

St Mary Bourne Village Centre
(Registered Charity no 301936)
Safeguarding children, young people and vulnerable groups policy & procedures

Policy and statement of intent

St Mary Bourne Village Centre is committed to safeguarding the welfare of children and young people and has developed this policy to support staff in ensuring this commitment.

It is St Mary Bourne Village Centre's responsibility to promote the safeguarding of children and young people. In following the policy we are expected to maintain a sense of proportion, apply common sense to situations and safeguard the welfare of these vulnerable groups as priority.

It is also St Mary Bourne Village Centre's duty to ensure that, as far as practicable, no one working on behalf of the committee is ever placed in situations where abuse might be alleged. It is not intended that the policy should restrict us from normal ways of working, but we always need to consider how our actions or activities may be perceived as opposed to how they were intended.

Procedures Adopted on: 8 November 2016

Procedures Review Date: November 2019

Contents

	Page
1. Scope of the policy	2
2. Statement of responsibilities	2
3. Definitions of abuse	3
4. Reporting procedures	3
5. Dos and Don'ts	6
6. Recruitment and Training	7
7. Review	8
Appendix 1 Useful contacts (Display in staff areas)	9
Appendix 2 A flow chart for referral	10
Appendix 3 Child Protection Incident Report Form	11
Appendix 4 Declaration	13
Appendix 5 Summary for display in public areas	14

1 Scope of the policy

- 1.1 This policy affects **every** employee, volunteer and anyone working on behalf of St Mary Bourne Village Centre as we all have a duty to safeguard and promote the welfare of children and young people.
- 1.2 Two designated Child Protection Contacts will act as the central point of contact for St Mary Bourne Village Centre. These CPCs will be responsible for the reporting of concerns of abuse and will contact the statutory agencies in Children's Services to establish whether they consider that they need to intervene and/or investigate, in accordance with the reporting procedures.
- 1.3 It is important that the committee ensures that everyone recognises their responsibilities, and refers to this policy.
- 1.4 For the purposes of this policy, St Mary Bourne Village Centre recognises that:
- the term 'children' refers to anyone under 18 years of age. The term also refers to vulnerable young people aged up to 25 years
 - the term 'staff' refers to all full and part-time employees, volunteers, and anyone working on behalf of the Village Centre
 - the term 'parent' is used as a generic term to represent parents, carers and guardians
 - all children, irrespective of their age, faith and belief, class, disability, culture, ethnicity, gender or sexual preference, have the right to be protected from abuse
 - Vulnerable as defined by section 59 of the Safeguarding Vulnerable Groups Act 2006 and/or those persons who by reason of mental or other disability, age or illness are or may be unable to take care of themselves or are or may be unable to protect themselves against significant harm or exploitation.
- 1.5 St Mary Bourne Village Centre has a legal and moral responsibility to ensure the highest possible care for children and young people who use their services and those of partner organisations and user groups. This policy will help staff take all reasonable steps to prevent any harm to individuals in its care. It will also protect staff and volunteers from allegations of abuse.
- 1.6 All staff are expected to follow the child protection procedures contained within this policy.

2 Statement of responsibilities

The committee has a duty to safeguard and promote the welfare of any child and young person involved in any activity associated with St Mary Bourne Village Centre and will endeavour to achieve this by:

- ensuring all staff are recruited following recommended procedures
- ensuring, through appropriate supervision and training, that all staff are provided with effective management in relation to safeguarding cases
- ensuring that all staff coming into regular contact with children, young people and vulnerable adults are Disclosure and Barring System (DBS) checked
- providing clear procedures to staff relating to voicing concerns and lodging complaints about issues they may feel unhappy or unsure about
- sharing information relating to issues of concern with the appropriate agencies, and involving parents, carers and vulnerable groups
- adopting Dos and Don'ts for employees and volunteers
- promoting protection issues to user groups and partner agencies

