

Growing Local is Going Local CIC

Safeguarding and Child Protection Policy & Procedure Updated March 2017

This policy has been produced to act as a working document for the safe working practice of staff, trustees, volunteers and young people associated with *Growing Local*. This document includes:

1. Our policy statement and commitment to safeguarding young people
2. Definitions
3. Protecting young people & adults with guidelines to safe working practices,
4. What is meant by and how to recognise abuse.
5. Actions on what to do if a young person confides in you
6. Confidentiality
7. What to do if abuse is suspected
8. Contact details
9. Legislation and where to get further advice.
10. Disclosure form for reporting abuse form
11. Parent Consent & Medical Form
12. Safe recruitment of staff flow chart

1. Policy statement

- 1.1 *Growing Local* is fully committed to safeguarding the welfare of all children and young people by taking all reasonable steps to protect them from physical, emotional or sexual abuse and neglect. This applies without exception to all the children and young people with whom we work, regardless of their gender, ethnicity, disability, sexuality or beliefs.
- 1.2 *Growing Local* believes that safeguarding and protecting the welfare of all the young people we work with is the responsibility of everyone; volunteers, sessional or contractual staff, management committee and young people.
- 1.3 *Growing Local* must at all times show respect and understanding for the rights of young people, their safety and welfare, and conduct themselves in a way that reflects this and that the best interests of the young person must be paramount when considering any action concerning matters of child protection and safeguarding the welfare of young people.
- 1.4 Child abuse is never acceptable. *Growing Local* will support anyone, (children, young people, staff, volunteers, parents, key workers) who raises any concerns regarding the welfare or protection of young people. Any suspicions and allegations raised will be taken seriously and responded to swiftly and appropriately.
- 1.5 *Growing Local* recognises our responsibility to safeguard the welfare of all children and young people. We will be alert to any indications of neglect, physical, emotional or sexual abuse in the children and young people with whom we work with and will respond to their needs.
- 1.6 In pursuit of this policy *Growing Local* will ensure that all our staff, trustees and volunteers are carefully selected and are provided with guidance to follow when they suspect a child or young person may be experiencing harm or be at risk of harm. All staff and volunteers:
 - a) will have enhanced DBS disclosure which will be updated every three years
 - b) Will sign a self-declaration form to commit to protecting and safeguarding, young people and vulnerable adults from abuse
 - c) Will provide two references that consider they are fit to work with young children, young people and vulnerable adults
 - d) Assess all risk carefully and take all necessary steps to minimise and manage the risk. (*Health and Safety Policy*)

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- e) Let young people, children, parents and key workers know how to voice concerns or complaints about anything that they may not be happy with.
- f) Give young people, children, parents and key workers information about what we do and what can be expected from us. This policy and guidelines are made widely available to all staff, trustees and volunteers together with all other policies and procedures in our staff manual. Copies of the policy together with our supporting Child Protection Policy are available on our website.
- g) All volunteers will receive copies of the Safeguarding and Child Protection policy, up-to-date training and information regarding changes in legislation, guidance and procedures regularly passed out from the designated safeguarding officer.

1.7 This policy and the relevant procedures will be reviewed on an annual basis.

Other policies and procedures that *Growing Local* has established to ensure that this policy is implemented are: *[health and safety, volunteering policy, equal opportunities]*.

