



# **ACTION 4 YOUTH**

INSPIRING YOUNG PEOPLE

## **Safeguarding Policy**

**February 2018**

Review Date: February 2019

## 1.1 POLICY STATEMENT

Action4Youth, the Board of Directors, Chief Executive Officer, and staff team are firmly committed to the belief that all children and young people have a fundamental right to be protected from harm, and fully recognise their responsibility for child protection and to promote the welfare of children and young people. The safety and protection of all children and young people that Action4Youth supports is paramount and has priority over all other interests.

Action4Youth encourages a culture of listening to and engaging in dialogue, with children, seeking their views in ways that are appropriate to their age, culture and understanding.

The purpose of this Safeguarding Policy is to ensure, at all times, the maximum protection from any kind of harm for all young people involved in any way with Action4Youth. For the purposes of this policy, Action4Youth has defined harm as:

- abandonment
- emotional abuse
- neglect
- physical abuse
- racial abuse
- sexual abuse or sexual exploitation
- exposure to drug/ alcohol misuse
- bullying – Including cyber bullying
- grooming
- radicalisation
- female genital mutilation

This policy forms part of the terms and conditions of employment and applies to all employees. Its purpose is to protect the personal safety of all children and young people using the facilities, resources and activities provided by Action4Youth, by actively promoting awareness, good practice and sound procedures.

The policies laid out in this policy are in accordance with Children's Act 1989, Children's Act 2004 and the guidance "Working Together to Safeguard Children 2015".

Failure to adhere to this policy may lead to disciplinary action being taken up to and including dismissal.

## 1.2 RECOGNISING ABUSE AND NEGLECT

Abuse may occur in different forms. Abuse can be split into the main categories below:

### **Physical Abuse**

A form of abuse 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.

### **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 or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or

'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

### **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### **Neglect**

This is persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

It is vital to take action that is needed to safeguard the child/children. The decision should be discussed with the Safeguarding Officer before any action is taken or a decision made to escalate.

Definition of harm for staff and volunteers:

'Harm' means ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

Domestic violence is very damaging to a child's emotional development; where a child is living with domestic violence, schools should consider making a referral to Social Care if the child shows any indicators of significant harm.

Based on the findings of the Victoria Climbié case, it is important to remember that often, only when information held by a number of workers is put together, that a picture of child abuse emerges. In addition to this, whilst respecting cultural differences, the basic requirement that children are kept safe is universal and cuts across cultural boundaries.

### **1.3 RESPONSIBILITIES (ORGANISATION)**

Action4Youth will ensure a minimum of three senior members of staff or trustees are appointed with responsibility for child protection and the implementation of this policy. It is the responsibility of the Designated Safeguarding Lead and Additional Safeguarding Leads to take appropriate action following any expression of concern and make referrals to the appropriate agency

- Designated Safeguarding Lead – Jan Knight, [jan.knight@action4youth.org](mailto:jan.knight@action4youth.org), 07391 408599
- Additional Safeguarding Leads – Geoff Cook, [Geoff.cook@action4youth.org](mailto:Geoff.cook@action4youth.org), 07391 408594, Jasmine Smith, [jasmine.smith@action4youth.org](mailto:jasmine.smith@action4youth.org), 07391 408597
- Additional Safeguarding Lead, Caldecotte Xperience – Rich Wyatt, [rich.wyatt@action4youth.org](mailto:rich.wyatt@action4youth.org), 07711 027668

Nominated Safeguarding Trustee (monitoring responsibility) – TBC

Action4Youth will ensure that all staff members receive training to update them on Safeguarding every three years.

Action4Youth will ensure that advice is sought from relevant child protection agencies when dealing with more complex issues.

Action4Youth will ensure that all employees receive regular monitoring and supervision in their work with children and young people.

#### **1.4 RESPONSIBILITIES (TRAINING OFFICER)**

The Training Officer will be trained in the relevant Train the Trainer qualifications needed to deliver the Action4Youth Safeguarding course and will attend yearly safeguarding training to update knowledge

The Designated Safeguarding Lead will ensure that all members of staff have the relevant Safeguarding training.

Training for Safeguarding Policy will be provided by Buckinghamshire County Safeguarding Board, which will include up- to- date legislation, including Local and National Guidelines.

#### **1.5 RESPONSIBILITIES (EMPLOYEES)**

All employees working on behalf of Action4Youth have a responsibility for the welfare of the children and young people that they work with, in relation to their employment.

All employees have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the reporting procedures detailed in this policy.

Never assume that others are monitoring a child or young person. Others may have doubts but as a member of staff for Action4Youth you could be the only person taking action.

If in any doubt about what action to take, employees must seek advice from the Designated Safeguarding Lead, Additional Safeguarding Leads or, in all their absence, the nominated Safeguarding Trustee.

Action4Youth frequently takes photographs of children and young people participating in activities and events. Where appropriate written permission from parent/guardian will be obtained before any photographic material is used in the public domain.

#### **1.6 REACTING TO A DISCLOSURE**

- Listen, rather than directly question
- Never stop anyone who is freely recalling significant events
- Do not ask leading questions
- Do not promise confidentiality
- Allow silence
- No distractions
- Positive prompts
- Allow child to be upset
- Listen to them carefully
- Reassure the young person that they will be supported

- Make an accurate record of the information you have been given, taking care to make sure your record is accurate.

## **1.7 REPORTING PROCEDURES**

Any suspicion, allegation or disclosure must be reported immediately (as soon as practicably possible on the day of the occurrence) to the Designated Safeguarding Lead or an Additional Safeguarding Leads. Disclosure or evidence for concern may occur in a number of ways, including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge (see Safeguarding Reporting Procedures and Contacts Sheet annexed to this Policy).

