

Kirklees Safeguarding Children Board

www.kirkleessafeguardingchildren.com



Safeguarding Children Guidance for Voluntary and Community Sector Organisations in Kirklees

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Acknowledgements

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KSCB Unit

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References

Kirklees Safeguarding Children Board Procedures and Guidance

Guidance for Safer Working Practices for Adults who work with Children and Young People DCSF (Jan 2009)

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Safe Communities Toolkit (2009) NSPCC

www.safenetwork.org.uk

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Introduction

Why is Safeguarding so important?

It gives me great pleasure to introduce “Safeguarding Children Guidance for Voluntary and Community Sector Organisations in Kirklees” to you. I am in no doubt that this guidance will be a valuable source of advice for a wide range of voluntary and community organisations across the Kirklees district.

This is a difficult time for everyone working with children and families and the voluntary and community sector (VCS) are under particular pressure to keep their services going on less and less resources. The reduced capacity of Voluntary Action Kirklees (VAK) to provide safeguarding support and training for the voluntary and community sector will have an impact on many groups and the Safeguarding Children Board is working hard to find alternatives to that support. Those who work in the voluntary and community sector are committed, knowledgeable professionals and it is our intention to both acknowledge and support those individuals with the vital work they do in safeguarding the children of Kirklees.

This guidance is part of that support; it will be located on our website for easy access in a new area created for the voluntary and community sector. This part of our website will provide useful information, model policies and news specifically for safeguarding in the voluntary sector. In addition the Voluntary Sector Workstream which brings together key representatives from the sector in Kirklees will continue to raise VCS concerns to the Board and support the sector by providing an annual networking event with safeguarding workshops, and support to complete a safeguarding checklist which seeks to establish safe working practices applicable to your setting.

I am mindful that many people who work in the voluntary and community sector do so in their own time and therefore often do not have the time to access training and information. It is hoped that in providing this guidance, sample safeguarding policies, e-learning awareness of child abuse and neglect training, and an annual event, this will make safeguarding work as accessible as possible and ensure that all settings in Kirklees are a safe place for children and their families to be.



Bron Sanders
Independent Chair of Kirklees Safeguarding Children Board

Section 1 Designated Safeguarding Officer Role

- 1.1 It is recommended that at least one person in your organisation is a designated safeguarding officer. Nominating someone to undertake the role may be the first task your group wishes to consider. Ideally it should be someone with authority in the group such as a manager or team leader. Due to their key role in safeguarding children it is recommended that this is a paid member of staff if possible and that they have an enhanced Criminal Records Bureau (CRB) check and at least two references are followed up. You may wish to consider appointing a deputy in case of sickness or leave.
- 1.2 The designated safeguarding officer has the following responsibilities:
- They are a point of contact for all staff and volunteers to go to for advice if they are concerned about a child (this may also need to be out of hours so staff and volunteers should always know how to contact them);
 - They have a higher level of safeguarding training and knowledge than the rest of the staff (see recommended training in section 5);
 - They assess information from staff regarding concerns about children and make decisions about whether staff concerns are sufficient enough to notify Children's Social Care or whether other courses of action are more appropriate, for example the completion of a Common Assessment Framework (CAF);
 - They make formal referrals to Children's Social Care;
 - They ensure that concerns are logged and stored securely (a sample Safeguarding Concerns Log is included in Appendix 1);
 - They have joint responsibility with the management committee to ensure that the organisation's safeguarding policy and related policies and procedures are followed and regularly updated;
 - They are responsible for promoting a safe environment for children and young people;
 - They know the contact details of relevant statutory agencies eg Children's Social Care, Police, Local Safeguarding Children Board, and the Local Authority Designated Officer (LADO) for allegations against staff.
- 1.3 It is not the responsibility of the designated safeguarding officer to decide whether a child has been abused or not - that is the responsibility of statutory agencies such as Children's Social Care or the police. However keeping children safe is everybody's business and all staff should know who to go to and how to report suspected abuse and neglect. Kirklees Safeguarding Children Board has produced wallet cards and posters as a quick reference of action to take when there are concerns about a child. It is recommended that wallet cards are given to all staff and volunteers. Copies can be requested from the KSCB office by telephone 01484 225161, or by email KSCB.Admin@kirklees.gov.uk

Section 2 Writing a Safeguarding Children Policy

- 2.1 Having a written policy makes it clear what your organisation expects from its staff and volunteers and how it expects them to fulfil their safeguarding responsibilities. A sample Safeguarding Children Policy is provided in Appendix 1, however, **it is not sufficient to simply copy the name of your organisation into the document and print it out.** Each organisation is different and some parts of the policy may not be relevant, equally you may work with particular groups or in situations which require further guidance such as overnight stays or taking part in adventurous activities. You will therefore need to adapt the policy to suit the specific needs of your group.
- 2.2 We suggest the following ways to get to grips with your safeguarding role and responsibilities:
- Read through this guidance and relevant supplementary information (see Appendix 5)
 - Recommend all staff and volunteers undertake basic safeguarding children training such as the KSCB on-line course 'An Awareness of Child Abuse and Neglect'. Go to the KSCB website at www.kirkleessafeguardingchildren.com and click on the link to the Training Course Management System. The course is free and takes around 45 minutes to complete.
 - Have a team meeting to discuss the particular needs of your group; does the model policy meet all your requirements? Does it need re-wording? Adding to?
 - Have you had any safeguarding incidents? Near misses? Are there issues your staff or volunteers are particularly anxious about dealing with, even if they have so far not arisen?
 - Write your policy together, if all members of the group are involved it will be more relevant to them and the work they are doing.
 - Where possible involve children and their parents / carers. Ask for their opinions and suggestions. Again this makes the policy more relevant but also advertises to children and parents / carers that you are taking safeguarding seriously and that your organisation is a safe place to be.
 - After the policy has been written make sure all members of staff and volunteers have a copy, have read and understand it and make sure that copies are available for parents should they wish to see it.
 - It is essential that all staff understand what they must do if they have concerns about a child.
 - Your safeguarding policy should be an active document and something that is used and is useful to your organisation. It is good practice to regularly review the policy and keep it up-to-date with any local or national changes.