3. Definitions of child abuse

- 3.1 The definitions immediately below are based on those from Working Together to Safeguard Children (Department of Health, Home Office, Department of Education and Employment, 1999). They are intended to ensure that all staff have a comprehensive understanding of their responsibilities when working with children. They should allow staff to recognise signs and symptoms of abuse.
- 3.2 It is generally accepted that there are four main categories of abuse, although this is not limited.
- a. Physical Abuse
 - b. Sexual Abuse
 - c. Emotional Abuse
 - d. Neglect
- a Physical Abuse
Physical abuse can involve the actual, or likely, physical injury to a child from actions such as hitting, burning, shaking, throwing and suffocating. It can also be the deliberate poisoning of a child, whose symptoms or physical signs have been secretly induced by a parent or carer. This is known as fabricated illness. It is sometimes difficult to spot non-accidental injuries, as most cuts and bruises are part and parcel of everyday life.
- b Sexual Abuse
Sexual abuse involves another person enticing a child to take part in sexual activities to which the child cannot give their consent because of their dependency on adults. This can include direct actions, such as genital or anal sexual contact, and penetrative acts, such as rape, buggery and oral sex. Indirect actions can include showing a child pornographic material, genital exposure, encouraging children to behave in sexually inappropriate ways or engaging in sexualised conversations or using inappropriate sexual language or jokes.
- c Emotional Abuse
Emotional abuse can involve cases where the parent/carer shows a persistent lack of affection and/or basic emotional care. Emotional abuse can have a severe impact on the child's behaviour and/or physical development. A child may be constantly threatened, taunted, or shouted at, leading to the child becoming withdrawn and nervous. This can also result from excessive over-protection and unrealistic pressure to succeed. However, some children are naturally shy and withdrawn, and it is important not to confuse this with abuse.
- d Neglect
Neglect is the failure to meet a child's basic physical and/or psychological needs, including failure to protect the child from any danger, such as cold or starvation. This can result in a significant impairment in a child's health or development. Neglect can also involve children being left unsupervised or unattended.

4. Reporting procedures (Flow Chart in Appendix 2)

- 4.1 If a child makes any disclosure of abuse, you must report it to a CPC (St Mary Bourne Village Centre designated Child Protection Contact) at the earliest opportunity (Contact details can be found on Appendix 1). If you cannot contact them within 24 hours you must contact:
- Children's Services
Tel: **0845 603 5620** (Monday-Thursday 8:30am – 5pm, Friday 8:30am – 4:30pm)
email: children.services@hants.gov.uk

- Out of Office contact details: **0845 600 4555**
(all through the night, at weekends, over bank holidays)
- **If you believe the child is in immediate danger: 999**

4.1.1 Disclosure can be defined as either full or partial:

- **Full** disclosure is where a child gives you the whole story of what is happening to them including the name of the abuser/s.
- **Partial** disclosure is where a child tells you only that 'something' is happening to them. They may not say who or what, and may not say any more.

4.1.2 During a disclosure:

- the child must be made aware of the need to pass on any information they tell you, and that 'secrets' cannot be kept
- leading questions should not be asked. You should try to ensure the disclosure area is kept confidential, and it is not possible for anyone else to hear
- while the child is disclosing information, you should continue to reassure them that they are doing the right thing
- at an appropriate time, tell the child what you will do with the information, and who it will be shared with.

4.1.3 Directly after a disclosure:

- record the full conversation on the Child Protection Incident Report Form (Appendix 3), detailing as much as possible of what the child said, and their behaviour whilst disclosing
- only language used by the child should be used, and assumptions in your own words should not be made
- ensure that the form is signed and dated, passed to Children's Services within 48 hours.

4.1.4 Any contact with Children's Services, either direct or via the CPC, must be followed up in writing by completing the Child Protection Incident Report Form (Appendix 3) within 48 hours. A social worker from Children's Services will assess the information, to determine whether a formal investigation should commence, and may contact you directly for further information.

4.2 Procedures to follow in the event of suspicion of abuse of a child

4.2.1 Suspicions of any form of abuse, or concerns about a child should be discussed with the CPC and recorded on the Child Protection Incident Report Form (Appendix 3). If it is considered that the child is in need or at risk, the designated CPC will refer the matter to Children's Services.

