



Safeguarding Children Policy (Summary)

Name of Organisation: ENYP

The child protection lead is: Jane Cubitt

The child protection deputy lead is: Danny Doran-Smith

We recognise that the welfare of all children is paramount and that **all** children and young people; regardless of ability or culture, have equal rights of protection. We have a duty of care when they are in our charge and will do everything we can to provide a safe and caring environment whilst they attend our activities.

We will:

- ✓ Treat all children with respect and celebrate their achievements
- ✓ Carefully recruit & select all adults whether paid or voluntary
- ✓ Respond to concerns and allegations appropriately
- ✓ Adopt the recommendations of the S.A.F.E. pack

When there are concerns about the welfare of any child/young person *all adults* in our organisation are expected to share those concerns with the child protection lead.

He/she is responsible for:

- Monitoring & recording concerns
- Making referrals to social services without delay
- Liaison with other agencies
- Arranging training for all staff

Confidentiality:

In cases of disclosure of abuse, by either children or parents, we are obliged to share the information with the child protection lead who may have to refer our concerns to social services

Staff Allegations:

Concerns about the behaviour of adult/s in the organisation will be referred without delay to the child protection lead who will contact social services or the police as appropriate.

We will review this policy annually



Safeguarding Children Policy

Organisation: ENYP

Policy Statement

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Policy Aim

As members of S.A.F.E. (Safer Activities for Everyone) we aim at all times to attain S.A.F.E. standards in all our activities with children, young people, their families and/or carers. We will achieve this by adhering strictly to this policy and the guidance and risk assessments (as relevant) of National S.A.F.E. for the leisure industry, S.A.F.E. 1 for the voluntary and youth sector and S.A.F.E. 2 for all those organising trips and visits away.

Child Protection Lead and Deputy

The responsibility of managing the safeguarding of children can be both demanding and challenging, and therefore must be appointed at managerial level to personnel who are present when we are operational.

Our child protection lead is:

Name: Jane Cubitt

Contact details: chair@enyp.org.uk Tel: 01603 435996

Mob: 07761 762352

Their role is to oversee and ensure that our safeguarding children policy is fully implemented and that we attain S.A.F.E. standards. These details will be made available to all adults, children and parents/carers *by training/leaflet/enrolment information*. This includes ensuring they and workers/volunteers receive child protection training as appropriate. The alternate should be available to support or cover for the nominated lead. She will also handle any complaints or allegations against the nominated lead if appropriate.



Why do we need a Safeguarding Children Policy?

Government guidance is clear that all organisations working with children, young people, families, parents and carers have responsibilities (see Appendix for References). It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

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Sports and cultural services designed for children and families such as libraries, play schemes and play facilities, parks and gardens, sports and leisure centres, events and attractions, museums and arts centres are directly provided, purchased or grant aided by Local authorities, the commercial sector, and by community and voluntary organisations. Many such activities take place in premises managed by authorities or their agents.

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Staff, volunteers and contractors who provide these services will have various degrees of contact with children who use them, and appropriate arrangements will need to be in place. These should include:

- Procedures for staff and others to report concerns that they may have about children they meet that are in line with “What To Do If You Are Worried A Child Is Being Abused” and LSCB procedures, as well as arrangements such as those described above; and,
- Appropriate codes of practice for staff, particularly sports coaches, such as those issued by national governing bodies of sport, the Health and Safety Executive, or the Local authority. Sports organisations can also seek advice on child protection issues from the Child Protection in Sport Unit (CPSU) which has been established as a partnership between the NSPCC and Sport England

Working Together to Safeguard Children 2013

This document is available through HMSO or on the internet at <http://www.doh.gov.uk>

“Children are individuals whose rights, needs and welfare are paramount.”

Children’s Act 1989

“All children, whatever their religion or cultural background must receive the same care and safeguard with regard to abuse and neglect.”

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Recognition

Physical

Physical 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 causes ill health in a child.



Emotional

Emotional abuse is 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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 causing children frequently to feel frightened or in danger, or in 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

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery or oral sex) or non-penetrative acts. They may also include non-contact activities, such as involving children looking at, or in the production of pornographic material; or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the 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. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to ensure adequate supervision including the use of inadequate care-takers, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Definitions from "***Working Together to Safeguard Children 2013***"

Treating Children with Respect

We endeavour to treat all children and young people with respect, regardless of ability or culture. We ensure that everyone signs up to the S.A.F.E. Adult's and Young People's Codes of Conduct as appropriate, *(alongside any relevant governing body's guidance – N/A)*. We also circulate and make available to everyone *by training//leaflet/enrolment information* our confidentiality statement, complaints procedures, allegations & "whistleblowing" statements and disciplinary & grievance procedures. *If changing/ sport/ intimate care is an issue detail here your guidance for intimate touch.N/A at present.*



Celebrating Children's Achievements

We positively encourage all children and young people to succeed and celebrate their achievements by:

(Awards/publicity/praise) We are particularly sensitive to the needs of disabled children who may achieve in smaller steps than their peers but are equally entitled to celebration.