2.0 Protecting adults and young people

- 2.1 *Growing Local* promotes a culture of social responsibility amongst all of our members and a structure of respect for everyone, thinking safely, and acting safely. Whilst working with adults and young people *Growing Local* will work with a code of behaviour and expectations that will be agreed.
- 2.2 *Growing Local* operates a zero policy with both staff and young people for the consumption of drugs and alcohol whilst working with young people
- 2.3 Staff should ensure that the ratio between young people and staff is adequate, and representative of the gender mix of the group. Please refer to NCVYS “*Keeping it Safe*” *Sound Systems guidelines* to find the appropriate ratio.
- 2.4 Staff should plan to have at least one other staff member present, preferably of the opposite sex.
- 2.5 All relevant consent, emergency contact details and health and medical forms to be completed by parents/carers for those under 18yrs or by those over 18 themselves, before the activity or event. These must be kept in a safe and confidential place.
- 2.6 All activities are risk assessed. Risk assessment forms must be completed before commencement of any activity or event, and risk assessing must be ongoing throughout the event/activity.
- 2.7 (Additional relevant insurance cover arrangements will be made for any adventurous or overseas activities). Appropriate risk assessments and support mechanisms for communication and recovery to be included.
- 2.8 Experienced qualified staff will be appointed to oversee and supervise all activities.
- 2.9 Where organisation providers are used, relevant risk assessments and insurance cover and checks are made together with pre visits where appropriate.
- 2.10 Appropriate first aid provision will be provided during youth work sessions, notes of any injuries will be recorded in the accident/incident book. (*Health & Safety*)
- 2.11 (Transport: Where personal vehicles are used for transportation, checks will be made to ensure adequate insurance cover is in place together with MOT and vehicle recovery is in place. Where hired transport is used adequate insurance must be in place. All drivers of mini buses must have passed an approved test. Before commencing driving a visual check of the vehicle must be made and ensure all participants wear seat belts).
- 2.12 Internet Access: Where internet access is provided for young people, adult supervision will be present at all time, guidelines are agreed with young people what is and what is not appropriate and safe use of the internet
- 2.13 Mobile phones: The use of and exchange of mobile phone numbers are taken in case of emergency procedures. Staff are advised that they are to be used for this purpose only (*Code of conduct & Lone working Policies*)

3.0 Expectations for safe practice; Code of Conduct for staff and Volunteers

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- 3.1 Staff should always:
- a. Treat everyone with respect and dignity
 - b. Respect and be sensitive to individuals' beliefs and religions (*Equal Opportunity/Diversity Policy*)
 - c. Act as a good role model
 - d. Respect a young person's right to privacy
 - e. Assess the risks likely to be incurred in all situations, activities, buildings and trips to ensure all potential dangers have been identified and the risk minimised
 - f. Plan to have more than one adult present when planning activities/trips
 - g. Take any allegations, suspicions or concerns about abuse which a young person makes seriously (including those made against staff) and report them following appropriate procedures
 - h. Provide an opportunity and environment for young people to talk to the relevant staff member about any concerns they may have
 - i. Provide an environment that encourages young people and adults to feel comfortable and confident in challenging any attitudes or behaviours that may be discriminatory in any way. (*i.e.* racial, sexual, bullying, homophobic, disability, refugee/asylum status etc.) (*Equal Opportunity/Diversity Policy*)
 - j. Remember that others may misinterpret behaviour and actions regardless of how well-intentioned they may be
 - k. Show understanding and sensitivity when dealing with emotional issues
- 3.2 Staff should never:
- a. Permit or accept any abusive and/or discriminatory behaviour in peer-led activities, (*e.g.* initiation ceremonies, bullying, taunting)
 - b. Engage in inappropriate behaviour or contact (*e.g.* physical, verbal, sexual, including horseplay)
 - c. Allow or encourage others (staff, volunteers, trustee board or young people) to engage in inappropriate behaviour/contact (as above)
 - d. Use inappropriate or demeaning language, via any method of communication, *i.e.* writing, phoning, email and or via the Internet.
 - e. Engage in any form of sexual relationship with a young person
 - f. Make sexually suggestive comments towards a young person even in fun
 - g. Take part in sexually proactive games or take part in inappropriate touching of any kind
 - h. Undertake any intimate personal care for a young person
 - i. Give personal money to any young person they are working with
 - j. Invite young people (they are working with) to their homes or into their rooms whilst away on a residential
 - k. Show favouritism to anyone
 - l. Jump to conclusions without checking facts
 - m. Use alcohol, drugs or other substances when working with young people.
 - n. Undermine or criticise others
 - o. Deliberately put themselves or others in compromising or potentially dangerous situations
 - p. Promote their religious or political ideas and beliefs
 - q. Believe it could never happen, or trivialise abuse
 - r. Rely on just their good name and or reputation to protect them against situations which could lead to allegations
 - s. Promise to keep secrets
 - t. Allow any allegations a young person may make to go unchallenged or recorded
- 3.3 If team building activities are carried out that will involve physical contact amongst participants and staff (adult workers), this is fine as long as they are carried out in an open environment, (*i.e.* not in a

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situation where there is one adult worker alone with a participant engaging in physical activities). Young people must be given the choice to not participate in an activity, should they not wish to.

