

## Safeguarding Children Policy and Procedure

This DRAFT policy identifies procedures, roles and responsibilities for ensuring that volunteers including management committee / board members and staff deal with child protection issues appropriately and promptly.

### Introduction

The purpose of this policy:

- to protect children and young people who receive support from our organisation and its services. This includes the children of adults who use our services
- to provide staff and volunteers with the overarching principles that guide our approach to child protection

Our organisation believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

We recognise that:

- the welfare of the child/young person is paramount;
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them
- adopting child protection practices through procedures and a code of conduct for staff/volunteers
- developing and implementing effective e-safety policy and procedures
- providing effective management for staff/volunteers through supervision, support and training
- recruiting staff/volunteers safely, ensuring all checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers; sharing concerns with agencies who need to know, involving parents/children appropriately

### What is child abuse?

- **Physical Injury** – The intentional, non accidental use of physical force that aims to hurt, injure or destroy that child.
- **Sexual Abuse** – The involvement of dependent, developmentally immature children or adolescents in sexual activities they do not fully comprehend, or to which they are unable to give informed consent, or that violate the social taboos of family rolls.
- **Emotional Abuse** – The persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to the child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children

to frequently feel frightened or in danger, or the exploitation or corruption of children.

- **Neglect** – When chronic inattention is given to the child by their parents / primary carers or care givers in the areas of medical, educational, stimulative, environmental, nutritional, physical or emotional needs.

## Possible signs of Child abuse

We will look out for the following possible signs of child abuse. However, it is understood that not all young people manifesting these symptoms will necessarily be suffering abuse.

Caution, sensitivity and common sense will shape precisely how adults respond to these symptoms.

### **If a child or young person:**

- Becomes withdrawn or isolated
- Becomes aggressive or starts seeking attention
- Becomes afraid of certain people
- Develops chronic medical problems such as stomach pains or headaches
- Acts in sexually inappropriate ways toward adults or peers
- Becomes anorexic or bulimic
- Fails to thrive
- Is often hungry
- Has regular accidents
- Has poor personal hygiene
- Is regularly tired
- Is reluctant to go home
- Wears inappropriate clothing
- Develops poor social relationships
- Exhibits inappropriate emotional responses
- Exhibits dramatic changes in mood or behaviour
- Engages in drug or alcohol abuse
- Runs away
- Feels depressed
- Has bumps, bruises or wounds and unconvincing explanations for them
- Tells of a friend with a problem of abuse

**We will take steps to establish whether the child or young person is suffering abuse**

## Roles and responsibilities

The named Safeguarding officer/person [Champion] is: Gordon A. Jones

UTASS will ensure the implementation and updating of this policy and will consult when any safeguarding or child protection issues arise. If an issue arises that involves the named representative then the chair person should be notified to deal with the situation.

**All** staff and volunteers who have regular and unsupervised contact with children and young people **must** have a check of their records through the Disclosure & Barring Service (DBS). Any visiting adult or staff member awaiting DBS clearance must **never** be left alone with any child.

## **It is the responsibility of the UTASS Trustees to Agree, Monitor and Review the UTASS Safeguarding Policy and Guidelines**

### **It is the responsibility of all staff and volunteers to**

- Treat each child/young person with respect
- Provide a safe and secure environment for all children/young people using the club/group
- Be vigilant to possible signs and symptoms of child abuse
- Follow the agreed procedure, as described in this policy, for reporting and recording concerns arising during club/group time
- Ensure that all unfamiliar individuals entering the clubs/groups premises are appropriately challenged
- Ensure that where comments, actions and behaviour of children or young people arising during club/group time gives cause for concern the incidents are dealt with promptly and recorded appropriately.

### **Safe use of premises**

It is the responsibility of all staff and volunteers to

- Ensure that only staff and volunteers who are authorised to work with the children/young people have access to the premises during club/group time.
- All staff and volunteers must carry out a basic risk assessment of the space to highlight vulnerable areas of the room/centre, such as concealed entrances or unsupervised areas.
- Where parents are present throughout the activity they should be made aware that they are responsible for the supervision of their own children and that they should not leave the premises.

### **Use of the Internet (*essential where children & young people have access to the Internet*)**

There are many risks associated with unregulated use of the Internet and staff and volunteers must implement these guidelines to protect children from harmful material.