Section 3 Safer Recruitment

CRB checks alone do not ensure that prospective staff and volunteers are safe to work with children or young people.

- 3.1 Research has shown that individuals who wish to harm and abuse children and young people will deliberately pursue careers or activities in which they can gain access to children and young people (in particular vulnerable children). Voluntary organisations are particularly at risk from such individuals who seek voluntary work with children in the belief that scrutiny of their past, their motivations or their conduct whilst volunteering will be less rigorous than in paid employment with a statutory agency. You may also feel that you know individuals in the local community you would wish to employ, who you believe would never hurt a child but sadly this may not be the case. It is important you follow a proper recruitment process for all staff and volunteers.
- 3.2 You will need to employ a range of measures throughout your recruitment and selection process to minimise the risk of employing someone who is a risk to children or young people. These should be formally written down in a safer recruitment procedure to ensure anyone involved with the recruitment or selection of staff or volunteers is familiar with them. A sample Safer Recruitment and Induction Policy is provided in Appendix 2. Managers should also refer to chapter 6.1 of the West Yorkshire Consortium Safeguarding Children Procedures 'Safe Recruitment, Selection and Supervision of Staff'. Groups can also access the KSCB Safer Recruitment training course - details are on the KSCB website at <http://www.kirkleessafeguardingchildren.co.uk/course-brochure.html>
- 3.3 As a minimum a safer recruitment procedure should include:
 - A statement in your advert about your commitment to safeguarding children;
 - A role description that clarifies responsibilities;
 - Completion of an application form;
 - Checks on identity and work history;
 - Checking of two references;
 - An interview;
 - A CRB check.
- 3.4 It is essential to ensure that no individual takes up employment or voluntary work with children or young people until identity, references and CRB checks have been completed.
- 3.5 Remember that the best way to ensure the ongoing safety of children and young people in your care is to continually support, guide and supervise your staff.

CRB checks

- 3.6 CRB (Criminal Records Bureau) checks are a check that an employer can do on a potential employee to see if they have any criminal convictions that impact on their suitability to undertake the role they have applied for.
- 3.7 **A clear CRB check does not necessarily mean that someone is suitable to work with children, you will still need to try and assess this.**
- 3.8 There are two levels of CRB check, standard and enhanced. The enhanced disclosure is more thorough and will indicate if a person has been accused of harming a child even if no conviction has been secured. Enhanced disclosure should be sought for all staff and volunteers who have unsupervised contact with children and young people.
- 3.9 A **standard disclosure** contains the following:
- Details of all convictions, cautions, reprimands and warnings held in the Police National Computer.

If the post involves working with children or young people and the relevant boxes have been ticked to indicate this on the CRB application form then the following information will also be given:

- Information from the Protection of Children Act List (PoCA);
 - Information from the Protection of Vulnerable Adults List (POVA); and
 - Information held by the Department of Education under Section 142 of the Education Act 2002 of those considered unsuitable or banned from working with children.
- 3.10 An **enhanced disclosure** contains the following:
- All of the above, and
 - Additional information from the local police force considered relevant by chief police officers.
- 3.11 Anyone working or volunteering with children and young people should have a standard CRB check; anyone having unsupervised contact with children should have an enhanced CRB check. It is also recommended that managers and the designated safeguarding officer have enhanced CRB checks regardless of whether or not they have unsupervised contact with children .

Applying for CRB checks

- 3.12 Only registered organisations can apply for CRB checks. For details about how to become a registered organisation visit www.crb.gov.uk
- 3.13 Small organisations can apply for their CRB checks using a registered 'umbrella organisation'. An umbrella organisation is a registered body that provides non-registered organisations with access to the CRB services. If your

organisation has a requirement for less than 100 checks per year you should use the services of an umbrella organisation. A list of local umbrella organisations can be found in Appendix 5. A search facility is also provide by the Home Office at <http://www.homeoffice.gov.uk/agencies-public-bodies/crb/services/ub-search/>

- 3.14 The CRB recommends that each umbrella organisation develops a written agreement between them and their customers, which clearly sets out the expectations and responsibilities of each party.
- 3.15 A CRB check typically costs £26 for a standard check and £36 for an enhanced check. If you are applying through an umbrella organisation there may also be a small administrative charge on top. Checks on unpaid workers (volunteers) are free.

Changes to the vetting and barring scheme

- 3.16 The Coalition Government is making changes to the vetting and barring scheme. New information in relation to vetting and barring will appear on the KSCB website as soon as it is known and this guidance will be updated accordingly.

Section 4 Managing Staff / Volunteers

Induction

- 4.1 Developing a good induction programme for your staff and volunteers ensures that all have a base knowledge of the core values of the organisation and that staff are clear about their role and responsibilities as soon as possible. This includes their duty to act if they are concerned about a child's welfare. Your induction programme is an opportunity for you to introduce your staff and volunteers to your safeguarding policy and other relevant policies and procedures, including the name and contact details of your designated safeguarding officer.
- 4.2 Induction is also a time when you can identify any specific training needs staff may have and develop a plan to address them. It is recommended that you include completion of KSCB's on-line training course 'An Awareness of Child Abuse and Neglect' in an induction programme. This will ensure that everyone is aware of the signs and symptoms of abuse and what to do if they are worried about a child. It also ensures that all staff and volunteers are aware of the KSCB website and the additional guidance and information it provides.
- 4.3 You may wish to supplement your induction programme with initiatives such as work shadowing, a buddy system and a staff handbook which includes the policies and procedures for your organisation and provides staff and volunteers with a point of reference.

Observation

- 4.4 Only by observing your staff and volunteers doing their work can you gain a full understanding of how well they do their job and whether there are any issues with their interaction with children and/or parents or carers, for example their ability to manage children's behaviour or whether they are working in accordance with your health and safety policy. Observations can be fed back in supervision sessions, recorded, and an action plan drawn up to address any issues that have been noted.