4. Abuse:

What is meant by abuse?

4.1 Abuse is any behaviour towards a child that deliberately, or unknowingly, causes them harm, endangers their life or violates their rights. Abuse may be a single act or repeated acts. Abuse can occur in any relationship or any setting and may result in harm to, or exploration of, the child.

4.2 Abuse can include:

- Neglect
- Physical abuse
- Emotional abuse
- Sexual abuse
- Financial abuse
- Discriminatory abuse
- Institutional abuse

4.3 It is accepted that in all forms of abuse there are elements of emotional abuse, and that some are subjected to more than one form of abuse at any one time.

4.4 Attention must be drawn to other sources of stress for young people and their families such as social exclusion, domestic violence, and mental illness or drug/alcohol misuse. As these areas may have a negative impact on the young person's health and development, if you notice that a young person's wellbeing is being adversely affected, then the same procedures must be followed.

4.5 Recognising abuse

The following information is designed for you to use as a guide to help you become more alert to and aware of the signs of possible abuse. It isn't intended to turn you into an expert.

Recognising possible abuse is a complex and complicated procedure and **it is not your responsibility to decide whether a young person has been abused or is at significant risk**. However **you do have a responsibility to act on any concerns and report them** in accordance with your reporting procedures.

4.6 Neglect – the persistent or severe neglect of the child/young person, including failure to meet the child's basic physical and psychological needs, *i.e.* food, warmth, shelter, clothing, care and protection. This can be a difficult form of abuse to recognise, and yet it can have some of the most lasting and damaging effects.

The physical signs and changes in behaviour that may indicate neglect may include:

- Constantly hungry, perhaps food being stolen from others
- Constantly dirty or in an unkempt, unwashed state
- Inappropriately dressed for the weather conditions
- A loss of weight or being constantly underweight
- Being tired all the time
- Failure to attend medical appointments or not requesting them
- Mentioning of being left alone or unsupervised

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4.7 Physical abuse – any form of non-accidental injury to, or failure to protect from injury a child/young person. This may involve hitting, shaking, poisoning, throwing, burning/scalding.

It's quite normal for young people to get cuts and bruises as part of their daily life; however some young people will have bruising or cuts that could only have been caused non-accidentally. Important indicators are where on the body the bruises or injuries occur, whether an explanation was given or the lack of explanations fits the injury, and also whether there was a delay in seeking medical treatment when treatment may be necessary.

The physical signs and changes in behaviour that may indicate physical abuse may include:

- Injuries that cannot be explained on any part of the body
- Bruises which reflect hand marks or fingertips from slapping or pinching
- Cigarette burns, bite marks, broken bones, scalds
- A fear of approaching parents for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when touched or approached
- Depression, withdrawn behaviour
- Running away from home
- Reluctance to get changed

4.8 Emotional abuse – severe or persistent rejection or emotional ill treatment of the child/young person, which would negatively affect the emotional or behavioural development of the child/young person.

This can be very difficult to identify; often those who appear well cared for may be emotionally abused by being put down or belittled. Also some young people may be receiving little or no love, affection and/or attention from their parents/guardians/carers. Also those not allowed to mix/play with others may be experiencing emotional abuse.

The physical signs and changes in behaviour that may indicate emotional abuse may include:

- A failure to thrive or grow
- Sudden speech disorders
- Delayed development either physically or emotionally
- Exhibiting neurotic behaviour such as hair twisting or rocking
- Reluctance to have their parents/guardians contacted or approached regarding their behaviour
- Exhibiting a lack of confidence or the need for approval or attention
- Fear of making mistakes
- Exhibiting self-harming behaviour

4.9 Sexual abuse – the actual or likely sexual exploitation of the child/young person by any person, whether or not that child/young person is aware of what is happening. This would include physical contact (penetrative or non-penetrative) and non-physical contact (looking at pornographic materials, watching sexual activities).

