**Safeguarding Children Policy and Procedures**

**A Living Tradition CIC**

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| **Policy Information** | |
| Policy Start Date | 28th November 2020 |
| Policy Review Date: | 28th November 2021 |
| Version | 1 |

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

# **Safeguarding Policy Statement**

**The purpose and scope of this policy statement**

The purpose of this policy statement is:

* to protect vulnerbale people who receive **A Living Tradition CIC’s** services safe from harm. This includes the children of adults who use our services
* to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of **A Living Tradition CIC,** including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

**Legal framework**

This policy has been drawn up following national and local guidance on legislation, policy and guidance that seeks to protect children.

A summary of the key legislation is available from:

* National legislation - learning.nspcc.org.uk/child-protection-system/England/
* Local guidance - gatesheadsafeguarding.org.uk/article/9185/LSCB-Policies-procedures-and-guidance

**We believe that:**

* children and young people and vulnerable adults should never experience abuse of any kind.
* we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

**We recognise that:**

* the welfare of children AND vulnerable people is paramount in all the work we do and in all the decisions we take.
* all children and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
* some children and vulnerable adults 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, vulnerable adults, their parents, carers and other agencies is essential in promoting young people’s welfare.

**We will seek to keep children, young people and vulnerable adults safe by:**

* valuing, listening to and respecting them.
* appointing a nominated lead trustee/board member for safeguarding.
* adopting child protection and safeguarding best practice through our policies, procedures.
* having a copy of this document available to all directors, staff, volunteers, helpers and parents of children and vulnerable adults who attend our activities.
* providing effective management for staff and volunteers through supervision, support so that all staff and volunteers know about and follow our policies and procedures confidently and competently.
* recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
* using our safeguarding and child and vulnerable adults’ protection 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.
* building a safeguarding culture where staff and volunteers, children, young people, vulnerable adults and their families, treat each other with respect and are comfortable about sharing concerns.

# **Types of Child Abuse**

The generic term child abuse is used to describe various ways in which children can be harmed or mistreated. There are many different ways in which children can be harmed all with a common factor that the child feels under-valued and worthless.

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

**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 or non-penetrative acts. They may include non-contact activities such as involving children in looking at, or in the production of pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**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:

* Telling a child they are worthless, unloved or inadequate, valued only in so far as they meet the needs of another person.
* Age or developmentally inappropriate expectations being imposed on a child.
* Overprotection and limitation of exploration and learning.
* A child seeing or hearing the ill treatment of another person.
* Serious bullying.
* Causing a child to frequently feel frightened or in danger.
* Exploitation or corruption of a child.

**Neglect** – persistent failure to meet a child’s basic physical or psychological needs, likely to result in the serious impairment of the child’s health and development. Neglect may occur:

* During pregnancy as a result of substance abuse.
* Failure to provide adequate food and clothing.
* Failing to provide shelter including exclusion from home or abandonment.
* Failing to protect the child from physical harm or danger.
* Failing to ensure adequate supervision (including the use of inadequate care givers).
* Failure to ensure access to appropriate medical; care or treatment.

**Discriminatory abuse** – this includes racist, religious and sexist abuse, plus abuse based on a person’s disability.

# **How to recognise the signs of abuse**

It is not always easy to recognise signs of abuse, but it is important for you to have some idea about some of the signs to look out for when you’re concerned about a child.

Some common signs that there may be something concerning happening in a child’s life include:

* Unexplained changes in behaviour or personality
* Becoming withdrawn
* Seeming anxious
* Becoming uncharacteristically aggressive
* Lacking social skills and having few friends, if any
* Poor bond or relationship with a parent
* Knowledge of adult issues inappropriate for their age
* Always choosing to wear clothes which cover their body
* Unusual marks or bruising

For more information visit:

<https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse/>

**Nominated Child Protection Lead (NCPL)**

**A Living Tradition CIC** has a named person who is responsible for dealing with any concerns about the safeguarding of children and young people and vulnerable adults. In their absence deputies will be available for staff and volunteers to consult with.