Supervision and Appraisals

- 4.5 It is good practice to ensure that all staff and volunteers have access to supervision. Supervision is a regular meeting between a staff member or volunteer and their manager and can include a discussion of:
 - How the staff member / volunteer feels their work is progressing including any training needs;
 - The emotional impact their work may be having on them;
 - A chance for the staff member / volunteer to discuss any aspects of their work which they are finding troubling or difficult including particular children, young people or families they are working with;
 - A chance for the manager to highlight any concerns about the staff member / volunteers' practice and work needed to address this;

- Progress on appraisal targets;
 - Positive feedback on things they have done well or improved.
- 4.6 An annual appraisal may be undertaken in order to review the staff member or volunteers' work with the organisation, what they have done well, anything they need to improve, and goals for the future.
- 4.7 Having good quality, regular supervision and appraisals shows that you are interested in investing in your staff, both paid and unpaid, and are committed to developing their practice. Skilled, knowledgeable and confident staff are vital in helping to ensure that children and young people are safe.

Training

- 4.8 It is vital that all your staff and volunteers are sufficiently trained and confident in their safeguarding responsibilities. Your organisation should have a clear plan of what training it expects different members of staff or volunteers to undertake and check that this has been undertaken. It is also good practice to discuss training undertaken and how that person feels they may need to alter their practice as a result.
- 4.9 KSCB recommends that all your staff and volunteers complete the Level 1 e-learning course 'An Awareness of Child Abuse and Neglect'. To access the course follow the link from the KSCB home page at www.kirkleessafeguardingchildren.com. If you feel your organisation requires more than the e-learning course, or your staff cannot access the course because of limited resources or technological ability, KSCB may be able to provide a classroom-based course instead. Please contact Rebecca Williams, Learning and Development Officer, Rebecca.williams@kirklees.gov.uk to discuss.
- 4.10 At least one person in your organisation (your designated safeguarding officer) should also undertake the KSCB one day Level 2 classroom-based course 'Working Together to Safeguard Children'. This course includes information about safeguarding children procedures in Kirklees and the child protection process including how to make a referral.
- 4.11 Depending on the level of involvement of your staff in the lives of children and families you may also wish to consider undertaking further training on specific safeguarding issues. KSCB provides a range of training courses and events details of which can be found at <http://www.kirkleessafeguardingchildren.co.uk/course-brochure.html>.
- 4.12 All KSCB multi-agency training is free for voluntary and community organisations.
- 4.13 It is recommended that the manager/employer consider undertaking KSCB training in 'Safer Recruitment' and 'Managing Allegations against Staff'. These courses have a specific safeguarding focus and are not a substitute for general HR / recruitment training.

4.14 In summary the **minimum** safeguarding training requirements for your organisation are as follows:

Level and Course title	Who?	How delivered?
Level 1 An Awareness of Child Abuse and Neglect	All staff	E-learning course accessed through KSCB website
Level 2 Working Together to Safeguard Children	Designated safeguarding officer	Multi-agency classroom based course – apply via KSCB website
Level 3 Managing Allegations Against Staff Safer Recruitment Courses on specific safeguarding issues as appropriate	Designated safeguarding officer / manager	Multi-agency classroom based course – apply via KSCB website

4.15 Your organisation may also wish to undertake training in the completion of the Common Assessment Framework (CAF). The CAF process aims to respond to the additional needs of children where they do not meet the level for safeguarding intervention. It uses a standard assessment form, a multi-agency approach and works with the consent and co-operation of parents in order to co-ordinate services to address a child's additional needs.

For all CAF queries including any training needs contact the CAF team on 01484 456823 or email caf.helpdesk@kirklees.gov.uk

Code of Conduct

4.16 A written code of conduct sets out the expectations you have of your staff and volunteers in relation to how they behave to one another and to their service users (including children and young people). Having a code of conduct formally written down means there is no room for misinterpretation or misunderstanding about acceptable behaviour.

4.17 A code of conduct should include:

- A statement on the use of alcohol, drugs and tobacco;
- Clear guidelines on what is appropriate physical contact between staff and volunteers and the children and young people they are working with within the parameters of a given activity. You may wish to include a statement on the prohibition of physical chastisement, sexual contact or rough play;

- Social relationships between staff and volunteers and the children and young people they are working with;
- Use of racist, discriminatory, sexualised or derogatory language;
- Giving or receiving of gifts or favours;
- Being alone with a child (including giving lifts in your own car);
- Supervision of children when they are in changing rooms or staying overnight;
- Positive statements about listening to and involving the child in decision making wherever possible;
- Consequences for staff and volunteers if the code were to be broken.

4.18 When writing a code of conduct avoid making it into a long list of negative things that people should avoid, try to word it so that it is a positive statement about how staff and volunteers should behave. You should also keep an incident book to log any concerns about a breach of the code, and any action taken to address concerns. This will help to identify any patterns of concerning behaviour.

Complaints, Compliments and Whistleblowing

4.19 All children, young people, their parents or carers and staff or volunteers have a right to complain or compliment your service and this should be actively communicated to all. In addition staff need to be clear on what they should do if they have concerns about a colleagues' practice or behaviour.

4.20 A complaints policy should clearly set out:

- How a complaint can be made and to whom;
- What action will be taken to investigate and resolve the complaint;
- What the person making the complaint should do if they are not happy with the outcome.

4.21 A compliments policy should make clear:

- Where a compliment should be directed (i.e. to the individual concerned or their line manager);
- What gifts or value of gifts are acceptable to give to an individual staff member or volunteer;
- What gifts or value of gifts is acceptable to give to the organisation;
- What alternatives there are if someone wishes to make a sizeable donation, for example, where the organisation is not a registered charity.

4.22 A whistleblowing policy is different from a complaints policy in that it is specifically for staff or volunteers who have a specific concern about another staff member or volunteer (or manager) in relation to their practice or behaviour. A whistleblowing policy should include:

- A statement about the values of the organisation in protecting any person wishing to 'blow the whistle';

- How to ‘blow the whistle’;
- What to do if the concern is about a manager;
- What the process of addressing concerns is;
- What the person with the concern should do if they do not feel the matter is being dealt with correctly.

A sample whistleblowing policy is given in Appendix 3.