Adults who exploit their power and use young people to gratify their own sexual needs abuse both girls and boys of all ages, cultures and abilities, including babies, toddlers and young people. More often than not the young person's behaviour will cause you to become concerned, however there are physical signs which highlight concerns. In all cases young people who talk about sexual abuse do so because they want it to stop. Therefore it is vitally important that they are listened to and taken seriously.

The physical signs and changes in behaviour that may indicate sexual abuse may include:

- Stomach pains, discomfort when walking or sitting down
- Bruising or injuries to parts of the body that are not normally seen
- Pregnancy
- Sudden or unexplained changes in behaviour and/or mood, *e.g.* becoming aggressive or withdrawn
- Nervousness or fear of being left with specific persons or groups

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- Acting in a sexually inappropriate way with peers/adults
- Sexual knowledge/drawings/language which are beyond their development age or level
- Running away
- Self-harm/mutilation, suicide attempts
- Eating disorders such as bulimia or anorexia
- Indicating that they have secrets which cannot be told to anyone
- Bedwetting
- Substance abuse (drug and alcohol)

4.10 It is important to know and remember that these lists are not definitive but should act as a guide to assist you in becoming more aware. Young people may show some of these indicators at some time, but the presence of one or more should not be taken as proof that abuse is occurring or has occurred. As mentioned it is not your responsibility to determine whether abuse has taken/is taking place; your responsibility lies with reporting any and all concerns to the relevant and appropriate people.

4.11 There may be other factors (within the family) for reasons in sudden or noticeable changes in behaviour, such as death, the birth of a new sibling etc.

5.0 If a young person confides in you, you must:

- 5.1 Stay calm and approachable; do not let your shock show
- 5.2 Listen very carefully to what is being said without interrupting
- 5.3 Explain at an appropriate time as early as possible that the information being given by the young person will need to be shared and passed on to others – but stress only to those who need to know. Do not in any circumstances promise to keep it a secret
- 5.4 Make it clear that you are taking them seriously and acknowledge how difficult this must be
- 5.5 Allow the young person to speak at their own pace
- 5.6 Reassure the young person that they are doing the right thing in telling you
- 5.7 If you need to ask questions, then only ask questions for clarification, avoid asking questions that suggest particular answers, avoid asking probing questions – you do not need to know all the details; that is the job of the experts
- 5.8 Let the young person know what will happen next, who you will report the information to, what will happen once it has been reported
- 5.9 Record all the details of what was said, use the exact wording used by the young person; do not try to interpret any of the information yourself. Record details such as names mentioned, dates, times, who the information went to, what action was taken next; don't forget to sign and date the form (see incident/disclosure form)

6.0 Confidentiality

- 6.1 In cases of disclosure of abuse, whether by children, young people, parents, carers or other adults confidentiality cannot be promised. We are obliged to share the information with the Designated Person for Child Protection who may have to refer our concerns to Children's Services.

7.0 Actions to be taken responding to any suspicions, concerns or allegations

- 7.1 Concerns about the behaviour of adult(s) in the organisation/group will be referred without delay to the Designated Person for Child Protection who may contact Children's Services or the Police as appropriate. In these instances it will be necessary to inform the Chair.

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N.B. Whilst it is everyone's responsibility to respond to child abuse it is a specialist professional task which should only be undertaken by the designated specialist agencies.

In all cases where concerns are reported the safeguarding designated officer must be informed, he will then be able to advise on the process and timescales.

7.2 Concerns about behaviour of a staff member, volunteer, young person or trustee board member

Actions

- a) Any concerns must be raised immediately with the safeguarding designated officer,
- b) All staff have the right to report any concerns or suspicions they may have about another member of staff in confidence and free from harassment, being treated unfairly or being penalised.
- c) Where an allegation has been made about a member of staff they will receive support throughout the process and thereafter is necessary, as agreed with their line manager.

