegations of abuse may be made some time after the event (e.g. by an adult who was abused as a child or by a member of staff who is still currently working with children or young people).

Where such an allegation is made, KICK will follow the procedures as detailed above and report the matter to the social care or the police. This is because other children and young people, either within or outside projects, may be at risk from this person.

Anyone who has a previous criminal conviction for offences related to abuse is automatically excluded from working with children. This is reinforced by the details of the Protection of Children Act 1999.

Bullying
If bullying is suspected, the same procedure should be followed as set out in 'Responding to suspicions or allegations' above.

Action to help the victim and prevent bullying:

- Take all signs of bullying very seriously.
- Encourage all children and young people to speak and share their concerns (It is believed that up to 12 children per year commit suicide as a result of bullying, so if anyone talks about or threatens suicide, seek professional help immediately).
- Help the victim to speak out and tell the person in charge or someone in authority.
- Create an open environment.
- Investigate all allegations and take action to ensure the victim is safe. Speak with the victim and the bully(ies) separately.
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else.
- Keep records of what is said (what happened, by whom, when).
- Report any concerns to the KICK Designated Safeguarding Lead or the school (wherever the bullying is occurring).

Action towards the bully(ies):

- Talk with the bully(ies), explain the situation, and try to get the bully (ies) to understand the consequences of their behaviour. Seek an apology to the victim(s).
- Impose appropriate sanctions as necessary.
- Encourage and support the bully(ies) to change behaviour.
- Hold meetings with the families to report on progress.
- Inform all organisation members of action taken.
- Keep a written record of action taken.
- Most 'low level' incidents will be dealt with at the time by staff and volunteers. However, if the bullying is severe (e.9. a serious assault), or if it persists despite efforts to deal with it, incidents should be referred to the KICK Designated Safeguarding Lead as in "responding to suspicions or allegations" above.

Signed Date...03/02/23

[redacted]

pp. Chair of Trustees
Date of Review: Jan 2025

RSA

"CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998

(the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Policy No. [redacted]
Reference No. [redacted]

[redacted]

[redacted]

3 [redacted]

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney **(b);** and
2. (a) the minimum amount of cover provided by this policy is no less than £[redacted]

Signed on behalf of Royal & Sun Alliance Insurance Ltd (Authorised Insurer)

[redacted]

[redacted]

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

[redacted]

paragraph 2(b) does not apply and is deleted.

THIS IS YOUR CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE.

A copy of the certificate must be displayed at all places where you employ persons covered by the policy.

[redacted]

The employer is strongly encouraged to retain all records related to this insurance.

The co-operative bank

co-operativebank.co.uk/business

[redacted]

MRS L MCCOY
Kick
Town Hall
Market Hill
St Ives Cambridgeshire
PE27 5AL

[redacted]

F001302/P01/M01302/R1302/I4Z/J1049141000

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Policies & Procedures

REFERENCE	DATA PROTECTION, GDPR & RETENTION OF DOCUMENTS POLICY
PROTECTIVE MARKING	Not protectively marked
PORTFOLIO	Chairman
OWNER	Board of Trustees
START DATE	AUGUST 2021
REVIEW DATE	AUGUST 2024 or as legislation changes
THIS POLICY REPLACES:	All previous issues

VERSION	DATE	REASON FOR AMENDMENT	AMENDED BY
1.0	12/08/21	REVIEWED	L. MCCOY

Town Hall,
Market Hill,
St Ives,
Cambridgeshire
PE27 5AL

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1. Introduction

1.1 Data protection laws protect individuals from the misuse of information about them. The rapid spread of the internet and ownership of electronic devices made it easier for data to be collected and modernised legal provisions are needed to limit data spread only to those who need to know.

In order to comply with the law there is a requirement for KICK to have a lawful basis in order to process personal data.

To do this, KICK must comply with the General Data Protection Regulations 2018 (GDPR) and the Data Protection Act 2018.

1.2 The General Data Protection Regulation (GDPR)

The GDPR gives people rights to access information held about them. In addition, there are obligations for better data management and a regime of fines.

The UK government is committed to implementing the GDPR irrespective of Brexit. Employers must ensure they are data protection compliant.

The Data Protection Act 2018 (DPA)

The DPA and GDPR contain rights concerning the processing of personal data which is held in either a computerised format as part of a database or manual records forming part of a relevant filing system.

In essence, the law means that those who decide how and why personal data is processed (data controllers) must comply with certain principles. Those whose data is held or processed (data subjects) have rights, for example in relation to accessing that data. In an employment context, employers will generally be data controllers and employees, workers, ex-employees and applicants will be data subjects. Most HR and employment files and records are covered by the DPA.

1.3 Processing data

Processing data includes obtaining, holding, retrieving, consulting and using data by carrying out any operation on it. There are six key principles which specify for example that data must be limited, processed fairly and collected for specified and legitimate purposes.

The principles are broadly similar to the principles in the Data Protection Act 1998 (the 1998 Act).

