



**Safeguarding Policy Statement, Process &
Child Protection Policy**

Safeguarding Policy and Guidance.

August 2019

Our safeguarding policy

This policy applies to all staff, including senior managers and the board of trustees, paid staff, mentors, volunteers and sessional workers, agency staff, students or anyone working on behalf of The Jack Hazeldine Foundation.

The purpose of this policy:

- * to protect children and young people who receive The Jack Hazeldine Foundation's services;
- * to provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection;

The Jack Hazeldine Foundation 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 practices in a way that protects them.

Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- * Children Act 1989
- * United Convention of the Rights of the Child 1991
- * General Data Protection Regulation
- * Human Rights Act 1998
- * Sexual Offences Act 2003
- * Children Act 1984
- * Safeguarding Vulnerable Groups Act 2006
- * Protection of Freedoms Act 2014
- * Children and Families Act 2014
- * Special Educational Needs and Disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014.
- * Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015.
- * Working together to safeguard children; a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015.
- * Keeping Children Safe In Education statutory guidance for schools and colleges. HM Government 2018.

This policy should be read alongside our policies and procedures on:

- * E-safety & IT Acceptable use
- * Anti-bullying
- * Health and safety
- * Risk Assessments

We recognise that:

- * the welfare of the child is paramount, as enshrined in the Children Act 1989
- * all children regardless of age, disability, gender reassignment, race, religion, or belief, sex, or sexual orientation
- * some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- * 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
- * appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead board member for safeguarding
- * adopting child protection and safeguarding practices through procedures and a code of conduct for staff, mentors and volunteers
- * developing and implementing an effective e-safety policy and related procedures
- * providing effective management for staff, mentors and volunteers through supervision, support, training and quality assurance measures
- * recruiting staff, mentors and volunteers safely, ensuring all necessary checks are made
- * recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff, mentors and volunteers via one-to-one discussions
- * using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- * using our procedures to manage any allegations against staff and volunteers appropriately
- * creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- * ensuring that we have effective complaints and whistleblowing measures in place
- * ensuring that we provide a safe physical environment for our children, young people, staff, mentors and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance

Contact Details

Designated Safeguarding Officer (DSO)

Name: Stuart Martin

Phone/email: 07584940121 stuart@thejhf.org

Deputy DSO

Name: Pearl Cross

Phone/email: 07853649000 pearl@thejhf.org

Board Lead for Safeguarding

Name: Gabrielle Murtagh

Phone/email: 07725036438/ gabrielle@thejhf.org

We are committed to reviewing our policy and good practice **annually**.

To be reviewed August 2020.

Safeguarding Process

Identify Young Person at Risk

Make Contact With:

Stuart Martin: 07854 940121

Immediate Danger

Call: **999 or 101**

This must be done if the young person is in immediate danger or is putting somebody else in immediate danger. Or if an incident needs to be reported.

No Action

Ensure it is recorded against mentee's Upshot record.

Concerns Being Raised For
The First Time

Call First Response

North Somerset: 01275 888808 council duty team

NSPCC Child Protection Helpline: 0808 800 5000 (lines free and open 24 hrs)

YP with a Social Worker

Mentor to complete incident/concern report form. (This will be emailed to you when discussed with Stuart)

A copy of this will be then forwarded to relevant reporting organisation (Social Services, School, SEN Officers, Police etc.), and a copy kept for the mentee's personal record on Upshot.

Complete Relevant Action Required By Above

Incident Report Complete

File all completed paperwork within young person's record on Upshot.

Our Child Protection Policy

Introduction

The purpose of this policy is to outline the duty and responsibility of staff, mentors, volunteers and trustees working on behalf of The Jack Hazeldine Foundation in relation to child protection procedures.

The key objectives of this policy are:

To explain the responsibilities of The Jack Hazeldine Foundation and its staff, mentors, volunteers and trustees have in respect of child protection.

To provide an overview of child protection.

To provide a clear procedure that will be implemented where child protection issues arise.

Context

For the purpose of this document a child is defined as a person under the age of 18 (The Children's Act 1989)

All children have the right to protection from all forms of abuse including exploitation, neglect, physical and mental abuse regardless of their age, gender, disability, culture, language, racial origin, religious beliefs or sexual orientation.

The Role of Staff, Mentors, Volunteers and Trustees

All staff, mentors, volunteers and trustees working on behalf of The Jack Hazeldine Foundation have a duty to promote the welfare and safety of children.

Staff, mentors, volunteers and trustees may receive disclosures of child abuse and observe children who are at risk. This policy will enable staff, mentors, volunteers and trustees to make informed and confident responses to specific child protection issues.