7.3 Concerns about a young person and responding to disclosure

Action to be taken if you have a concern about a young person's safety and well-being:

- a) Act immediately
- b) Follow the steps outlined in the section 5. above entitled: 'if a young person confides in you, you must'
- c) Inform the designated safeguarding officer with as much information/details as soon as possible
- d) Keep a detailed record of what you witnessed, heard or was told, disclosure form below

7.3 Action to be taken by the safeguarding designated officer:

- a) Act immediately.
- b) Consider if the young person is in immediate danger; if so, contact the police, social services and or parents. Follow procedure as above.
- c) If the young person is not in immediate danger, find out as much as possible about the situation or incident from the young person. Do not ask interrogating questions, just ask questions for clarification only
- d) Allegations or suspicions made about a member of staff must be dealt with in accordance with *Growing Local's* disciplinary policy and procedure.
- e) Contact the local social services team relevant to the young person
- f) You may also need to agree with the local social services team about ongoing support for the young person, once any concerns have been made.

n.b. It is NOT the role of the designated officer to decide whether or not a child has been abused. This is the task of the Children's Social Services Department who have the legal responsibility or the NSPCC who also have powers to investigate child protection concerns.

7.4 Action to be taken if the young person is in immediate danger:

- a) Contact the police by dialling 999
- b) Get medical help if necessary
- c) Refer the young person to the local social services team or emergency duty team (if out of normal office hours). Give them as much details as you know, and what any future action may be
- d) Contact parents or carers. DO NOT contact them if this will place the young person or others in the household at further risk of harm. If this is the case contact the police.
- e) As soon as possible inform the safeguarding designated officer/line manager.
- f) Record all the details on the relevant incident/disclosure forms.

7.5 Complaints and Grievance & Disciplinary Procedures:

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It is *Growing Local's* policy to ensure that any complaint or grievance from any one, staff, volunteers, young people, is dealt with at the earliest opportunity. Any such complaint will be treated in confidence and respect. The first point of contact for complaints initially are to deal with the “designated representative”

8 Contact Details

- Designated officer Louisa Foti, 01432 851094, 07902 802982
- **Social Services:** City (01432) 261628 Rural (01432) 261639 **Out of hours 01905 768 020**
- Herefordshire Council Emergency Out of hours service (01432) 260000
- Child Line UK 0800 1111. Text Phone 0800 400 222.
- Email: Website www.childline.org.uk
- Police: 08457 444 888 (24 Hours) (Child Protection Unit)
- NSPCC Child protection Helpline: 0808 800 5000,
- Text phone 0800 056 0566. Email: help@nspcc.org.uk
- Child Protection in Sport Unit (NSPCC), NSPCC National Training Centre, 3 Gilmore Close, Beaumont Leys, Leicester, LE4 1EZ. Tel 0116 234 7278/7280
- Email: cpsu@nspcc.org.uk Website: www.sportprotects.org.uk Legislation to protect children and young people

9 Legislation to protect children and young people

- The Children Act
- Rehabilitation of Offenders Act 1974 (UK wide)
- Protection of Children Act 1999 (POCA)
- Human Rights Act 1998 and The United Nation’s Convention on the Rights of the Child (signed up to by the UK Government in 1991)
- The Protection of Children Act 1999 and The Police Act 1997
- Criminal Justice and Court Services Act 2000
- Sex Offenders Act 1997
- Sexual Offences (Amendments) Act 2000 (Abuse of trust)
- The Data Protection Act 1984 & 1998 (UK wide)
- Health and Safety at Work Act 1974
- Public Interest Disclosure Act 1998