Managing Allegations

- 4.23 All organisations that work with children and young people should have a procedure in relation to allegations made against staff. The procedure should be followed when an allegation is made that a member of staff or volunteer has:
- Behaved inappropriately towards a child or young person in a way that has harmed or may have harmed them; or
 - Committed or possibly committed a criminal offence against a child or related to a child; or
 - Behaved towards a child or children in a way that indicates that they are unsuitable to work with children.
- 4.24 All local authorities have a Local Authority Designated Officer (LADO) whose role it is to give guidance and advice to all employers, including the voluntary sector, where allegations have been made against staff. The LADO liaises with the police and ensures that issues are dealt with as swiftly and as fairly as possible.
- 4.25 You should ensure that your organisation understands the process for managing allegations against staff and communicates this to all staff and volunteers. A flowchart showing the process can be found in Appendix 4.
- 4.26 KSCB provides a training course for managers on ‘Managing Allegations’. The course is free and can be accessed at www.kirkleessafeguardingchildren.com
- 4.27 Action to be taken where there are allegations against staff are included in the sample Safeguarding Children Policy in Appendix 1. Managers should also refer to chapter 6.2 of the West Yorkshire Consortium Safeguarding Children Procedures ‘Allegations Against Persons who work with Children’.

Section 5 Health and Safety and Accident Prevention

- 5.1 Under health and safety legislation all employers have a legal 'duty of care' to ensure, so far as is reasonably practicable, the health, safety and welfare of all their employees whilst they are at work.
- 5.2 You will need to draw up a policy and procedures in relation to health and safety to ensure that safety issues are addressed and that the risk of unintentional / accidental injuries to children and young people are reduced to a minimum. All staff and volunteers must be aware of and understand their duties in relation to health and safety.
- 5.3 Health and safety procedures should cover the following:
- The building / venue for your group is a safe environment and complies with legislation in relation to fire safety, insurance, and disabled access including any venues that are used for trips etc;
 - Any risks associated with your work with children, young people and their families and how these are addressed and managed;
 - Activities are properly planned, organised, age appropriate and use qualified instructors where this is appropriate;
 - All equipment, including electrical and electronic, equipment is safety checked appropriately;
 - All staff and volunteers are appropriately trained, for example in first aid;
 - All children and young people are appropriately supervised;
 - Any transportation used is safe and complies with all legislation in relation to MOT, road tax, car seats, insurance etc;
 - Ensuring relevant information on a child's medical conditions, allergies and details of GP is gained;
 - What to do in the event of an emergency such as taking a child to hospital, contacting parents etc.
- 5.4 The Health and Safety Executive website provides further information on risk assessment and management that is easy to follow and implement. Go to: <http://www.hse.gov.uk/risk/fivesteps.htm>

Section 6 E-Safety and Digital Technologies

- 6.1 There are many different ways that someone can access the internet. Even if your setting does not have computers with internet access you may wish to consider having an e-safety policy that can cover the use of other technologies such as mobile phones and cameras.
- 6.2 An e-safety policy should include the following:
- Why your setting uses the internet (if it does);
 - Acceptable use guidelines for staff / volunteers and children;
 - Incident response for issues such as grooming, cyberbullying, access of inappropriate material;
 - Use of personal mobile phones and/or cameras during work time;
 - Security of confidential information;
 - How your organisation intends to block inappropriate websites, protect against viruses, use of passwords etc;
 - If your organisation has its own website who has editorial responsibility for the content.
- 6.3 Support in writing an e-safety policy is being developed by the KSCB e-safety working party. This will be published on the KSCB website www.kirkleessafeguardingchildren.com
- 6.4 KSCB training on e-safety can be accessed at www.kirkleessafeguardingchildren.com
- 6.5 Kirklees Council has developed considerable resources and support for schools on e-safety, many of which can be adapted to other settings. For further information go to <http://www2.kirklees.gov.uk/childrenandfamilies/learning/esafety.aspx>

Section 7 Further support from the Kirklees Safeguarding Children Board (KSCB)

Voluntary and Community Sector Workstream

- 7.1 KSCB has a Voluntary and Community Sector (VCS) Workstream which meets regularly to discuss safeguarding issues facing the VCS and how issues can be effectively addressed. Workstream members can be contacted for safeguarding advice, their details can be found on the KSCB website www.kirkleessafeguardingchildren.com. The chair of the workstream represents the VCS on the Safeguarding Children Board.
- 7.2 The workstream organises an annual event on safeguarding issues, supports the sector in completing a self-check on their safeguarding procedures, ensures relevant free training for the VCS is provided and enables sharing of good practice to be disseminated.

West Yorkshire Consortium Safeguarding Children Procedures

- 7.3 Detailed Safeguarding Children Procedures for all agencies, whether statutory, voluntary or private can be accessed through the KSCB website. The procedures have been agreed with neighbouring Safeguarding Children Boards in West Yorkshire. The procedures are updated regularly and are only available electronically. The direct link to the procedures is: <http://www.proceduresonline.com/westyorksrb/>

Posters and wallet cards for all staff and volunteers

- 7.4 Posters and wallet cards summarising what to do if you are concerned about a child in Kirklees can be obtained by contacting the KSCB office on 01484 225161. These can be distributed to staff and volunteers and displayed in your setting to help keep safeguarding a priority.

KSCB website www.kirkleessafeguardingchildren.com

- 7.5 The website provides information about the Safeguarding Board, its structure, constitution, annual report and business plan. It provides access to the West Yorkshire Consortium Safeguarding Children Procedures, details of all KSCB training courses and events, and resources for safeguarding children work. The website contains pages specifically for children and young people, parents and carers, and further guidance on what to do when there are concerns about a child. A section specifically for the voluntary and community sector is under development.

KSCB Unit

- 7.6 Staff employed by the Safeguarding Board are available to assist with queries and questions. Contact the unit on 01484 225161 or by email at KSCB.Admin@kirklees.gov.uk

Section 8 APPENDICES

Appendix 1 Sample Safeguarding Children Policy

Please note: This sample policy is for guidance only. KSCB strongly recommends that at least one person from your management committee attends the KSCB 'Working Together to Safeguard Children' training course before a policy for your group is written and implemented.