1998 Act:	GDPR
Principle 1 - fair and lawful	Principle (a) - lawfulness, fairness and transparency
Principle 2 - purposes	Principle (b) - purpose limitation
Principle 3 - adequacy	Principle (c) - data minimisation
Principle 4 - accuracy	Principle (d) - accuracy

Principle 5 - retention	Principle (e) - storage limitation
Principle 6 - rights	No principle - separate provisions in Chapter III
Principle 7 – security	Principle (f) - integrity and confidentiality
Principle 8 – international	No principle - separate provisions in transfers Chapter V
(no equivalent)	Accountability principle

1.4 Important Note: The GDPR extends the scope of legislation to include written and printed material, not just electronic data.

KICK and all of its staff, or others who process or use any personal information, must ensure that they follow these principles at all times. In order to ensure that this happens, Hunts Forum has developed this Data Protection, GDPR and Retention of Records Policy.

2. What is defined as personal data?

2.1 Personal data relates to someone who can be identified, directly or indirectly, by an 'identifier' such as their name, or an identification number, or by location. It also includes people who can be identified by various factors in online data. HR records, including sickness absence, performance appraisals, recruitment notes etc. are personal data.

Sensitive personal data includes information about an individual's race, ethnicity, politics, religion or beliefs, trade union status, health, sex life, sexual orientation or crimes. Genetic or biometric data (for example, fingerprint images for security or payment systems) are included. It is legitimate to process 'sensitive personal data' where necessary to carry out an obligation under an employment contract or collective agreement.

Criminal records are sensitive data. Checks are permissible for roles that involve working with children or vulnerable adults but cannot be carried out routinely.

Health information should only be held with explicit consent. Processing medical records may be permissible for preventative steps, assessing working capacity or confirming diagnoses.

When handling personal data, organisations must have safeguards on confidentiality. Employers must tell employees why the organisation is collecting the information, what will happen to it and who will see it.

3. Status of the policy

3.1 This policy is incorporated in KICK's formal contract of employment. Infringement of the requirements of this policy may result in disciplinary action being taken. If any of KICK's staff, volunteers, members or service providers consider that this Policy has not been followed, in respect of personal data about themselves, they should raise the matter initially with the designated Data Controller. If the matter is not resolved it should be raised as a formal grievance.

4. Responsibilities of staff

4.1 All staff are responsible for:

. checking that any information that they provide to KICK in connection with their employment is accurate and up to date

. informing KICK of any changes to information which they have provided, e.g. changes of address

. informing KICK of any errors or changes in staff information.

4.2 If and when, as part of their responsibilities, staff collect information (i.e. personal information, opinions about ability, or details of personal circumstances) about other people or members, they must comply with any guidelines which may be published. In particular, they must seek the permission of the Data Controller for their proposed information collection and uses.

4.3 The Chairman has overall responsibility and is responsible for monitoring the steps taken to ensure that the Act and this Policy are complied with. Particular care must be taken when work is being undertaken externally or when an existing body of material is being brought within KICK for the first time.

5. Data security

5.1 All staff are responsible for ensuring that:

. Any personal data, which they hold, or for which they are responsible, is kept securely, for example:

. Kept in a locked filing cabinet;

. In a locked drawer;

. If it is computerised, be password protected

. If computerised, then the computer itself is kept in suitably secure conditions.

. Data should not be stored on the hard drives of desktop personal computers but on the networked storage facilities provided.

. Where it is necessary to store information on laptop computers (or offsite) then the machine must at all times be maintained physically secure. Where the data is particularly sensitive, consideration must be given to the adoption of additional security measures which would protect the information in the event of the loss or theft of the computer. Care must be taken to ensure that data is frequently transferred to network storage and that discrepancies are not allowed to arise.

. Where information is to be gathered through, or used on, a website then appropriate measures must be in place to control access and prevent unauthorised disclosure.

5.2 Personal information is not disclosed either orally or in writing or accidentally or otherwise to any unauthorised third party. (With the exception of vulnerable adults and children or others at risk)

5.3 Advice on the collection, retention and secure storage of information may be obtained from the Data Controller

5.4 Staff should note that unauthorised disclosure is a breach of the Data Protection Act and may result in disciplinary action. In some cases it may be considered as gross misconduct. It may also result in a personal liability for the individual staff member.

6. Rights to access information

6.1 Employees and other users / members of KICK have the right to access any personal data that is being kept about them either on computer or in other types of files. Should any person wish to exercise this right they should contact the Data Controller.

6.2 In order to gain access, a request should be made in writing to the Data Controller.

6.3 KICK aims to comply with requests for access to personal information as quickly as possible, but will ensure that it is provided within 30 days. (See SAR procedure)

7. Subject consent

7.1 In many cases, KICK can only process personal data with the consent of the individual. In some cases, if the data is sensitive, express consent must be obtained. Agreement to KICK processing some specified classes of personal data is a condition of employment for staff. This includes information about previous criminal convictions in accordance with the Rehabilitation of Offenders Ad 1974.

7.2 Therefore, all prospective staff will be asked to consent to their data being processed when an offer of employment is made.