Rigorous Recruitment

We adhere to the S.A.F.E. guidelines for recruiting all staff, paid or unpaid by obtaining full personal details and CVs with particular relevance to previous work with children and young people. We always take up two written references and insist that any appointment, where staff has direct and / or unsupervised access to children and young people, will only be confirmed subject to a satisfactory DBS check at the appropriate level. In all other cases we insist on a disclosure about previous employment history being signed before appointment. At interview we have sound procedures and recording to ensure we are satisfied, and can evidence, that the applicant is appropriate and suitable.

Induction & Training

In line with S.A.F.E. recommendations we have a clear induction and training strategy detailing clear job descriptions and responsibilities, all relevant procedures as detailed under "**Treating Children with Respect**". All new staff sign to record they have received and understand the "Safeguarding Children" leaflet and will attend S.A.F.E. (or a S.A.F.E. approved body) child protection training within 3 months of appointment. We also agree a probationary period of *12 months* with clear goals and then provide supervision/mentoring/appraisal at regular intervals of *6 months with Danny Doran-Smith*

Confidentiality

We have a clear policy in line with S.A.F.E. recommendations about confidentiality and information sharing and these details will be made available to all adults, children, parents and carers *by training/enrolment information*). We fully endorse the principal that the welfare of children and young people over ride any obligations of confidence we may hold to others. Individual cases will only be shared or discussed on a "need to know" basis. All media enquiries will be handled Danny Doran-Smith or Jane Cubitt



Handling Disclosures

A disclosure may be made verbally or through play or behaviour by a child, young person or an adult and it is important for everyone to remember the following:

If you are concerned about a child it is important that this information is communicated to the child protection lead and alternate.

You may become aware of suspected or likely abuse by: -

- Your own observations and concerns;
- Being told by another person that they have concerns about a child;
- The child tells you;
- The abuser tells you.

Also remember that you may not always be working directly with the child but become concerned because of difficulties experienced by the adult(s e.g.

- Domestic Violence incidents
- Mental Health issues
- Substance and Alcohol Abuse Incidents

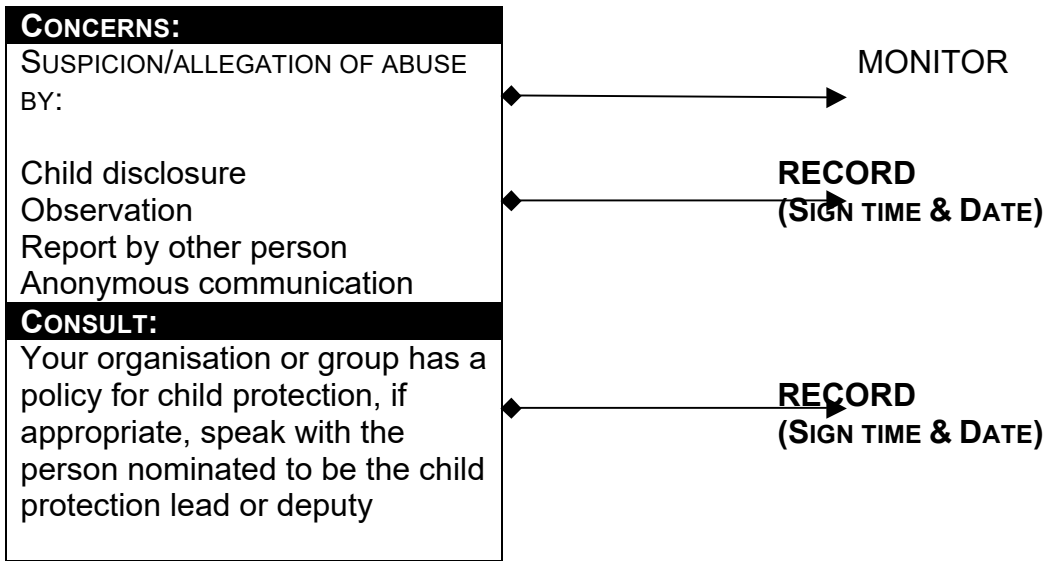
REMEMBER: -

- 1. DO NOT DELAY.**
- 2. DO NOT INVESTIGATE.**
- 3. SEEK ADVICE FROM THE CHILD PROTECTION LEAD OR DEPUTY.**
- 4. MAKE CAREFUL RECORDING OF ANYTHING YOU OBSERVE OR ARE TOLD**