Principles

1. [Name of organisation] is committed to the safeguarding of all children and young people with whom it has contact. The Children Act 1989 makes it clear that the welfare of the child is paramount and that everyone involved in the care of children has a responsibility for the protection of those children from harm. It is also essential that we honour the trust of those who allow us to care for their children.
2. In order to give children protection from potential and actual abuse it is necessary for all staff and volunteers to have an understanding of the issues involved and that appropriate procedures are in place that are shared and understood by all concerned.
3. [Name of organisation]'s safeguarding children policy arises from the following principles:
 - The welfare of the child is paramount;
 - All children, regardless of age, gender, disability or ethnic origin have a right to be protected from all forms of harm, abuse, neglect and exploitation;
 - It is not your responsibility as members of [name of organisation] to decide whether or not child abuse is occurring, but **it is** your responsibility to act on any concerns and do something about it.

Identifying child abuse and what to do if abuse is suspected

KSCB strongly recommends that all staff and volunteers of any organisation that has contact with children, young people and families complete training in 'An Awareness of Child Abuse and Neglect'. This may be in a classroom environment or via the KSCB e-learning course available at www.kirkleessafeguardingchildren.com .

4. The term 'child abuse' is used to describe various ways that a child can be harmed or mistreated. Abuse can happen anywhere and at any time but research indicates that the perpetrators of abuse are likely to be known and trusted by the child.
5. Child abuse is generally split into four categories - physical, neglect, sexual and emotional:

Physical abuse

This may involve hitting, kicking, shaking, throwing, squeezing, suffocating, drowning, burning or biting the child. Giving the child alcohol, drugs or poison are also forms of physical abuse. Physical harm may also be caused when a parent fabricates the symptoms of, or deliberately induces, illness in a child.

Neglect

Neglect is the persistent failure to meet a child's basic physical and psychological needs. This may include the failure to meet a child's basic needs, like food, shelter, warm clothing or medical attention. Neglect may occur during pregnancy as a result of substance misuse and is also the failure to provide adequate supervision (including leaving children with inappropriate carers).

Sexual abuse

Sexual 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. Activities may involve penetrative and non-penetrative acts or non-contact activities such as involving children in looking at, or in the production of pornographic materials, or encouraging children to behave in sexually inappropriate ways. Sexual abuse includes grooming a child in preparation for abuse, for example, via the internet.

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe adverse effects on a child's emotional development. This may involve a lack of love and affection, telling a child they are worthless, serious bullying or being constantly shouted at. Emotional abuse also occurs when the child is valued only insofar as they meet the needs of another person, when the child is overprotected and unable to explore and learn on their own or when they witness the ill-treatment or abuse of another (including domestic violence), or animal cruelty. Other examples are serious bullying, including cyber bullying, making fun of what the child says or how they communicate.

6. Possible signs of abuse include:

- Unexplained or suspicious injuries such as bruising cuts or burns, particularly if situated on a part of the body not normally prone to such injuries or the explanation of the cause of the injury is ill-fitting.
- The child discloses abuse, or describes what appears to be an abusive act.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour such as withdrawal or sudden outbursts of temper.

- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends.
- Eating disorders, depression, self harm or suicide attempts.

What to do if abuse is suspected

7. If any member of [Name of organisation] suspects abuse is taking place they should immediately inform the designated safeguarding officer [insert name and contact details] who will decide whether or not to take the matter further. A log of the concern must be kept (see sample concerns log).
8. If it is felt that further investigation is required in order to keep the child safe then the matter must be referred to Kirklees Children's Social Care. Children's Social Care may be contacted at any time for advice and consultation. In the event of a referral to Children's Social Care all relevant information must be shared, including copies of correspondence, log of previous concerns and notes of dialogue. The Data Protection Act is not a barrier to information sharing where doing so is necessary to safeguard children.
9. In the event that the designated safeguarding officer is not available or contactable this should not delay action being taken to protect a child. Any member of [Name of organisation] may contact Children's Social Care direct to raise their concerns.
10. Contact numbers for Kirklees Children's Social Care, Duty and Assessment Service are 01924 326093, or 01924 483792. If the child or young person is disabled the Kirklees Children with a Disability Service should be contacted on 01924 326446. Outside of office hours contact the Emergency Duty Service on 01924 326489.
11. If there are any concerns about the immediate safety of a child then the police must be contacted without delay.

Allegations against staff

12. Any suspicion that a child has been abused by a member of staff or a volunteer must be reported to the designated safeguarding officer, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
13. The designated safeguarding officer will refer the allegation to Children's Social Care who may involve the police, or will refer directly to the police if out-of-hours.
14. Children's Social Care and the designated safeguarding officer will liaise with the Local Authority Designated Officer (LADO) whose responsibility it is to:

- Provide advice and guidance ;
 - Liaise with the police and other agencies;
 - Provide assistance in discussions regarding suspension and referral to the Independent Safeguarding Authority (ISA).
15. The parents or carers of the child will be contacted as soon as possible following advice from Children’s Social Care and/or the police.
 16. If the designated safeguarding officer is the subject of the suspicion/allegation, the concern must be made to the chair of the management committee who will refer the allegation to Children’s Social Care. In the absence of a management committee the matter will be reported to the LADO.
 17. Where there is a complaint against a member of staff there may be three types of investigation:
 - A criminal investigation
 - A child protection investigation
 - A disciplinary or misconduct investigation
 18. The LADO in Kirklees is Phil Holmes who can be contacted on 01484 226748 or by email phil.holmes@kirklees.gov.uk

Internal Enquiries and Suspension

16. The designated safeguarding officer will make an immediate decision about whether any individual suspected of abuse should be temporarily suspended pending further police and Children’s Social Care enquiries.
17. Where an individual is suspended it is advised that other employees / volunteers should have no contact until enquires have concluded.
18. Irrespective of the findings of Children’s Social Care or police enquiries the organisation will assess all individual cases to decide whether a member of staff or volunteer can be reinstated. The welfare of the child should remain of paramount importance throughout.

Additional related policies

19. All members of **[Name of organisation]** will receive a copy of this policy and undergo training as part of their induction to the organisation.
20. **[Name of organisation]** also has policies on the following related topics which all staff and volunteers must be familiar with:
 - **Safer Recruitment**
 - **Disciplinary / Grievance**
 - **Health and Safety**

- Complaints and Compliments
- Whistleblowing
- Code of Conduct

This policy has been formally agreed and adopted by the management committee of [Name of Organisation] at a meeting on [date]. This policy will be reviewed [frequency] by the management committee who are also responsible for the implementation of this policy.