8. Processing sensitive information

8.1 Sometimes it is necessary to process sensitive information about a person such as race, gender or family details. This is done to ensure that KICK can operate policies on matters such as sick pay or equal opportunities. KICK may also ask for information about particular health needs or disabilities. KICK will only use such information in the protection of the health and safety of the individual, but will need consent to process: for example in the event of a medical emergency.

Because this information is considered sensitive, and it is recognised that the processing of it may cause particular concern or distress to individuals, employees and others affected will be asked to give express consent for KICK to do this.

9. The Data Controller

9.1 The designated Data Controller will deal with the implementation of the agreed policy and day to day matters.

9.2 KICK has a designated Data Controller. In their absence, the Chair of the Board of Trustees may be consulted.

9.3 KICK's designated Data Controller is the Treasurer.

10. Retention of data

10.1 KICK will keep some forms of information longer than others. KICK will need to keep central personnel records for 6 years after employment ceases. This will include information necessary in respect of pensions, taxation, potential or current disputes or

litigation regarding the employment, and information required for job references. Retention of all other documents and paperwork are detailed on Appendix A.

11. Conclusion

11.1 Compliance with the Data Protection Act2018 and the General Data Protection Regulations is the responsibility of all staff, volunteers, trustees and members of Hunts Forum. Any deliberate breach of the Data Protection Policy may lead to disciplinary action being taken, or access to KICK's facilities being withdrawn, or even a criminal prosecution.

11.2 Any questions or concerns about the interpretation or operation of this Policy should be taken up with the Data Controller.

Ratified by the Board of Trustees on .....12/08/2021....

Signed: ...[redacted]

pp. Chair of Trustees

Charities working in the same field may wish to use or share supporters' information to allow reciprocal mailings. The individuals concerned must still be treated fairly. They should be told that

their information may be shared, so they can choose whether or not to enter into a relationship with the organisation sharing it.

Why and how personal data is collected and used will be relevant in assessing fairness. Fairness requires you to:

- be open and honest about your identity;
- tell people how you intend to use any personal data you collect about them (unless this is obvious);
- usually handle their personal data only in ways they would reasonably expect; and
- above all, not use their information in ways that unjustifiably have a negative effect on them.

When deciding how to draft and communicate a privacy notice, try to put yourself in the position of the people you are collecting information about. Ask yourself :

- do they already know who is collecting the information and what it will be used for?
- is there anything they would find deceptive, misleading, unexpected or objectionable?
- are the consequences of providing the information, or not providing it, clear to them?

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Retention of Records Policy

Appendix A

Statutory retention periods

Record	Statutory retention period	Statutory authority
Accident books, accident records/reports	3 years after the date of the last entry (see below for accidents involving chemicals or asbestos)	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended. Special rules apply concerning incidents involving hazardous substances (see below).
Accounting records	3 years for private companies, 6 years for public limited companies	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 and 2006
Income tax and NI returns, income tax records and correspondence with HMRC	Not less than 3 years after the end of the financial year to which they relate	The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631)
Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	6 years from the end of the scheme year in which the event took place	The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	3 years after the end of the tax year in which the maternity period ends	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) (Amendment 2005) as amended
Statutory Sick Pay records, calculations, certificates, self-certificates	3 years after the end of the tax year to which they relate	The Statutory Sick Pay (General) (Amendment) Regulations 2008
Wage/salary records (also overtime, bonuses, expenses)	6 years	Taxes Management Act 1970
National minimum wage records	3 years after the end of the pay reference period following the one that the records cover	National Minimum Wage (Amendment) Regulations 2011
Records relating to working time	2 years from date on which they were made	The Working Time Regulations 1998 (SI 1998/1833) Working Time Regulations (Amendment) Regulations 2009

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Recommended (non-statutory) retention periods

Record	Recommended retention period
Application forms and interview notes (for unsuccessful candidates)	6 months to a year. (Because of the time limits in the various discrimination Acts, minimum retention periods for records relating to advertising of vacancies and job applications should be at least 6 months. A year may be more advisable as the time limits for bringing claims can be extended.) Successful job applicants documents will be transferred to the personnel file in any event.
Assessments under health and safety regulations and records of consultations with safety representatives and committees	Permanently
Inland Revenue/HMRC approvals	Permanently
Money purchase details	6 years after transfer or value taken
Parental leave	5 years from birth/adoption of the child or 18 years if the child receives a disability allowance
Pension scheme investment policies	12 years from the ending of any benefit payable under the policy
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases
Right to work in the UK documents	Two years after employment ceases
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of redundancy
Senior executives' records (that is, those on a senior management team or their equivalents)	Permanently for historical purposes
Time cards	2 years after audit
Trade union agreements	10 years after ceasing to be effective
Trust deeds and rules	Permanently
Trustees' minute books	Permanently
Members details	Information held by KICK about member organisations can include personal contact details. These will be securely shredded when the organisation ceases to be a member, there is a change to the information or as requested by the member themselves. An anonymised record of the member organisation may be held for historical reasons.

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Yours faithfully

[redacted]

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