We require all staff, mentors, volunteers, and trustees to read and follow the 'JHF Code of Conduct for Adults Working with Children & Young People'. Should more information be required, we refer to the 'Guidance to safer working practice for adults working with children and young people'. This Guide has the status of practice guidance and it provides clear advice to employed and volunteer staff on appropriate and safe behaviours when working with children in all settings and in all contexts.

What is Child Abuse

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger. They may be abused by an adult or adults, or another child or children (Working Together to Safeguard Children 2006)

The 'Working Together to Safeguard Children' guidance published by the Government defines four categories of abuse as follows.

1. Physical Abuse

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

2. Emotional Abuse

This is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless, unloved or inadequate. It may involve bullying, causing children to feel frightened or in danger.

3. Sexual Abuse

This type of abuse involves forcing or enticing a child to take part in sexual activities, including prostitution whether or not the child is aware of what is happening. Examples of physical contact include penetrative acts (rape, buggery or oral sex) or non-penetrative acts kissing, fondling, masturbation. It may include non-contact activities involving children in looking at or be involved in sexual online images and or encouraging children to behave in sexually inappropriate ways.

4. Neglect

This is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment to the child's health and development. It can include failing to provide adequate food, clothing and shelter, adequate supervision or failing to provide medical help when needed.

Procedure in the event of a disclosure

It is important that children are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

This procedure must be followed whenever an allegation is made that a child has been abused or when there is a suspicion that a child has been abused.

Promises of confidentiality should not be given as this may conflict with the need to ensure the safety and welfare of the child.

If the complainant is the child, questions should be kept to the minimum necessary to understand what is being alleged and leading questions should be avoided. The use of leading questions can cause problems for the subsequent investigation and any court proceedings.

A full record shall be made as soon as possible of the nature of the allegation and any other relevant information including using the 'Initial Cause for Concern Form' Appendix 1.

This should include information in relation to the date, the time, the place where the alleged abuse happened, your name and the names of others present, the name of the complainant and, where different, the name of the child who has allegedly been abused, the nature of the alleged abuse, a description of any injuries observed, the account which has been given of the allegation.

Responding to an allegation

Any suspicion, allegation or incident of abuse must be reported to the Designated Safeguarding or Child Protection Officer on that working day where possible.

The nominated member of staff shall telephone and report the matter to the appropriate local social services department duty social worker. A written record of the date and time of the report shall be made and the report must include the name and position of the person to whom the matter is reported. The telephone report must be confirmed in writing to the relevant local authority Social Services department within 24 hours.

Responding appropriately to a child making an allegation of abuse

Stay calm.

Listen carefully to what is said.

Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.

Tell the child that the matter will only be disclosed to those who need to know about it.

Allow the child to continue at her/his own pace.

Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer.

Reassure the child that they have done the right thing in telling you.

Tell them what you will do next, and with whom the information will be shared.

Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the designated child protection officer.

Confidentiality

Child protection raises issues of confidentiality which should be clearly understood by all.

Staff, volunteers and trustees have a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigative agencies.

Clear boundaries of confidentiality will be communicated to all. All personal information regarding a child will be kept confidential except when; it is suspected that a child under 18 years is the victim of abuse.

If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child's own sake.

Within that context, the child should, however, be assured that the matter will be disclosed only to people who need to know about it.

Where possible, consent should be obtained from the child before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the child is the priority.

Where a disclosure has been made, staff should let the child know the position regarding their role and what action they will have to take as a result.

Staff should assure the child that they will keep them informed of any action to be taken and why. The child's involvement in the process of sharing information should be fully considered and their wishes and feeling taken into account.

Child Protection issues are highly sensitive and staff who receive information about children or their families in the course of their work should share that information only within appropriate professional contexts. All child protection records should be kept secure.

Allegations Involving Staff

If a child, or parent, makes a complaint of abuse against a member of staff or volunteer the person receiving the complaint must take it seriously and immediately inform the Designated Person.

Any member of staff or volunteer who has reason to suspect that another member of staff or volunteer may have abused a child immediately informs the Designated Person. A record of the concerns must be made, including a note of anyone else that witnessed the incident or allegation.

When a complaint is made against a member of staff or volunteer, that person will be immediately suspended. A full investigation will then be instigated.

The Role of Key Individual Agencies

Social Services

The Children's Act 1989 gives Local Authority Social Services the primary responsibility for the care and protection of abused children and children at risk of abuse. It is their statutory duty to ensure that there is an investigation in cases of suspected abuse or significant harm. Social Services take action to protect the child and to promote the welfare of the child. Social Services also convene Child Protection conferences and manage the Child Protection Register.