All available from: www.legislation.hmsso.gov.uk/acts.htm

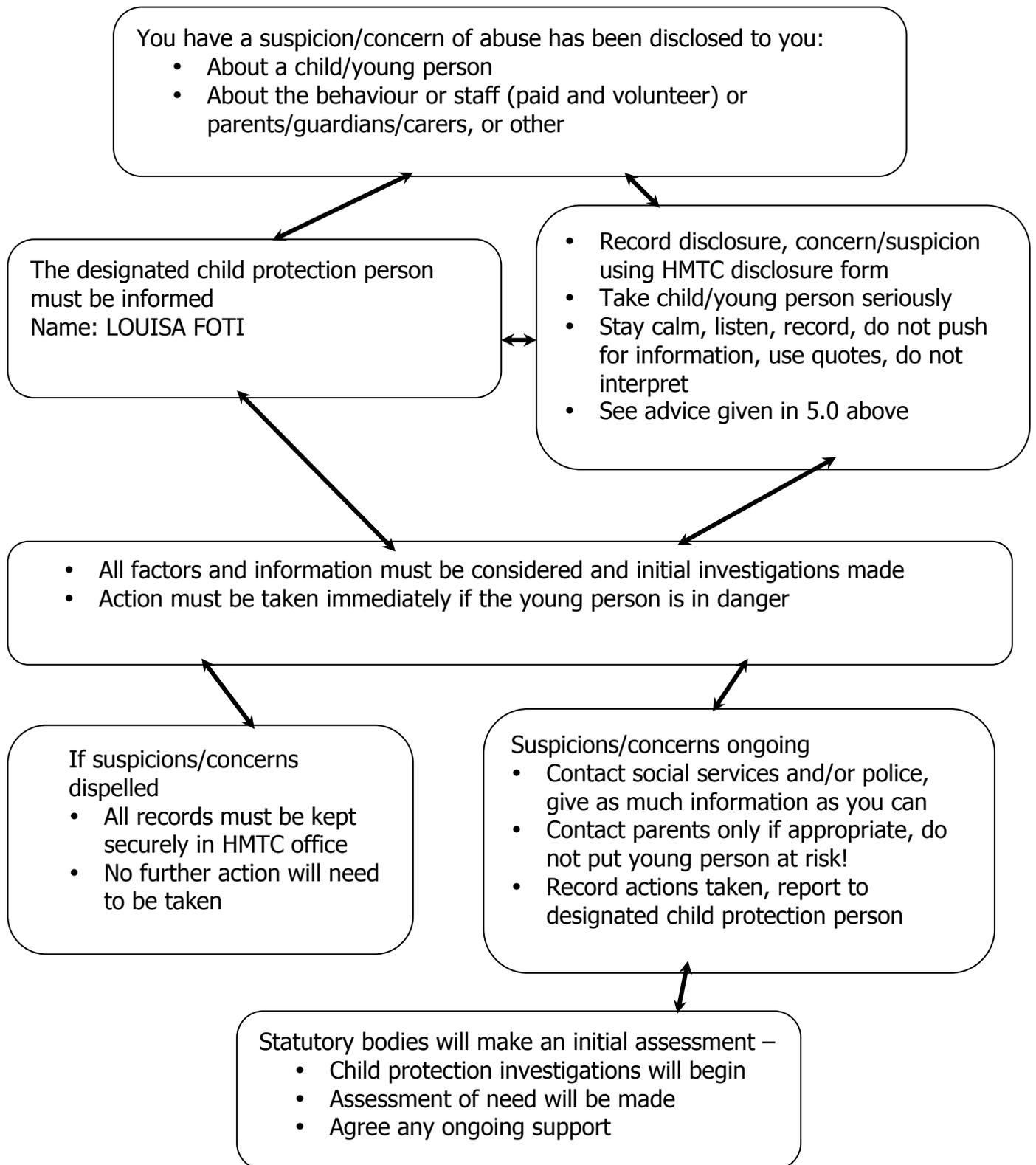
9.1. Guidance to protect children and young people - General information

- The Department of Health website ACPCs (Area Child Protection Committees) www.doh.gov.uk/acpc
- Child Records Bureau: PO Box 91 Liverpool L69 2UH; Tel:0870 90 90 811;
- www.crb.gov/ /www.disclosure.gov.uk
- Available from www.legislation.hmsso.gov.uk/acts
- The Protection of Children Act 1999
 - Sexual Offences (Amendments) Act 2000
 - Activity Centres (Young Persons Safety) Act 1995
 - The Data Protection Act 1984 & 1998
 - Health and Safety at Work Act 1974
- Publications and Information Unit, NSPCC, Weston house, 42 Curtain Road, London. EC2A 3NH, Tel 020 7825 2775.
- NSPCC inform – A on-line resource for workers- www.nspcc.org.uk/inform
- Email: help@nspcc.org.uk Website: www.nspcc.org.uk
- Charity Commission for England & Wales
- Web site: www.charitycommission.gov.uk/supportingcharities/protection.asp