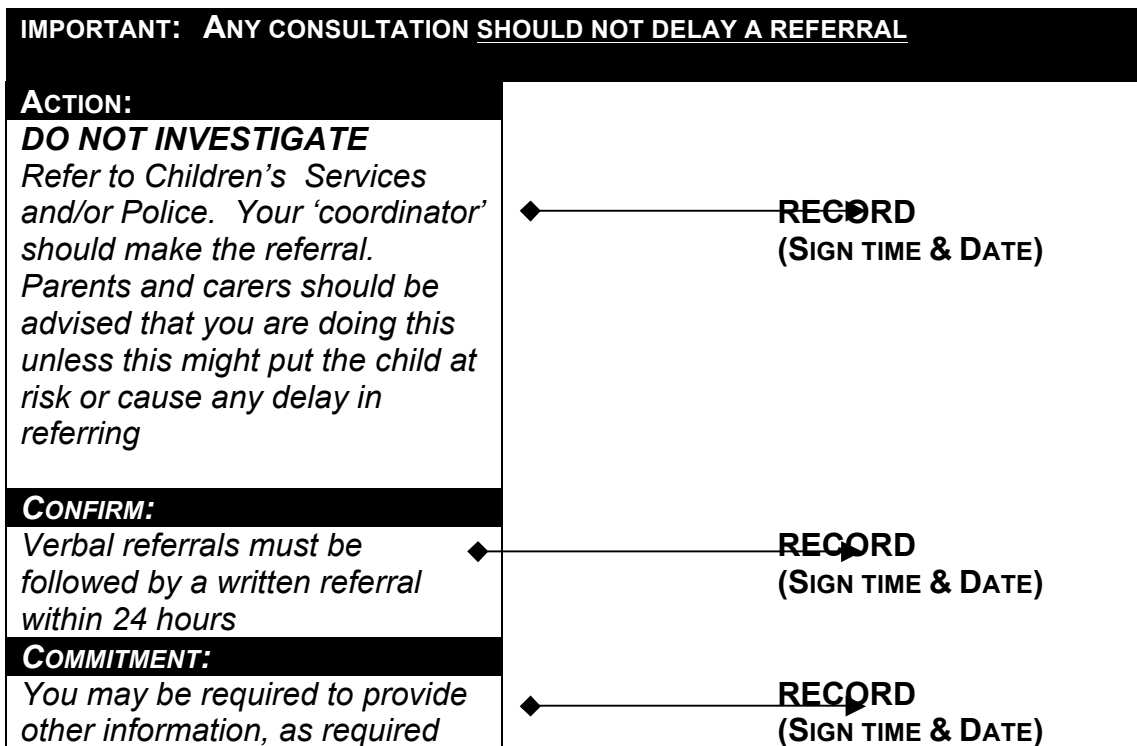
Responding to Concerns

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the child protection lead and alternate. We do this by *training/enrolment information*). Everyone including both the child protection lead and alternate will deal with concerns using the following:

FLOWCHART FOR REFERRAL WHEN CONCERNED THAT A CHILD IS BEING PHYSICALLY, SEXUALLY, EMOTIONALLY HARMED OR NEGLECTED



ALL CAN SPEAK INFORMALLY WITH CHILDREN'S SERVICES



REMEMBER – DO NOT DELAY

CHILDREN'S SERVICES AND POLICE ARE ALWAYS AVAILABLE – IN AN EMERGENCY DIAL 999



Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

We have clear policies in line with S.A.F.E. recommendations about handling allegations, dealing with complaints and our own disciplinary & grievance procedures and these details will be made available to all adults, children, parents and carers as necessary *by training/leaflet/enrolment information..* We are mindful that the three procedures may confuse the next appropriate steps to take. We are clear that, in any case where a complaint has been made with regards to any inappropriate or poor practice, we will discuss the situation with social services before making an open decision about the best way forward. It is the responsibility of the child protection lead and/or alternate to ensure that these procedures are rigorously adhered to. In the case that the child protection lead is implicated, the alternate should be informed. In the exceptional circumstances that both are involved, it is the duty of the person concerned to contact social services direct. With regards to disciplinary & grievance procedures, we are very clear that we will take no steps until we have fully discussed and agreed a strategy with social services and/ or the police. Any investigation will over ride the need to implement any such procedures.

Record Keeping

All records will be securely kept *in a locked cabinet/drawer in ENYP Office.* Only the child protection lead and/or alternate will have access and records will only be kept as long as necessary. Normally these records will be passed to social services as soon as possible. All records will be handwritten by the person with the concern within 24 hours, on headed paper or incident sheets and will be factual, non-judgemental. It is helpful to record any known details of the child/children or young people involved e.g. name, address, date of birth etc. It is equally important to record the reasons for making the decision not to refer to social services as when the decision is taken to refer.

S.A.F.E. Recommendations

In order to attain and retain our S.A.F.E. certificate everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the child protection lead and/or alternate, however it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with. It is only through adopting S.A.F.E. policies and practices that we can all be confident we have done everything we can to safeguard the children and young people in our care.

Child protection lead: Jane Cubitt

Alternate: Danny Doran-Smith

A separate record for staff signatures should be maintained to evidence they have seen and understand this policy



References

Children Act 1989

Children Act 2004

Protection of Children Act 1999

Own Counties Area Child Protection Committee's Policies & Procedures for the Protection of Children

Safe From Harm

A Code of Practice for Safeguarding the Welfare of Children in Voluntary Organisations in England and Wales, Home Office London 1993

Working Together to Safeguard Children 2013

What To Do if You're Worried A Child Is Being Abused *Children's Services Guidelines 2003*

Web Sites

www.oursafesite.com

www.norfolkacpc.org.uk

www.doh.gov.uk

www.dfes.gov.uk

www.homeoffice.gov.uk