4.2.2 In some cases, it may be more appropriate to discuss the issues with the parent/carer prior to making a referral. For example, if the abuse is bullying by another member of the group. Children's Services should only be contacted after this discussion, if explanations differ from that of the child, or abuse is suspected. The parent/carer must not be approached if they are the suspected abuser. If the matter is discussed with a parent (or another adult if there is suspicion that contact with the parent could lead to harm to the child), the Child Protection Incident Report Form must be signed by the parent or the second adult.

4.2.3 On receipt of the Child Protection Incident Report Form, a social worker will assess the information, to determine whether a formal investigation should commence. The social worker will contact the reporting officer directly for further information.

4.2.4 An allegation of child abuse or neglect may lead to a criminal investigation, an employee should not do anything that may jeopardise a police investigation such as asking a child leading questions or attempting to investigate the allegations of abuse.

4.3 Procedures to follow in the event of injuries to a child occurring at home

4.3.1 If a child with whom you have contact through the course of your work sustains an injury at home, such as bruising or a broken limb, enquire gently how it happened. Leading questions must not be asked and all responses must be recorded on the Child Protection Incident Report Form (Appendix 3). Concerns about the injury must be discussed with the CPC and if it is considered that the child is in need, or at risk, the CPC will refer the matter to Children's Services.

4.3.2 On receipt of the Child Protection Incident Report Form, a social worker will assess the information to determine whether a formal investigation should commence. The social worker will contact the reporting officer directly for further information.

4.3.3 An allegation of child abuse or neglect may lead to a criminal investigation, an employee should not do anything that may jeopardise a police investigation such as asking a child leading questions or attempting to investigate the allegations of abuse.

4.4 Domestic Abuse

If a child, young person or vulnerable adult discloses an incident of domestic abuse at home, advice must be sought from the CPC who will follow the procedure in 4.1.

4.5 Procedures to follow in the event of an allegation made against a staff member

4.5.1 Anyone who suspects that a colleague may be abusing children or young people must act on their suspicions immediately. Action must also be taken if it is felt that the staff member is not following the code of conduct as set out in this document. This will not only protect vulnerable groups but also colleagues from false accusations.

4.5.2 If you have concerns about the behaviour or conduct of a member of staff or other adult working on behalf of the committee:

- it must be treated in the strictest confidence
- the details must be recorded immediately and the information discussed with the CPC.
- if necessary, appropriate action must be taken to remove the child, or any other children or young person, from immediate danger. This could mean, in serious cases, (in consultation with the CPC) asking the employee to go home whilst an investigation is conducted. *
- the CPC will investigate whether the allegation is due to poor practice in delivery of the service (ie the principles of the policies have not been applied in the planning and delivery of services) or whether there is deliberate non-compliance by the employee with regard to the approved policies and procedures.
- if poor practice in the delivery of services is highlighted, the CPC for the Committee will be responsible for improving procedures.
- if the matter relates to deliberate non-compliance, the Committee and CPC will decide the next course of action.
- If an allegation is made about the one of the designated CPCs then the relevant person to inform will be the second CPC with the above procedures followed.

4.6 Whistleblowing

Staff are encouraged to raise serious concerns within the committee rather than ignoring a problem.

4.7 Confidentiality

4.7.1 The rights of a child or young person to be protected from harm is paramount. If the needs of the child outweigh the need for confidentiality then the need of the child or young person takes precedence.

4.7.2 However, where an allegation is made, and whilst it is being investigated, every effort should be made to ensure confidentiality is maintained for all concerned.

4.8 Recording

4.8.1 In all situations, whether a disclosure has been made or a suspicion has arisen, it is vitally important to record all details of the allegation or reported incident. The Child Protection Incident Report Form must be used for making the initial report.

An accurate note must be made of:

- the date and time of the disclosure and incident
- the parties involved
- what was said and done by whom
- the full name of the person/s reporting, and to whom it was reported.

It should be signed by the person making the report and any parents or adults that the incident was discussed with.

4.8.2 Once the concern has been reported, a record must be made of any subsequent action:

- any actions taken by the committee & CPC to investigate the matter further
- any further action, for example, suspension of a worker
- where relevant, the reasons why no referral was made.

4.8.3 This record, and any other containing confidential information, must be stored securely and only shared with those who need to know.

These procedures protect not only the child (or young person) but also staff. Good record-keeping in this area is of vital importance and cannot be over-stressed.

Dos and Don't's

These Dos and Don'ts are not only designed to safeguard children, young people and other vulnerable groups but also to protect staff from positions where false allegations can be made.

In the course of their day to day work on behalf of St Mary Bourne Village Centre staff **will**:

1. be professional, use their professional judgement and common sense, and maintain the highest standards of personal behaviour at all times
2. ensure all activities undertaken involving any risk to children or young people are properly risk assessed and appropriate control measures recorded and implemented

3. always work with a minimum of two adults present whenever practically possible. Consideration must be given to mixed gender teams
4. avoid where possible one-to-one meetings with a child, if this cannot be avoided ensure you are within hearing or sight of others
5. treat all children and young people with respect
6. where appropriate, be identifiable – wear a form of identification
7. respect the child's right to privacy
8. consider placing distance, including a physical barrier (e.g.) coat/handbag, between themselves and the child/young person
9. keep the child's needs first and the outcomes second
10. obtain written consent for the taking of photos for publicity purposes
11. obtain written consent when children are to participate in supervised activities and events without the presence of the parents or guardian
12. recognise the trust placed in adults by children and recognise the power held over children by adults. Treat this trust and power with the highest responsibility

In the course of their day to day work on behalf of St Mary Bourne Village Centre, staff that are acting, or perceived to be acting on behalf of the Village Centre, will **NOT**:

1. have inappropriate physical / verbal contact with children and young people
2. make sexually suggestive comments even in jest
3. show favouritism
4. allow bullying
5. make derogatory remarks or gestures in front of children
6. transport or offer to transport a child unless written consent has been given by their parent and or guardian
7. engage in physical intervention unless in emergency situations, where, if personnel did not intervene there would be a real or actual risk to others
8. discriminate against a child because of their age, gender, disability, culture, language, racial origins, religious belief or sexual identity
9. be under the influence of drink, drugs or any illegal substance
10. engage in sexually provocative or rough physical games
11. allow children to use inappropriate language unchallenged
12. let allegations a child makes be ignored or go unrecorded
13. do things of a personal nature for a child that they can do themselves
14. enter a house when a child is alone
15. arrange to meet with a child outside of the Associations work, unless you have full consent of the child's parent/ guardian and your line manager
16. take any action that may be considered inappropriate by the child, its parents or careers, or professional staff

6. Recruitment and training for staff

6.1 Recruitment

Through the committee's recruitment procedures (as per DBS guidance), all staff, who work directly with children or young people or may come into regular contact with children or young people during the course of the work, must have:

- a Disclosure and Barring System (DBS) check
- their experience of working or contact with children fully explored, prior to appointment
- two references obtained from people who have had experience of the applicant's work with children (paid or voluntary)
- training in recognising the signs of child abuse, in reporting procedures, and in good working practice.

6.2 Training

The committee recognises that it has a commitment to ensure that all staff have a clear understanding of their roles and responsibilities when working with children and young people. The training process will help staff to:

- have an understanding of the potential risks to themselves, and ensure good practice is adhered to at all times
- recognise signs of improper behaviour from other staff, and take appropriate action
- be able to recognise the different signs of abuse, and what appropriate course of action should be taken in these circumstances.

All staff directly working with children will receive child protection awareness training and this will be recorded on completion.

All staff working directly with children and young people will be required to attend more detailed training in the above areas. Managers and supervisors of staff working with children must also have training, even if they themselves do not come into contact with vulnerable groups. Those involved in recruitment will receive additional training.

6.3 User Groups of the Hall

If new user groups (outside of St Mary Bourne Village Centre) book the use of the hall to provide a service for children, young people or vulnerable groups, St Mary Bourne Village Centre will ask to see and note details of their insurances etc. and make a copy of the DBS number of anyone working with the children, young people or vulnerable group.

7. Review

This policy will be reviewed as required by legislative changes or in three years time.

Appendix1

USEFUL CONTACTS

On receipt of notification of a concern from an employee/volunteer, the St Mary Bourne Village Centre CPC will initiate contact with the relevant statutory agencies who will take on the responsibility for any investigation and actions to ensure the wellbeing of the child. The allocated social worker from Children's Services will contact the referring officer for further information, as necessary.