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- Keeping it Safe – A young person-centred approach to safety and child protection (NCVYS Publication)
- Working Together To Safeguard Children (Department of Health)
- What to do if you're worried a child is being abused ((DoH)

10 The procedure for reporting child protection concerns



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Incident / Disclosure Form – CONFIDENTIAL

All allegations, complaints or suspicions of abuse should be recorded as close to the time of the incident as possible. Any disclosures of abuse being made by children / young people should be a reflection of what was actually said. Do not try and interpret any information, just record what was said / witnessed.

Date	Time	Place of disclosure

Details of the young person involved:

Name	Age	Date of Birth
Address		
Post Code		
Home Phone	Mobile Phone	

Names of parents/guardians, address, telephone No. of person(s) involved:

Name	Relationship	Address	Tel

Names, ages, telephone numbers, addresses of any witnesses:

Name	Relationship	Address	Tel
			Mobile
			Home
			Mobile
			Home

Name, role and contact details of person completing this form:

Name:	
Address:	
Post Code:	Telephone

Details of what happened /disclosure of allegations (*do not interpret information – use same language that was used by the young person*).

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What action was taken? *(If no action taken please explain why)*

To whom did you report this incident?

.....

Signed.....

Date.....

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[own organisation]
Self-Declaration Form

Safeguarding Children, Young People & Vulnerable Adults

This Form is solely for safeguarding and assessing whether you pose a risk to young people. Any information contained in this form will be held securely by the (Child Protection officer) together with your 2 character references.

1 reference can be from an existing employer and the other from an outside organisation

1. Surname	
2. All Forenames	
3. Any Previous Names	
4. Date of Birth	5. Male/Female
6. Place of Birth (Town/Country)	
7. Present Address	
8. If you have not lived at this address longer than 5 years, please give your previous address	
9. Have you or a member of your family living with you or person not related to you but living in your home, been subject of a child protection investigation or enquiry either currently or in the past? 10. If yes, please give details	
Declaration I am committed to protecting and safeguarding, young people and vulnerable adults from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust and could result in being asked to have no further involvement with this organisation. I understand that if I am subsequently convicted of any criminal offence, I must declare this to the Education Officer, Louisa Foti, and declare that the information I have given on this form is correct. I hereby give my permission for this form to be held securely during my involvement with Growing Local is Going Local	

Signed:

Date:

Name:

Date:

Address:

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Safeguarding Children, Young People & Vulnerable Adults

Dear

The above named person has offered to be a volunteer helper with Growing Local is Going Local CIC. As I am sure you are aware we must ensure that all volunteers are suitable to work with young people and that we must make sure that they are suitable.

The above person has given your name as a referee, we would be grateful if you could complete the form below which should be treated in the strictest confidence.

Should you require further information please do not hesitate to contact me.

Yours sincerely,

Louisa Foti, Education Officer, Growing Local is Going Local CIC

Your name	
Your Position/Occupation	
How long have you known this person and in what capacity	
Please consider on the SUITABILITY OF THIS VOLUNTEER and consider whether the person is fit to work with young children, young people and vulnerable adults. Please consider the following points: <ul style="list-style-type: none">• Previous experience of looking after or working with children, young people or vulnerable adults• Ability to provide warm and considerate care• Commitment to treat all children, young people and vulnerable adults as individuals, with equal concern and a willingness to respect their background and culture.• Physical health, mental stability, integrity and flexibility The position for which this person is being considered gives considerable access to young people. Is there any reason that you are aware of why this person should not be entrusted with the care of children, young people and vulnerable adults? Yes No	

To my knowledge of the above volunteer I consider them suitable.

Signed :

Date: