

Guidance for Operators of Small Businesses

This guidance aims to promote good safeguarding practice in local businesses in order to keep vulnerable children and local trade, safe from the risks associated with child sexual exploitation. It is recommended that the business manager implements the following principles in training and operational practice:

- A children's risk assessment should be undertaken and recorded in writing. This should inform your operating policy and staff training, so that staff are aware of what child sexual exploitation is and how it can affect businesses and to ensure staff understand how to report concerns.
- All staff should be trained and staff training records should be maintained. Records should be signed by the trainer and trainee and dated.
- Employment records should be maintained for all staff and volunteers (including persons under the age of 18 years), including name, address, date of birth, national insurance number/documentation giving permission to work in the UK, contact telephone number and vehicle registration numbers (where relevant); proof of identity.
- References should be obtained and authenticated for staff and retained as part of your staff records.
- Staff should be required to sign in and out at each shift and these registers should be maintained as part of your due diligence records.
- Staff should be required to adhere to a Code of Good Safeguarding Conduct to promote safe practice in relation to vulnerable customers.
- Staff should wear photo-identification so that s/he is identifiable at all times.
- Staff should remain professional at all times and should not:

Touch a child/young person unnecessarily or inappropriately.

Make offensive or inappropriate comments (such as the use of swearing or sexualised language).

Attempt to misuse personal details obtained via the business about a child (for example exchanging personal information or communicating with a child at their postal address, or by social network, internet or mobile telephone or by using any other information disclosed as part of placing a booking, or obtained by any other aspect of the business).



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- Records should be maintained of complaints and any disciplinary action taken against staff who breach the Code of Conduct for Safeguarding children.
- A whistle-blowing policy should operate to encourage the reporting of persons who breach the Code of Conduct for safeguarding children.
- A policy should be in place regarding safe and appropriate use of information technology, internet access and use of social media sites.
- Staff should be aware of how to report concerns about the safety, welfare or behaviour of a vulnerable or suspicious person, s/he should be encouraged to report this to the police (if it is an emergency dial 999) or other appropriate service and to their manager. The nature of the concern and actions taken should be recorded in the incident log.



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