Signed:

Position:

Date:

Review Date: KSCB recommends that the Safeguarding Children Policy is reviewed at least annually.

Sample Safeguarding Concerns Log

Name of child/young person:	Date of birth:
Date of completing form:	Time of completing form:
Your name:	Your position:
Your signature:	Your organisation:
Reasons for recording incident:	
Record the following as factually as possible:	
Who:	

What:

Where:

When:

Offer an opinion where relevant (how and why this may have happened):

Substantiate the opinion. Make a note of any actions taken, including the names and role of anyone to whom information was passed.

Appendix 2 Sample Safer Recruitment Policy, including Induction of Staff / Volunteers

This policy applies to anyone responsible for recruiting and inducting staff and volunteers in **[Name of group/organisation]** and all who participate in short listing and interview panels.

Principles

[Name of group/organisation]:

- is committed to promoting the welfare of children and young people and keeping them safe;
- is committed to equality, valuing diversity and working inclusively across all of our activities;
- aims to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our organisation.

Purpose of this policy:

- to recruit the best people available to join our workforce;
- to take all reasonable steps to prevent unsuitable people from joining our organisation;
- to recruit and manage our staff and volunteers in a way that complies with legislation designed to combat inequality and discrimination;
- to do all we can to achieve and maintain a diverse workforce;
- to ensure that our recruitment and selection processes are consistent and transparent;
- to ensure candidates are judged to be competent before we make them an offer of a job;
- to ensure that new members of staff and volunteers are given a proper induction.

By implementing this policy **[Name of group/organisation] recognises that:**

- our workforce is our most important resource;
- unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children in order to harm them;
- children, young people and families benefit from our efforts to recruit a skilled and committed workforce from a diverse range of backgrounds;
- new staff and volunteers cannot perform their role effectively unless they are inducted properly and receive ongoing support and supervision.

[Name of group/organisation] recruits and inducts its workforce by:

- advertising all posts through appropriate media and in a way that ensures that we attract high quality applicants from diverse backgrounds;
- providing an application pack with relevant information for anybody who expresses an interest in an advertised job;
- ensuring that all applications for both paid and volunteer positions are made using our standard application form;
- involving more than one person to shortlist applicants for interview;
- having at least two people conducting a face-to-face interview with anyone we may want to appoint;
- incorporating the views and perspectives of children, young people, and families into the recruitment and selection process whenever appropriate;
- obtaining two references, two pieces of identification and original copies of any necessary qualifications from candidates;
- carrying out CRB checks and any other necessary vetting procedures for each member of staff or volunteer working with children or young people, in line with CRB and other official guidelines;
- providing a three-month induction for all new staff and volunteers;
- ensuring that all staff are made aware, during their induction period, of how to keep children and young people safe in our organisation;
- appointing all staff and volunteers on a trial period initially, with a review before they are confirmed in post;
- using the list of processes below to ensure a consistent procedure for recruitment and induction.

Recruitment and induction process:

1. Need for recruitment identified.
2. Vacancy advertised in appropriate media.
3. All applications reviewed.
4. Shortlist created of suitable applicants.
5. Interview questions and tests agreed.
6. Chosen applicants invited to interview.
7. Interviews conducted; every applicant's identity and qualifications verified.
8. Preferred applicant selected.
9. Provisional offer of job made, depending on references and vetting processes being completed satisfactorily.

10. Any confidential information submitted by the candidate is considered and discussed with the candidate.
11. Take up of references and checks completed.
12. Are all issues arising from the references, checks and self-disclosed information resolved?
Yes - confirm the offer on a trial period of six months.
No - withdraw the job offer.
13. Start date agreed; formal contract drawn up and sent to applicant.
14. Induction period planned.
15. New staff member starts and induction programme followed through.
16. Progress reviewed after a maximum of three months.
17. After six months, are you satisfied with their progress?
Yes - confirm new staff member in post.
Not completely - extend the trial period for a maximum of three further months and agree a further support package.
No, progress has been highly unsatisfactory - end the contract at this point.
18. After nine months, are you still unsatisfied with the new recruit's progress?
Yes - end contract at this point.
No - confirm new staff member in post.

[Name of organisation] are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: (date)

Signed:

Position:

Date:

Review Date: **KSCB recommends that the policy is reviewed annually.**

Appendix 3 Sample whistle-blowing procedure

Principles

1. This procedure applies to everyone who works for [Name of organisation], whether on a paid or voluntary basis.
2. The aim of this procedure is to provide a clear and transparent way for anyone who works for [Name of organisation] to raise genuine concerns about acts of wrongdoing or malpractice in the workplace. It aims to ensure that any concerns are dealt with effectively and in a timely fashion.
3. This procedure provides managers with steps to deal with allegations, ensuring that staff and volunteers are not penalised for raising genuine concerns, even if those concerns prove to be unfounded. It also provides the means for taking disciplinary action against anyone who is found to have raised false concerns with malicious intent.
4. This procedure **does not** apply when there are child protection concerns or allegations about a member of staff or volunteer. Concerns or allegations of this nature should be dealt with by following the safeguarding children and / or managing allegations procedures.

How to raise a concern about malpractice

5. Speak to your supervisor, manager, or another colleague (preferably someone you work with closely). If your concern relates to your supervisor/manager, you should speak to that person's manager. If you choose to speak to a colleague, he/she may nominate another responsible manager to handle your concern.
6. Your manager, or the responsible manager, will arrange to meet with you as soon as possible to discuss your concern. This meeting can take place away from the workplace if necessary.
7. You will be told at the meeting, or as soon as possible afterwards, what action will be taken to address your concern. It may not be possible to tell you the full details of the outcome, as this could relate to confidential third party information. If no action is to be taken in relation to your concern, you will also be informed of this fact and given the reasons why.
8. If you do not want the person you have concerns about to know your identity, you should make this clear to the responsible manager at the earliest opportunity. Every effort will be made to respect your wishes, but it cannot be guaranteed that your identity will not be disclosed. If this is the case, you will be informed and any issues you may have about this will be discussed with you.