**Nominated child protection lead**

Name: Peter Sagar

Phone: 079 6680 7473

Email: peter0462@gmail.com

**Deputy child protection lead**

Name: Jill McManus

Phone: 078 375 25634

Email: jemcmanus@hotmail.co,uk

**The roles and responsibilities of the NCPLs:**

* Ensure **A Living Tradition CIC** Safeguarding Children & Young People and Vulnerable Adults Policy and Procedures are followed and act as a source of advice on safeguarding matters.
* Ensure that all staff and volunteers know how to make contact with the NSPCC, children’s social care, Victim Support and police responsible for dealing with child and vulnerable adults protection concerns.
* Receive reports of allegations against staff or volunteers.
* Ensure that concerns are acted on, and clearly recorded in writing.
* Report concerns to the Gateshead Initial Response Service or Gateshead Emergency Duty Team.
* Urgent referrals should be reported immediately by those aware of them, even if the named person and the named deputies are not available. It is the role of the named person for safeguarding children and young people to ensure that all staff and volunteers know how to do this.
* Follow up any referrals or allegations, ensure verbal and telephone referrals are made in writing, and ensure the issues have been addressed.
* Ensure that any records are kept safely, securely and in line with data protection requirements.

**How to respond to a child, young person or vulnerable adult telling you about abuse**

* Respond in a way appropriate to the child’s age and understanding.
* Reassure the child or young person concerned; abuse is not their fault.
* Listen to what they are saying.
* Record what you have been told or have witnessed as soon as possible.
* Remain calm and do not show shock or disbelief.
* Tell the child or young person that the information will be treated seriously.
* Do not start to investigate or ask detailed or probing questions.
* Do not promise to keep it a secret.

**Reporting abuse or allegations of abuse, including when the allegations of abuse are against someone working or volunteering with A Living Tradition CIC**

**A Living Tradition CIC** recognises that it has a duty to act on reports, or suspicions of abuse or neglect. It also acknowledges that taking action in cases of abuse is never easy.

If you witness abuse or abuse has just taken place, the priorities will be (*the sequence of priorities will depend on the circumstances*):

* To call an ambulance if required.
* To call the police if a crime has been committed.
* To keep yourself, staff, children and clients safe.
* To preserve evidence.
* To inform The Whinnies Community Garden designated named person.
* To record what happened on the form for logging concerns about a child or young person (Appendix 1).

**Reporting abuse**

Reporting abuse has different levels of action, from what to do if you are worried to taking urgent action.

**1 Advice**

If you are worried about a child, young person or vulnerable adult, or are not sure if you are right to be worried, you can ask for advice from:

* Local authority children’s social care services 0191 433 2653
* Northumbria Police Safeguarding Department 101
* NSPCC helpline 0808 800 5000.
* Victim Support

**2 Raising concern**

If you are concerned about a situation you should refer the matter immediately to the **A Living Tradition CIC** named person. The concern should be written down using the form for ‘Logging concerns about a child or young person’ (see below in Appendix 1). If further investigation is necessary the named person will refer the matter to children’s social care.

**3 Make a referral**

If you think a child, young person or vulnerable adult is being abused you should make a referral to children’s social care.

In Gateshead call the Initial Response Service in Gateshead Children’s Services or if it is outside normal office hours call the Emergency Duty Team.

* Initial Response Service call 0191 433 2653
* Gateshead Out of Hours Emergency Duty Team (EDT) call 0191 477 0844

**4 Urgent**

If you think a child or vulnerable adult is at risk now, you should contact the police on telephone 999.

Urgent referrals should be reported immediately by those aware of them, even if the named person and the named deputies are not available.

**Responding to allegations of abuse against any A Living Tradition CIC member of staff or volunteer**

If you hear any allegation against any A Living Tradition CICmember of staff or volunteer (including Trustees) you should refer the matter immediately to the named person.

If it is outside office hours and the matter cannot wait until the next working day then you should contact the relevant authority:

* Gateshead Out of Hours Emergency Duty Team (EDT) Call 0191 477 0844
* The NSPCC Helpline 0808 800 5000 for advice if about a child

You should not question the person making the allegation further but if it is a child you should respond appropriately to their age and understanding.

The allegation should be written down using the form for ‘Logging concerns about a child or young person’ (see Appendix 1).