Police

The overriding concern of the Police in child protection is the welfare of the child. Their general duties are to investigate crimes as well as a duty to prevent offences being committed and to protect those at risk of harm. The Children's Act 1989 permits the Police to take a child into police protection; where there is reasonable cause to believe that he/she would otherwise be at risk of significant harm.

Police and Social Services will work jointly where it is likely that criminal proceedings will be brought against the perpetrator of the abuse.

NSPCC

The NSPCC pursues its objective of identifying and preventing child abuse through consultation and cooperation with Social Services. They are identified as an 'authorised person' under the Children Act 1989. NSPCC runs national Child Protection Helplines.

Child Protection Officers of the NSPCC are required to initiate procedures that ensure their own appropriate response to any complaint or request for help on all matters concerning children.

Role of designated child protection officer

The role of the designated officer is to deal with all instances involving child protection that arises within. They will respond to all child protection concerns and enquiries.

The designated Child Protection Officer for The Jack Hazeldine Foundation is Stuart Martin. (to be reviewed annually)

Should you have any suspicions or concerns relating to Child Protection:

Contact the Child Protection Officer Stuart Martin on 07584940121.

If the Child Protection Officer is not available, you should follow the North Somerset Safeguarding Children's Board instructions below:

If you are currently worried about a child who you believe is at risk, being ill-treated or neglected, please speak to the Single Point of Access (SPA) on 01275 888808.

Normal office hours are Monday to Thursday 8.45am until 5pm and Friday from 8.45am until 4.30pm.

Outside these hours contact our Emergency Duty Team on 01454 615 165. If the line is engaged please leave your name and number on the answering machine and we will call you back as soon as possible. Alternatively, contact your local police station on 0845 670 000 or if a child is in immediate danger dial 999.

Role of line managers

The role of the line manager is to support the member of staff, mentor, trustee or volunteer involved with the incident and to ensure the correct procedures are followed.

The line manager could if agreed with the staff member dealing with the incident, make contact with the designated Child Protection Officer in the first instance.

The line manager should ensure that all staff within their team are familiar with current Child Protection procedures and ensure that all staff undertake Child Protection training, where appropriate.

Role of the designated Safeguarding Officer

- Enforcing the company's safeguarding policy.
- Being alert to and recognising welfare issues, being sure to challenge poor practice.
- Sharing appropriate information with relevant people.
- Checking the List of Children to see who is subject to a Child Protection Plan.
- Gathering any other relevant information and evidence.
- Consulting local safeguarding children board procedures for additional information and guidance if needed.
- Making referrals to social services when appropriate.
- Continue working with the family, sharing information and contributing to plans if the concern is investigated.
- Ensuring that all staff having contact with children, vulnerable adults and/or their families have received appropriate training on safeguarding issues.
- Being the first point-of-call for all staff who have safeguarding concerns.

Use of photographic/video equipment

Written consent to take and use images of children should be obtained prior to the taking of photographs and or video footage. Parents/carers should be made aware of when, where and how the images may be used to give their informed consent.

Training

Training will be provided, as appropriate, to ensure that staff are aware of these procedures. Specialist training will be provided for the member of staff with child protection responsibilities.

Complaints procedure

The Jack Hazeldine Foundation have a complaints procedure available to all staff, mentors, volunteers and trustees.

Recruitment procedure

The Jack Hazeldine Foundation operates in line with safer recruitment standards. During the recruitment process we ensure that a member of staff on interview panels has undertaken Safer Recruitment Training. We adhere to Safer Recruitment Guidelines regarding references, interviews, identity/DBS checks, right to work in the UK check and verification of professional qualifications (where relevant).

References, internet links and further sources of information

Working together to Safeguard Children – (A guide to inter-agency working to safeguard and promote the welfare of children.)

Available to download at www.everychildmatters.gov.uk

What to do if you are worried a child is being abused.

Available to download at www.everychildmatters.gov.uk

Internet Links

<http://webarchive.nationalarchives.gov.uk/20100202100434/dcsf.gov.uk/everychildmatters/resources-and-practice/ig00311/> Guide to safer working practice for adults working with children and young people

www.everychildmatters.org.uk

www.ceop.gov.uk

www.childline.org.uk

www.thinkuknow.co.uk

www.ceop.gov.uk/reportabuse/index.asp

For Children and Young People

www.there4me.com

www.childline.org.uk/pages/yourplace.aspx

www.kooth.com

Contacts

Child Line 0800 1111

NSPCC 0808 800 5000

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To be reviewed August 2019.