9. If you need support in raising your concern, you may bring a work colleague or trade union representative with you to the meeting with the responsible manager.

What to do if someone raises a concern with you about malpractice

10. If someone tells you they are concerned about the actions of another staff member or volunteer, you should arrange to meet him/her as soon as possible. If you are not the person's supervisor/manager, you should establish why he/she has chosen to discuss the concern with you. You may suggest that the person speaks to another responsible manager if you wish, but you should not refuse to hear what the person has to say.
11. You should approach the situation sensitively, recognising the discomfort that the person may feel. Offer to meet him/her away from the office if he/she wishes, and allow him/her to bring a work colleague or trade union representative to the meeting. You should also remind the person with the concern about other sources of support available to him/her. Some are listed at the end of this document.
12. If the person reporting the concern wants his/her identity to be kept confidential, you should explain that this will be done if possible, but that it may not be achievable. Make notes of your discussions with the individual, and check the accuracy of your notes with him/her.

Deciding what action to take:

13. Once you have established the nature of the concern, it may be of a relatively minor nature and you may decide to resolve it informally.
14. If the concern appears more serious, you must consider first whether any immediate action is needed to protect children. If so, you should refer to your Safeguarding Policy to consider what action to take.
15. You should also consider whether there is a need to involve the police and/or other statutory services. If so, you should contact **[name of senior manager who is responsible for this]** to discuss the matter further.
16. If you are not the manager of the person who is the subject of the concern, you should refer the matter to the person's manager, who will decide what action to take.

Conducting an investigation

17. Unless the matter is relatively minor and can be dealt with informally, the responsible manager should arrange for an investigation to be completed as swiftly as possible. The investigation should be demonstrably thorough and impartial.

18. The scope of the investigation will be determined by the nature of the concern. Witnesses may need to be interviewed and records may need to be scrutinised. It is also possible that advice may be needed from someone with specialist knowledge in human resources.
19. Once the investigation is completed, a report should be produced summarising the nature of the concern, the investigation process and the outcome, including specific recommendations. Take measures to preserve the anonymity of the person who raised the concern if this has been his/her wish. If the concerns are not upheld, this should also be made clear.
20. If the concern is upheld and the person at the centre of it is found to have been culpable or remiss in some way, the report's recommendations should be carried out using a clear plan of action. The plan may include the use of disciplinary action, training, coaching, counselling, the implementation of new policies or procedures for the whole workforce, or a referral to the Independent Safeguarding Authority.
21. If it becomes apparent during the course of the investigation that a criminal offence may have been committed, the police should be informed. Your own investigation may have to be suspended on police advice, if they decide that they need to become involved.
22. The person who raised the concern should be informed of the outcome, but not the details of any disciplinary action. It may be appropriate for the person who raised the concern to be offered support or counselling.
23. If the concern is unfounded and the person who raised it is found, through the process of investigation, to have acted maliciously or out of a desire for personal gain, it may be appropriate to consider disciplinary action against him/her.

Recording the concerns:

24. The responsible manager should make accurate notes of each stage of the process, including the discussions during meetings, regardless of whether the concern is dealt with formally or informally.
25. Copies of notes should be given to the person who is the subject of the concern. The person who raised the concern should also be given copies of notes from his/her discussion.
26. Notes made during the investigation and the report of the investigation, together with any notes relating to the outcome, should be kept on the file of the person at the centre of the concern. If it was requested, these notes should not reveal the identity of the person who reported the concerns.

Further information and advice can be obtained from:

Insert:

- details of where managers can obtain advice from a human resources specialist
- details of any trade union recognised by the group/organisation, and any relevant professional body who could represent the interests of staff/volunteers who have raised a concern or been the subject of a concern.
- details of any employee assistance programme available to staff or volunteers within the group/organisation.

The Charity Commission for England and Wales

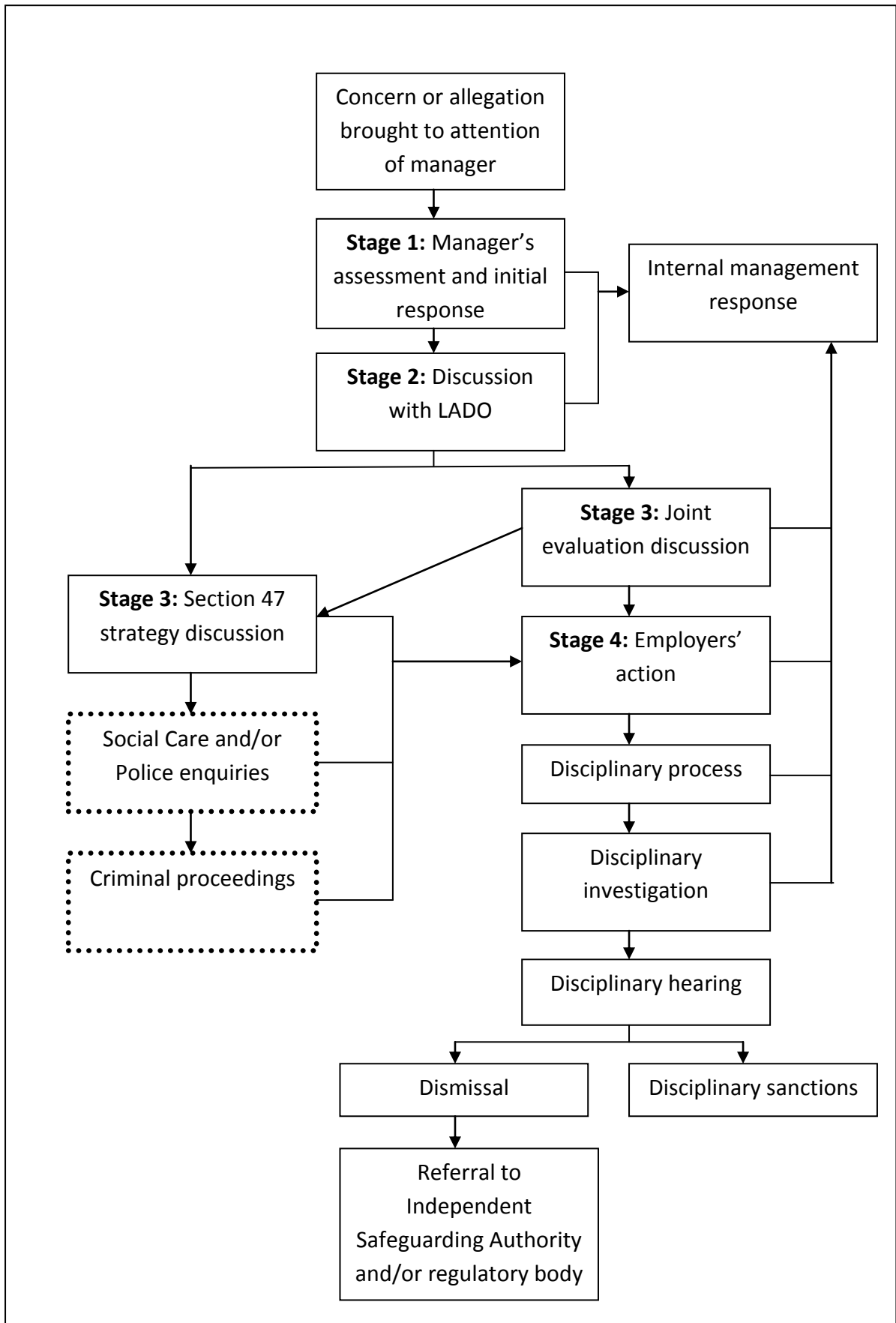
Tel: 0845 300 0218 <http://www.charity-commission.gov.uk/>

