**NAME OF YOUR ORGANISATION**

SAFEGUARDING CHILDREN POLICY & PROCEDURES

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**Policy Created: What date was the Policy approved by your committee/board/trustees**

**Review Date: We recommend you review it annually and also when any new legislation comes out.**

**If your organisation comes into contact with children (anyone under 18 years of age) then you will need a safeguarding children policy and procedures. It should be a clear document that everyone can understand. It should set out your responsibilities and commitment to safeguard children and promote their welfare. It may also be useful to summarise what your organisation does and how it comes into contact with children.**

**Policy Aims:**

XXXX has a duty of care to promote the wellbeing of and safeguard from harm all children who are involved in its activities. All children have a right to protection.

This policy sets out the roles and responsibilities of XXXX in working with other professionals and agencies to ensure the safety and protection of all children who are involved in our activities. Do you run activities? Provide a service? Run events?

All staff and volunteers of XXXX are expected to understand their responsibilities to safeguard children and follow this policy and procedures. Who is involved in your organisation? This could be volunteers, staff, committee members, trustees etc.

Definitions

**What is safeguarding children? It is useful to include a definition so everyone is clear about safeguarding. You will need to make sure you are using an up to date definition.** **A child is a child before their birth (i.e. during pregnancy) and until their 18th Birthday.**

**Safeguarding children refers to the protection of children and young people from abuse or neglect.** Abuse isa form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Definition sourced from (Working together to Safeguard Children 2018).

There is a duty placed on public agencies under the Human Rights Act 1998 to intervene to protect the rights of citizens. Also, the Children Act 1989 makes it clear that the welfare of the child is paramount and everyone involved in the care of children has the responsibility to protect those children from harm.

**Legislation sets out 4 categories of child abuse:**

1. **Physical Abuse**
2. **Neglect**
3. **Sexual Abuse**
4. **Emotional Abuse (see Procedures for full definitions)**

You will need to be clear about who is expected to follow your safeguarding policy and procedures. For example, if you use a consultant or freelance person to deliver activity, what are their responsibilities? You might also need to consider arrangements for any partner organisations you work with, if another organisation host you or you use their venue. etc.

Where this policy or the associated procedures refer to ‘staff’ this includes anyone employed by XXXXX either through the payroll, on a freelance basis or as a volunteer, including committee members. It refers to anyone engaged in the planning and delivery of activities linked to children on behalf of XXXXX.

We will enable all our staff and those who work with us to make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse seriously. We expect everyone at XXXXXX to have read, understood and adhere to our safeguarding procedures.

We will endeavour to safeguard children at risk by:

* Valuing them, listening to and respecting them;
* Adopting this policy and adhering to our associated procedures and code of conduct for staff;
* Ensuring we have a safer recruitment process for every person recruited by XXXX and ensuring all the applicable checks are made.
* Providing effective management of staff and volunteers through supervision, support and training;
* Ensuring organisations we contract or partners have appropriate safeguarding policies and procedures in place;
* Sharing information about safeguarding good practice with freelance staff, volunteers, and other relevant parties;
* Reviewing this policy and procedures and updating as appropriate.

You will need to have somewhere safe and secure to store any documentation relating to safeguarding concerns. This could be a locked filing cabinet, or a password protected electronic folder with limited access. Make sure your virus guards and security protection are up to date.

Consent, Confidentiality and Information Sharing

The Child Safeguarding Lead will be responsible for making decisions about sharing information with external agencies including the police and local authority.

XXXXX is committed to keeping accurate and factual records of all safeguarding concerns that are reported. All safeguarding records will be kept securely and confidentially. Records must be factual, accurate and legible and include a date, time and signature.

It is important to have clear job descriptions and volunteer role descriptions – that way it is easier to assess if the role requires a DBS. If you need help on safer recruitment you can speak to TSL Kirklees, the Council DBS team and NACRO. It is important to remember that safer recruitment isn’t just about criminal record checks but also about other safety measures such as character references, potential probationary periods, safeguarding training and supervision.

Safer Recruitment

XXX aims to do everything possible to minimise the risk of involving unsuitable people in our work with children.

All staff and volunteers will have clear role descriptions which will be assessed for regulated activity.

DBS checks will be undertaken for individuals who are involved in regulated activity with children as part of their role with XXXX. DBS certificates will be updated every X years We recommend at least every 2 years.

We will carry out safer recruitment practices for all volunteers and staff including adverts which explicitly state the importance of child safeguarding to the organisation, an application form which also clearly states the importance, obtaining good quality references, undertaking interviews and probationary periods for any relevant positions.

Training

All staff and volunteers will undertake the Kirklees Safeguarding Children Partnership’s (KSCP) Awareness of Child Abuse and Neglect e-learning course every 3 years – this is recommended as a minimum. Training will be depend on the nature of your roles.

The safeguarding lead will undertake the Kirklees ‘Working Together to Safeguard Children Foundation Course’ and then the refresher course every three years.

(Depending on your organisation and its services there may be other training you want to stipulate. The KSCP website has an excellent list of available courses: <https://www.kirkleessafeguardingchildren.co.uk/>

Reporting a Concern

If someone in XXXXXX (organisation’s name) believes a child to be in imminent danger they must ring 999 immediately and ask for the Police.

Any other safeguarding concern should be reported to the Safeguarding Lead within one day, in line with our safeguarding procedures (see appendix 1).

It is recommended to have a second contact for safeguarding in case the safeguarding lead is unavailable.

Any suspicion that a child has been abused by a member of staff or a volunteer must be reported to the Safeguarding Lead who will take the necessary steps to ensure the safety of the child and any other child who may be at risk. The safeguarding procedures will be followed which involve referring the allegation to Children’s Social Care and the Local Authority Designated Officer (LADO) who may involve the police. If the Safeguarding Lead is the subject of the allegation then the concern must be made directly to Children’s Social Care and the LADO whose responsibility it is to:

* Provide advice and guidance
* Liaise with the police and other agencies
* Provide assistance regarding suspension and referral to the Disclosure and Barring Service.

This may then result in a criminal investigation, safeguarding investigation and/or disciplinary or misconduct investigation.

All staff and volunteers should feel able to raise concerns about poor safeguarding practice and concerns will be taken seriously by the committee/trustees/ board etc.

Prevent

You may want to include a statement from your organisation about how you will protect children and young people from taking on extremist ideology or simply make a statement around your support for the Local Authority’s Prevent Strategy.

Early Support

Safeguarding is also about prevention and recognising when a family may benefit from Early Support, providing interventions to build resilience amongst children, young people and their families – particularly those that may be vulnerable. Where appropriate we will support families to access support from Kirklees Council’s Early Support Service as well as Early Support Partners such as Thriving Kirklees <https://www.thrivingkirklees.org.uk/>

Promoting the Wellbeing of Children

(You may want to add a statement about you actively promote the wellbeing of children your organisation comes into contact with)

E-Safety

Dependent on your organisation and its interactions with children and young people it may be necessary to insert a paragraph regarding e-safety. See below for further advice:

<https://learning.nspcc.org.uk/research-resources/templates/online-safety-policy-statement-and-agreement>

You may even need a separate policy. An example template is here:

<https://www.bef.co.uk/repository/downloads/Esafety_policy_Version_1.0.pdf>

Review of Policy

This policy will be reviewed annually and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

Does your policy need to be approved by your Trustees, Committee members etc? If so, include details below, including when the policy was approved and who by.

**APPENDIX 1**

**XXXXX - Safeguarding Children Procedures**

It is responsibility of the XXXX (Designated Safeguarding Lead/ Safeguarding Officer/ Concerns Officer) to ensure that the safeguarding procedures are adhered to and to support staff/stakeholders/volunteers in upholding their professional conduct.