In the event of an emergency always dial 999.

- **St Mary Bourne Village Centre Contacts**

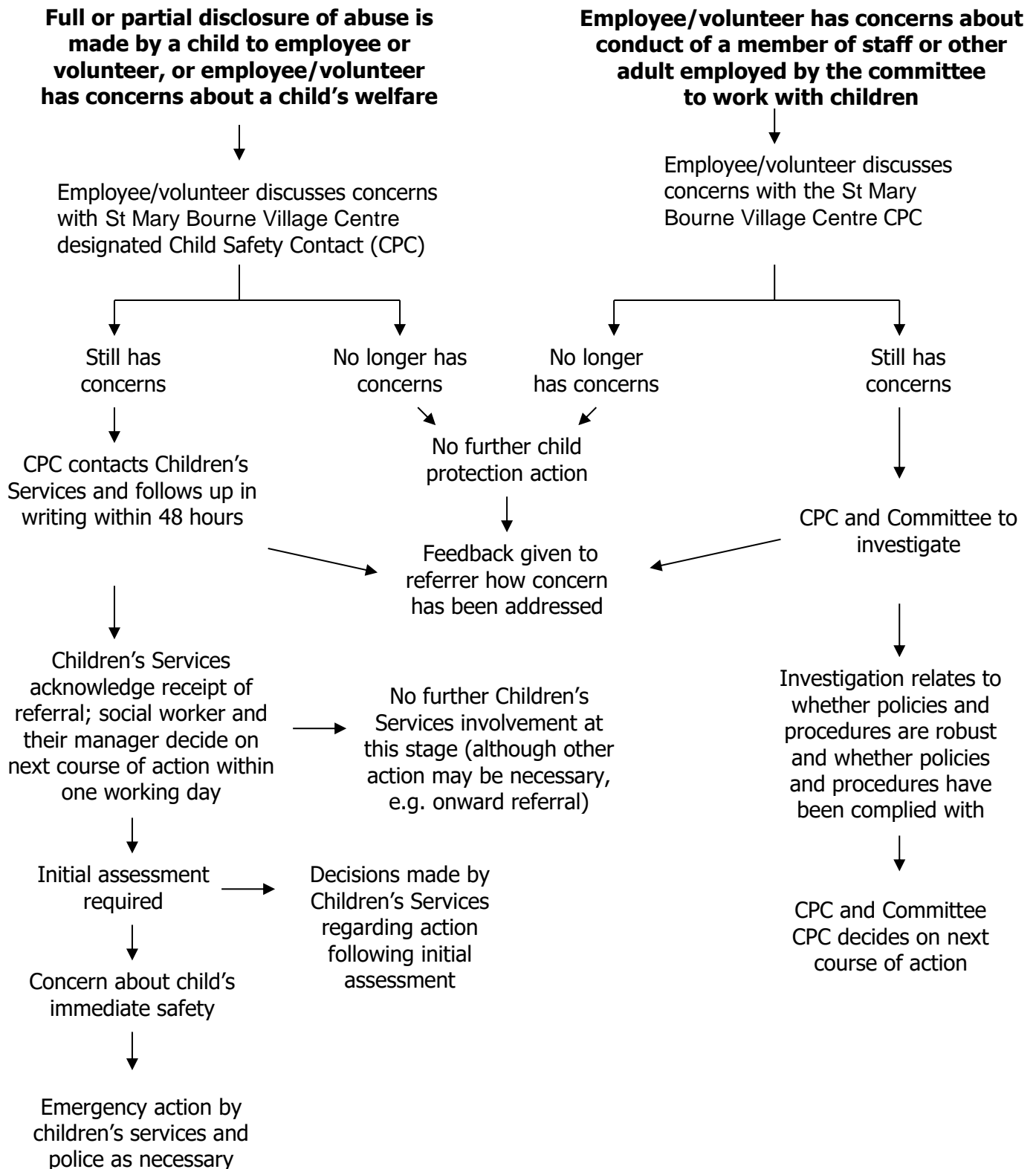
-
- **Hampshire Children's Services - Basingstoke Office**
Vertex, Chineham Court, Lutyens Close, Basingstoke RG24 8AG
Tel: 0845 603 5620 (Mon-Thur 8.30am-5pm, Fri 8.30am- 4.30pm)
0845 600 4555 Out of hours (all through the night, at weekends, Bank holidays)
Email: childrens.services@hants.gov.uk
 - **Hampshire Constabulary (police)**
Central Switchboard Tel: 0845 045 4545
Emergency Tel: 999
 - **NSPCC**
www.nspcc.org.uk
Child Protection Helpline Tel: 0808 800 5000
 - Basingstoke and Deane Borough Council Community Development Assistant
(DBS checks)
Tel: 01256 844844
Email: sarah.elkins@basingstoke.gov.uk
 - **Disclosure and Barring Service**
<https://www.gov.uk/dbs-update-service>
 - **Independent Safeguarding Authority (ISA)**
www.isa-gov.org.uk