Public Concern at Work

Tel: 020 7404 6609 <http://www.pcaw.co.uk/>

Acknowledgment: This procedure has been adapted from the NSPCC *Speak Out* policy and procedure.

Appendix 4 Managing Allegations Flowchart



Appendix 5 Useful Contacts

General

Kirklees Safeguarding Children Board

Civic Centre 1,
Ground Floor South,
High Street,
Huddersfield
HD1 2NF
01484 225161

Kscb.admin@kirklees.gov.uk

www.kirkleessafeguardingchildren.co.uk

Voluntary Action Kirklees (VAK)

Supports local charities, voluntary organisations and community groups. Helps new groups to get established and assists existing groups to improve what they already do.

15 Lord Street
Huddersfield
HD1 1QB
01484 518457

info@voluntaryactionkirklees.co.uk

www.voluntaryactionkirklees.co.uk

Charity Commission

<http://www.charity-commission.gov.uk/>

NSPCC

The NSPCC helps end cruelty to children in the UK in a range of different ways, by providing the ChildLine service directly to children and young people, through research, training, advice and campaigning and through direct services to children and families.

www.nspcc.org.uk

NSPCC Safe Communities Toolkit – Specifically designed guidance for the VCS

http://www.nspcc.org.uk/Inform/trainingandconsultancy/consultancy/cst/safe_communities_toolkit_english_wdf70126.pdf

NSPCC advice for Child Protection in Sport – Has useful video clips and guidance specifically for the sports sector

http://www.nspcc.org.uk/inform/cpsu/cpsu_wda57648.html

Barnardo's

As one of the UK's leading children's charities, Barnardo's works directly with over 100,000 children, young people and their families every year. Barnardo's run a vast range of projects across the UK, including counselling for children who have been abused, fostering and adoption services, vocational training and disability inclusion groups.

<http://www.barnardos.org.uk/resources.htm>

Safe Network

Provides safeguarding information related to activities outside the home – from after school art clubs to weekend reading groups. Provides advice, resources and free training for the voluntary and community sector.

<http://www.safenetwork.org.uk>

National Council for Voluntary Youth Services

Established in 1936, the National Council for Voluntary Youth Services is a diverse network of over 280 national organisations and regional and local networks that work with and for young people. Its mission is to work with members from voluntary and community organisations to build thriving communities and sustainable networks that help all young people achieve their potential.

<http://www.ncvys.org.uk/Safeguarding.html>

CRB check umbrella organisations

Youth Association (formerly West Yorkshire Youth Association)

12 South Parade

Wakefield

West Yorkshire

WF1 1LR

01924 333400

<http://www.youth-association.org/associates-crb.html>

Voluntary Action Calderdale

The Resource Centre

Hall Street

Halifax

HX1 5AY

01422 348777

info@cvac.org.uk

<http://www.cvac.org.uk/homedir/crb.htm>

SAFEchild

Chestnuts Farm
Langton Green
Eye
Suffolk
IP23 7HL

01379 871091

info@safechild.co.uk

<http://www.safechild.co.uk/SAFE/>

Further information on CRBs:

<http://www.crb.homeoffice.gov.uk/>

Health and Safety**Health and Safety Executive**

0845 3450055

www.hse.gov.uk

A free leaflet 'Five steps to risk assessment' can be downloaded from the website:

<http://www.hse.gov.uk/pubns/indg163.pdf>

Royal Society for the Prevention of Accidents

Promotes safety and the prevention of accidents at work, at leisure, on the road, in the home and through safety education. Has a section on child safety, provides training, information and advice.

0121 2482000

www.rospa.com

Child Accident Prevention Trust

The UK's leading charity working to reduce the number of children and young people killed, disabled or seriously injured in accidents.

www.capt.org.uk/

E-Safety**Thinkuknow**

For e-safety resources and advice for children, parents and people working with children and young people

<http://www.thinkuknow.co.uk/>

Support for Faith Organisations

Churches' Child Protection Advisory Service

CCPAS has been advising on safeguarding since 1983. It focuses upon giving rigorous, professional and compassionate advice and support to places of worship and individuals on how best to safeguard children and adults.

<http://www.ccpas.co.uk/>

Catholic Safeguarding Advisory Service

Responsible for driving and supporting improvements in practice. Its primary role is one of co-ordination, advice and support in respect of the wider job of safeguarding children, young people and vulnerable adults.

www.csas.uk.net/

Madressahs and Supplementary Schools

For hard copies of the "Safeguarding Guidance for Madressahs and Supplementary Schools" contact Shakeel Hafez, Safeguarding and Community Engagement Officer
07980 749478

Shakeel.hafez@kirklees.gov.uk