The Designated Safeguarding Lead or Additional Safeguarding Lead must record the concern, with the employee, using the Incident Reporting Form. They are responsible for informing the Chief Executive Officer or the Chair of the Board immediately and ensuring that a copy of the Incident Report is kept strictly confidential and stored securely following the Data Protection Procedures.

It is the responsibility of the Designated Safeguarding Lead or Additional Safeguarding Leads to deal with any Safeguarding matters initially and then escalate as appropriate.

All stages of the reporting procedure must be documented, marked confidential and stored securely following the procedures laid out in the Data Protection Policy.

## **1.8 ALLEGATIONS AGAINST EMPLOYEES**

When any form of complaint is made against an employee, it must be taken seriously and the complaint should initially be dealt with by the most senior staff member on site at the time the complaint is made. If the complaint is against the most senior member of staff on site, then the Chief Executive must be informed.

The senior staff member must report the complaint immediately to the Designated Safeguarding Lead or an Additional Safeguarding Lead, giving details of the circumstances.

The Designated Safeguarding Lead or Additional Safeguarding Lead concerned will seek advice and guidance from the Local Authority Designated Officer (LADO) within 24 hours of the allegation.

The Designated Safeguarding Lead or Additional Safeguarding Lead may attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone.

The Chief Executive may suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made (following advice from the LADO).

This action does not imply in any way that the person suspended is responsible for, or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a professional manner.

Action4Youth will co-operate fully with the Police, Social Services and all other parties involved.

The Designated Safeguarding Lead or Additional Safeguarding Leads will ensure that the Chief Executive and the Chairman of Action4Youth Board of Trustees, or in his/her absence, a Board member, is fully briefed. An agreed statement will be prepared for the purpose of accurate communication with external sources and for the protection of the legal position of all parties involved.

The Designated Safeguarding Lead or Additional Safeguarding Lead or Board member will make a full written report of the incident and the actions taken. This report will be stored securely following the procedures detailed in the Data Protection Policy.

The Company may take disciplinary action in accordance with the disciplinary procedures outlined in this handbook.

### **1.9 CONFIDENTIALITY**

Action4Youth operates under a policy of confidentiality. However, under no circumstances will any individual in the employment of Action4Youth keep confidential any information that raises concerns about the safety and welfare of a child or young person.

This statement relating to confidentiality must be made known to all who access any provision of Action4Youth.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people in accordance with the Information Sharing Policy of the Children's Trust.

All staff must be aware that they cannot promise a child that they will keep secrets.

Please see the BSCB Information Sharing Protocol which can be found at <http://www.bucks-lscb.org.uk/bscb-procedures/>

### **1.10 SUPPORTING STAFF**

All members of staff at Action4Youth will receive regular training and supervision with respect to Safeguarding issues.

All staff to whom a young person may have disclosed may be distressed by the disclosure. Non-managerial support and/or counselling will therefore be available. It is the responsibility of the Designated Safeguarding Lead to ensure this is provided if required.

### **1.11 REVIEW AND MAINTENANCE OF POLICY**

The Board of Directors shall undertake to review this policy, its implementation and effectiveness annually. The views of all employees shall be sought where necessary and reflected in the review process.

Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.

## PROCEDURE FOR DEALING WITH SUSPICIONS, ALLEGATIONS OR DISCLOSURE OF CHILD ABUSE

Action4Youth employee has concerns about the welfare of a young person.



Employee informs the Safeguarding Lead or Additional Safeguarding Lead the Designated immediately of their concern .



The Designated Safeguarding Lead or Additional Safeguarding Lead records the concern with the employee, using the Incident Reporting Form and must inform either the Chief Executive or the Chair of Board immediately and ensure that a copy of the Incident Form is logged in a secure file.



The Designated Safeguarding Lead or Additional Safeguarding Lead is responsible for further referral. This will be to the First Response Team at Buckinghamshire County Council or Milton Keynes Unitary Authority (as below) if the immediate safety of the child is in any doubt then the police MUST be informed.

## PROCEDURE FOR DEALING WITH ALLEGATIONS AGAINST A MEMBER OF STAFF

A young person discloses or you witness an incident or there is a Whistleblowing report involving a colleague.



Employee informs the Designated Safeguarding Lead or Additional Safeguarding Lead. If the allegation is about Chief Executive then the Designated Safeguarding Lead or Additional Safeguarding Lead should report this to the Chair of the Board or, if about the Chief Executive, to the Chair. Support will be offered for all parties involved in an allegation.



It is the responsibility of the Designated Safeguarding Lead, Additional Safeguarding Leads or, in all their absence, the Nominated Safeguarding Trustee to seek advice from the LADO. In accordance with Action4Youth Disciplinary Procedures it is NOT within the remit of any other member of staff or trustee to deal with the incident after it has been reported.

**IF IN ANY DOUBT AS TO WHAT YOU SHOULD DO AT ANY TIME DURING THE ABOVE PROCEDURE SEEK ADVICE FROM YOUR MANAGER OR THE CHIEF EXECUTIVE OFFICER.**

### Phone Numbers

First Response Team: 08454 600 001

Out of hours: 0800 999 7677

[cypfirstresponse@buckscc.gov.uk](mailto:cypfirstresponse@buckscc.gov.uk)

[securecypfirstresponse@buckscc.gov.uk](mailto:securecypfirstresponse@buckscc.gov.uk)

Milton Keynes Multi Agency Referral Hub (MASH) 01908 253169/253170

Emergency out of hours team – 01908 265545

[mash@milton-keynes.gov.uk](mailto:mash@milton-keynes.gov.uk)