- Software filters must be used to minimise the risk of access to unsuitable material. These filters are not 100% effective and are not a substitute for close Internet supervision.
- Children and young people will only have access to the Internet at agreed times
- No child will have sole use of the computer during periods when Internet access is possible. All internet activity will be closely supervised by a staff member or volunteer.
- All children/young people will be told that they are not authorised to enter competitions, enter chat rooms or disclose any personal details while on line. They also cannot provide user profiles or send photographs to other internet users.
- The master password will be held and entered by a member of staff or volunteer and will not be disclosed to any child/young person

### **Maximum Staff : Child Ratios (*These levels are not a statutory requirement for informal and community groups but are considered to offer safe levels of supervision for children*)**

Maximum ratios for full day and sessional childcare are: -

<b>Age 8 – 13 years</b>	<b>1: 8</b>
<b>14 years +</b>	<b>1: 12</b>
<b>Over 8 years old</b>	<b>1: 6</b>

During outings the ratio levels are increased to a maximum of: -

### **Lone Working**

We will ensure that all staff and volunteers who could potentially work unsupervised with children and young people have a valid DBS check. We will strive to ensure that staff and

volunteers do not work alone and unsupervised with children and young people on a regular basis for the protection of both children and the worker. However there may be occasions when it might not be possible or appropriate for two adults to be present. In these cases the named safeguarding officer or person in charge of the group will be informed and the parent / carer notified.

## **Procedure for reporting a case of suspected child abuse**

### **If child abuse is suspected, adults will:**

- Ensure that the appropriate officers are made aware of the issue/situation.
- Complete a child protection report form (attached to this policy)
- Ensure that the allegation/suspicion is taken seriously and that it is reported and recorded.
- Ensure that the appropriate authorities are advised about the allegation/suspicion (e.g. Durham County Council First Contact 03000 26 79 79)

## **Procedure for dealing with disclosures of abuse from young people.**

### **Adults will:**

- Reassure the young person that they are doing the correct thing by telling an adult
- Reassure the young person that it is right to talk
- Not blame the young person for the abuse suffered
- Listen to the young person carefully
- Take the young person's word because young people rarely lie about child abuse
- Promise to support the young person
- Inform the young person about what you will do
- Contact First Contact or the Police if it is felt that that the young person is likely to be at risk if they return home
- Thank the young person for confiding
- Report and record the allegation.

### **Complete a child protection report form (attached to this policy)**

### **Adults will not:**

- Promise confidentiality to the young person, otherwise nothing can be done about the allegation and the problem of abuse will persist
- Be judgemental or show anger, disgust or disbelief
- Ask direct questions of the young person
- Minimise the effects of the alleged abuse
- Become unnecessarily involved
- Over dramatise or criticise
- Confront the young person with the abuser or abusers
- Tell off the young person for not confiding earlier
- Try to force the young person to forget

**If allegations are made by a young person against a person not associated with UTASS C&YP Drop In & Youth group**, First Contact will be immediately notified and action taken on their advice. The decision as to whether to notify the young person's parents/primary carers will be made in consultation with First Contact.

**If allegations are made by a young person or parent/primary carer against another young person in UTASS C&YP Drop In & Youth group,** First Contact will be immediately notified and action taken on their advice. If there are genuine grounds for concern, the parents/primary carers of both children will be notified.

If it proves impossible for both young people to remain within the group as an enquiry into the allegations is undertaken, the young person accused of the abuse will not be allowed to attend. The outcome of the enquiry will determine whether the young person accused of the abuse is allowed to return to the group

**If allegations are made by a young person or parent/primary carer against an adult/officer associated with UTASS C&YP Drop In & Youth group,** First Contact will be immediately notified and action taken on their advice. If there are genuine grounds for concern, the adult/officer associated with the group will be immediately notified of the allegation made against them and they will not be allowed to work in any shape or form with the young people in the group

Other adult/officers associated with the group are advised that they should not discuss with the accused any aspect of the alleged incident/s or the enquiry that follows disclosure, as this may seriously affect the outcome of the enquiry.

The outcome of the enquiry will determine whether the adult/officer accused of abuse is allowed to continue work with the group

**Early Police intervention may be required in cases of extreme abuse.**

Advice about police intervention will be taken from First Contact.

## **Monitoring and Evaluation:**

Once a year adults/officers associated with the group will meet to discuss the extent to which practice conforms with the content of the policy. Three years following adoption of the policy, adults/officers associated with the group will meet to discuss whether the policy needs revising in the light of new child protection legislation and best practice advice.


## **Activities & Core Practices for working with local Children & Young People**

- Monday night girls
- Wednesday night boys
- Thursday night open drop-in
- Off-site activities, Projects with other organisations
- All contact with our young people are worked using the D.C.C youth work curriculum
- At the drop-in we work with the policy that no adult should work alone with a young person. If a person has to work alone they should inform a member of staff and explain why one to one work is necessary. Any concerns are discussed with the Safeguarding Champion.