If there are allegations that a member of staff or volunteer (including a Trustee) has significantly harmed a child or is likely to harm a child, the named person will contact the Local Authority Designated Officer (LADO) for managing child abuse allegations against staff and volunteers **within one working day**.

**The Gateshead LADO:**

**Name:** Nicholas Leon.

**Phone:** 0191 433 3554

**Email:** [nicholasleon@gateshead.gov.uk](mailto:nicholasleon@gateshead.gov.uk)

**Disclosure and barring service**

The safeguarding regulations of the Vulnerable Groups Act 2006 came into effect from October 2009 and are in the Protection of Freedoms Act 2012.

In accordance with its duties under the Act, if **A Living Tradition CIC** dismisses or moves a member of staff or a volunteer because they have harmed a child or adult (or would have dismissed or moved them if the person had not left), **A Living Tradition CIC** will notify the Disclosure and Barring Service (DBS). The DBS process and referral form will be used.

DBS referral form and guidance: <https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

**Recording and managing confidential information**

**A Living Tradition CIC** is committed to maintaining confidentiality wherever possible and information about safeguarding children and young people or child protection should be shared securely only with those who need to have it. The decision on whether to share information or not, and the reasons for the decision will be recorded in writing.

All allegations and concerns should be recorded on the form ‘Logging concerns about a child’s safety or welfare’. The information should be factual and not based on opinions. It should record what the person tells you and what you have seen, and should record witnesses if appropriate.

**A Living Tradition CIC** will work within the Seven Golden Rules for Information Sharing, visit <https://www.gatesheadsafeguarding.org.uk/media/9804/flowchart-of-when-and-how-to-share-information/pdf/Information_Sharing.pdf>

**Appointment of staff, trustees, volunteers and helpers**

The appointment of staff, trustees, volunteers and helpers is at the discretion of the Board of Trustees.

At recruitment, all personnel will be carefully selected and vetted to take all reasonable steps in ensuring they do not pose a risk to children and young people. The Board of Trustees will seek a disclosure and barring service (DBS) check on workers, volunteers and helpers where appropriate. References and DBS will be sought before the appointment of a worker, volunteer or helper who will work directly with children or young people.

If the applicant has had employment or acted in a voluntary capacity working with children, references will be sought from the employer or a person with first-hand knowledge of this work.

Where an applicant has no experience of paid or voluntary work with children, a reference will be sought from a reputable person who can comment on the applicant’s character and relationships with others.

Any reference sought will be in the strictest confidence and deal solely with the applicant’s suitability to work with children.

All personnel will receive information in safe conduct and what to do if they have concerns about a child or young person, where to get advice and what to do if no-one seems to have taken their concerns seriously.

**A Living Tradition CIC** will endeavour to make this organisation a safe and caring place for children and young people by having a code of conduct for personnel (see Appendix 2). This will be explained to all personnel and they will be expected to comply with it.

**Training, induction and supervision of staff and volunteers**

This policy will be included in the induction documents for all trustees and volunteers.

All personnel, through this document, will receive information and basic training in safe conduct and what to do if they have concerns about a child or young person, where to get advice and what to do if no-one seems to have taken their concerns seriously.

Safeguarding issues will be discussed and recorded in supervision when appropriate.

**Useful information**

**North and South of Tyne Safeguarding Children Partnership Procedures Manual**

This is regularly updated.

<https://www.proceduresonline.com/nesubregion/>

**Gateshead Local Safeguarding Children Board**

<https://www.gatesheadsafeguarding.org.uk/>

**Disclosure and Barring Service checks**

For enquiries about DBS checks (previously called CRB checks)