Please print and display in an appropriate place for all staff and volunteers information

Appendix 2

FLOW CHART FOR REFERRAL

(Adapted from source: What To Do If You're Worried A Child Is Being Abused, DH et al, 2003)



Appendix 3

CHILD PROTECTION INCIDENT REPORT FORM (page 1 of 2)

All information will be treated in accordance with the Data Protection Act

Date: _____ Time: _____ Venue: _____

Name of child: _____ Age: _____ Date of birth: _____

Male/Female*

Address:

Postcode:

Telephone:

Name of parent/carer:

Address (if different from above):

Postcode:

Telephone (if different from above):

Has a disclosure been made, or are you reporting your own concerns? Give details:

Brief description of what has prompted the concerns: include dates, times etc. of any specific incidents:

* delete as necessary

CHILD PROTECTION INCIDENT REPORT FORM (page 2 of 2)

Any physical, behavioural or indirect signs?

Have you spoken to the child? If so, what was said?

Have you spoken to the parent/carer? If so, what was said?

Has anybody been alleged to be the abuser? If so, give details.

Have you consulted anybody else? Give details.

If you need to provide further information, please indicate here how many additional sheets accompany this form:

Your name and position:

Signature:

Date:

Signature of parent or adult if discussion had with them:

Date:

To whom reported and date:

This form must now be given to the St Mary Bourne Village Centre Child Safety Officer in a sealed envelope marked 'confidential'.

Appendix 4

DECLARATION

St Mary Bourne Village Centre is fully committed to safeguarding the wellbeing of all children, young people and other vulnerable groups involved in any activity provided by, or associated with the committee, by protecting them from neglect, physical, sexual and emotional harm or any other form of abuse.

By being aware of this policy, I am supporting the committee's intention to provide a safe and secure environment for children and young people in our care, and those we come into contact with.

In my role as employee or volunteer of St Mary Bourne Village Centre, I confirm I have read and understood the Safeguarding Children, Young People and Vulnerable Groups Policy and Procedures.

Signed:

Date:

Name (Please print):

Position in organisation:

Appendix 5

St Mary Bourne Village Centre
(Registered Charity no 301936)
Bourne Meadow, St Mary Bourne, Andover SP11 6BE

It is the policy of St Mary Bourne Village Centre that no-one shall work with children and young people who:

- has been convicted of or has received a formal police caution concerning an offence against children as listed in the Children Act 2004; or
- has been convicted of or has received a formal police caution concerning sexual offences against children and young people.

This means that:

- all who work with children and young people under the auspices of St Mary Bourne Village Centre will be required to be checked through the Disclosure and Barring System (DBS), and are expected at all times to conform with good practice in their work; and
- those responsible for the appointment of such workers must take all reasonable steps, including obtaining Disclosures from the Disclosure and Barring System (DBS), to ensure that persons who have been convicted or have received a formal police caution concerning sexual offences against children or young people shall not undertake work with children and young people under the auspices of St Mary Bourne Village Centre.

A copy of the full Safeguarding Children, Young People and Vulnerable Groups Policy and Procedures for St Mary Bourne Village Centre is available on request.

This Statement should be displayed for the information of the general public.