# Upper Teesdale Agricultural Support Services Ltd [UTASS]

This Policy was adopted on:.....Tuesday 19<sup>th</sup> May 2015.....(date)

Signed:..........(Chairperson of UTASS Trustees)

Signed:..........(Project Manager of UTASS)

Signed:.....John A. Jones.....(Safeguarding Champion)

Signed:..........(UTASS Youth Worker)

Signed:..........(UTASS Youth Worker)

Signed:..........(UTASS Youth Worker)

This Policy will be reviewed by:.....18<sup>th</sup> May 2016.....(date)

## Helpful contacts:

Durham County Council First Contact

03000 26 79 79

Durham Constabulary

0345 606 0365 or 101

NSPCC

0808 800 5000

## Durham County Youth Work Curriculum Areas

Health & Wellbeing	Personal & Social Development	Citizenship	Creativity	Equality & Diversity
Personal Safety	Building a Positive Self-Identity	Participation & Decision Making	Drama	Cultural Awareness
Sex & Relationships	Peer Education	Volunteering	Music	Race Awareness
Emotional Wellbeing / Mental Health	Independent Living Skills	Community Action	Dance	Disability Awareness
Physical Activities	Training	Global Issues	Arts & Crafts	Sexuality
Drugs / Alcohol	Ready for Employment	Anti-Social Behaviour	Film & Photography	Gender Equality
Outdoor Activities	Money & Financial Management	Fundraising	Media & ICT	Age Awareness
Healthy Eating	Enterprise / Entrepreneurship	Environment / Recycling	Creative Writing	Faith & Spirituality
		Political Education	Cooking	
			Gardening	

## **DRAFT Safeguarding Behaviour & Conduct guidelines**

All staff and volunteers who are part of **Upper Teesdale Agricultural Support Services Ltd [UTASS]** are required to demonstrate exemplary behaviour in order to promote children's welfare and reduce the likelihood of allegations being made.

### **Good practice means:**

All new staff are shown where all the files and the appropriate paper work are, asked to read the relevant information sign and date.

Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication).

Treating all children and young people with respect and dignity and always putting the welfare of each child and young person first.

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

Ensuring that if any form of manual/physical support is required, it should be provided openly and according to any relevant guidelines. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people and their parents/carers should always be consulted and their agreement gained.

Keeping up to date with necessary guidelines, skills, qualifications, insurance in relation to safeguarding and any specific activities the organisation carries out.

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

Ensuring that during any external visits and events, adults should not enter children's rooms or invite children into their rooms.

Being an excellent role model – this includes not smoking or drinking alcohol in the company of 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.

Ensuring parental and child consent is gained for use of any photography and if shared via media, safeguards ensure that this is only done through the organisation and not personally/socially and children are not identifiable within a photograph by only using their name in the main body of the text of an article and by taking group photographs

Do not take children alone in a car journey, invite them to your home, give them your personal mobile number or accept them as friends or interact with them via social media sites such as Facebook or Twitter using your personal profile.

### **Practices to be avoided**

The following should be **avoided** except in emergencies. If cases arise where these situations are unavoidable it will be with the full knowledge and consent of someone in

charge in the activity session or the child's parents. 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:

## **Staff and volunteers**

- Will not spend time alone with children away from others
- Will not take or drop off a child to an event or activity

## **Practices never to be sanctioned**

The following will **never** be sanctioned. Staff and volunteers will never:

- Engage in rough, physical or sexually provocative games, including horseplay
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Fail to act upon and record any allegations made by a child
- Do things of a personal nature for children, that they can do for themselves
- Invite or allow children to stay with you at your home unsupervised

## **PLEASE NOTE:**

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

***When a volunteer or staff member is spoken to by a manager about their inappropriate actions or behaviour (whether intentional or not) there is a clear expectation that the volunteer or staff member will change their discussed action or behaviour or follow up action will be taken.***



PRIVATE AND CONFIDENTIAL

# CHILD PROTECTION REPORT

**Staff and volunteers should use this form to record**

- Any allegations that a child has suffered or may be at risk of suffering significant harm
- Any concerns or disclosures which lead them to suspect that a child has suffered or is suffering significant harm, or may be at risk of such harm

Name of organisation \_\_\_\_\_

Staff / volunteers name \_\_\_\_\_

Job title \_\_\_\_\_

Date and time this report was written Date \_\_\_\_\_ Time \_\_\_\_\_

Child / young person's name \_\_\_\_\_

Age \_\_\_\_\_ Date of birth \_\_\_\_\_

Home address \_\_\_\_\_

\_\_\_\_\_

Parent/guardian's contact telephone number \_\_\_\_\_

**NATURE OF ALLEGATION / CONCERN / DISCLOSURE**

Date \_\_\_\_\_ Time \_\_\_\_\_

Place \_\_\_\_\_

What happened

Who was present

**PREVIOUS CONCERNS**

Have there been any previous concerns about this child / young person / family?  
If so what were they? When did they happen? What action if any, was taken?

**ACTION TAKEN BY YOU NOW**

**CONSULTATION WITH NAMED SAFEGUARDING OFFICER**

Date \_\_\_\_\_ Time \_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Decision made

**ANY FOLLOW UP ACTION**

Date \_\_\_\_\_ Time \_\_\_\_\_

Details

Signature of staff / volunteer who has completed this report

\_\_\_\_\_