Call 03000 200190

<https://www.gov.uk/disclosure-barring-service-check>

**Disclosure and Barring Service**

To make DBS referrals and for online guidance

<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

**NSPCC Helpline:** call 0808 800 5000 for advice.

**NVCO safeguarding information**

<https://knowhow.ncvo.org.uk/safeguarding/>

# **Appendix 1**

**Logging concerns about a child, young person or vulnerable adult**

|  |  |
| --- | --- |
| Your name: | Name of organisation: |
| Your role:: |  |
| Contact information (you):  *Address: Postcode:*  *Telephone numbers: Email address:* | |
| Child’s name: | Child’s date of birth: |
| Child’s ethnic origin:  *Please state* | Does child have a disability:  *Please state* |
|  |  |
|  |  |
| Child’s gender:   * Male * Female | |
| Parent’s / carer’s name(s): | |
| Contact information (parents/carers):  *Address: Postcode:*  *Telephone numbers: Email address:* | |
| Have parent’s / carer’s been notify of this incident?   * Yes * No   If YES please provide details of what was said/action agreed: | |
| Are you reporting your own concerns or responding to concerns raised by someone else:   * Responding to my own concerns * Responding to concerns raised by someone else | |
| If responding to concerns raised by someone else: *Please provide further information below* | |
| *Name:*  *Position within the sport or relationship to the child:*  *Telephone numbers: Email address:* | |
| Date and times of incident: | |
| Details of the incident or concerns:  *Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.* | |
| Child’s account of the incident: | |

|  |
| --- |
| Please provide any witness accounts of the incident: |
| Please provide details of any witnesses to the incident:  *Name:*  *Position within the organisation or relationship to the child:*  *Address: Postcode:*  *Telephone number: Email address:* |
| Please provide details of any person involved in this incident or alleged to have caused the incident / injury:  *Name:*  *Position within the organisation or relationship to the child:*  *Address: Postcode:*  *Telephone number: Email address:* |
| Please provide details of action taken to date: |
| Has the incident been reported to any external agencies?   * Yes * No |
| If YES please provide further details: |
| *Name of organisation / agency:*  *Contact person:*  *Telephone numbers:*  *Email address:*  *Agreed action or advice given:* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Your Signature:** |  | **Print name:** |  |
| **Date:** |  | | |

**Contact your organisation’s Designated Safeguarding Officer in line with a Living Tradition CIC reporting procedures.**

# **Appendix 2**

**Code of conduct**

Children, young people and vulnerable adults are able to enjoy activities with **A Living Tradition CIC**  because of the many adults who provide opportunities for them to do so.

All of these adults have special responsibilities to these children and young people.

This Code of Conduct provides clear guidance on the type of practise that will meet these responsibilities.

Good conduct not only prevents incidence and allegations but also helps to highlight any conduct (by other people) that is unsafe or unprofessional.

Therefore those working with children or young people should:

* Be professional and maintain a high standards of personal behaviour at all times.
* Recognise the trust placed in adults by children and young people and recognise the power held over children by adults. Treat this trust of power with the highest responsibility.
* Try to work in an open and accountable manner at all times. Working in view of others whenever possible. Be wary of working alone and unobserved. Be willing to accept questions or criticism regarding good practice.
* Expect others to work in an open and accountable way, question and criticise the practice of others if necessary.
* Maintain a professional relationship with children. Any form of sexual relationship or activity with a child is unacceptable and is likely to lead to disciplinary or legal action.
* Not be under the influence of drink, drugs or illegal substances when working with children or young people.
* Use appropriate and respectful forms of discipline and communication. Physical aggression, intimidation, verbal abuse and persistent shouting are not acceptable. Any form of assault (e.g. hitting, kicking, pinching, slapping) should be regarded as a serious incident.
* Use appropriate language at all times do not swear and never make sexual or suggestive comments to a child. If a child makes such comments be ready to enforce these boundaries in your response.
* Do not appear to favour one child or show interest in one child more than another.
* Do not discriminate against a child because of their age, gender, disability, culture, language, racial origin or sexual identity.
* Use physical contact with children or young people only where necessary. If contact is necessary (e.g. for the purpose of coaching or first aid). Explain to the child what the contact is for and change your approach if he/she appears uncomfortable.
* Be aware of situations that can be misunderstood or manipulated by other adults (e.g. if an adult is alone with a child in a room or a car, he or she may be vulnerable to allegations of misconduct).
* Always be vigilant and aware of how actions can be misinterpreted by children. Actions made with good intentions can seem intrusive and intimidating to some children. Sometimes children become attracted to the adults working with them. Adults should be aware of the impact of their action and should sensitively address any misunderstanding.