Safeguarding Procedures

* If a child or young person is in immediate danger then you must ring the Police (and/or ambulance service) on 999. This is the only time you should take action without needing to speak to the lead officer in your organisation first.
* The Safeguarding Lead (or whatever you choose to call them) is XXXXX and all concerns must be referred to this person. (This includes if you have had to telephone the Police because a child or young person was in immediate danger and you were unable to speak to the lead officer at the time).
* The Safeguarding Report Form (Appendix 3) should be used by Staff/Volunteers to report safeguarding concerns relating to children. All the information provided must be treated as confidential and reported to the Safeguarding Lead within one working day (or sooner if that is what you have decided).
* If Staff/Volunteers are unable to contact the Safeguarding Lead then use the contact numbers at the end of the form.
* The form should be completed at the time or immediately following the concern coming to your attention or a disclosure being made to you, but after all necessary emergency actions have been taken.
* Remember staff/volunteers must make clear to the child/ young person that they cannot guarantee confidentiality.

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| ***You must:***     * **Call the police and/ or an ambulance if the child / young person is in immediate danger.** * **Listen carefully to what you are being told and reassure the child that you are taking what they say seriously** * **Tell your manager what has happened**   ***You must not:***   * **Touch or clear away evidence** * **Interrupt the child/young person or ask “leading questions”** * **Make assumptions.** * **Promise absolute confidentiality. Or agree to keep it a secret** * **Attempt to investigate the allegation yourself.** * **Contact the alleged abuser** * **Discuss the allegation with other staff/volunteers**   **Please note:**  **It is your duty to report concerns or disclosures of abuse.**  **It is not for you to decide whether or not a suspicion or allegation is true. All suspicions or allegations must be taken seriously and dealt with according to this procedure.**  **XXXXXX is not a statutory agency and has no right to undertake investigations into concerns regarding Child Protection. Referrals should be directed to the appropriate local Children Social Care Contact Centres.** |

**Review of Procedure**

This procedure will be reviewed periodically and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

Details of safeguarding contacts in Kirklees

In an event where the Safeguarding Lead is unavailable and you have a concern that a child in Kirklees is being abused or mistreated or you have concerns about a child’s well-being you should call and speak to someone on one of the following numbers:

**Kirklees Front Door to Children’s Services**   
01484 414960

**NSPCC Helpline:** 0808 800 5000

**NSPCC email:** [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

APPENDIX 2

DEFINITIONS (Taken from [‘Working Together to Safeguard Children 2018’](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf) )

**Children**

Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

**Safeguarding and promoting the welfare of children**

Defined for the purposes of this guidance as:

a. protecting children from maltreatment

b. preventing impairment of children's health or development

c. ensuring that children are growing up in circumstances consistent with the provision of safe and effective care

d. taking action to enable all children to have the best outcomes

**Child Protection**

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

**Abuse**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children

**Physical Abuse**

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

**Emotional Abuse**

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meets the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or

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

**Sexual Abuse**

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

**Child Sexual Exploitation**

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Neglect**

The persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

a. provide adequate food, clothing and shelter (including exclusion from home or abandonment)

b. protect a child from physical and emotional harm or danger

c. ensure adequate supervision (including the use of inadequate care-givers)

d. ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

**Extremism/ Prevent**

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.

Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.

The Kirklees Prevent Strategy tackles all forms of extremism and the Kirklees Prevent Hub is the main point of contact for concerns across Kirklees.

**Local Authority Designated Officer (LADO)**

County level and unitary local authorities should ensure that allegations against people who work with children are not dealt with in isolation. Any action necessary to address corresponding welfare concerns in relation to the child or children involved should be taken without delay and in a coordinated manner. Local authorities should, in addition, have designated a particular officer, or team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people who work with children. Any such officer, or team of officers, should be sufficiently qualified and experienced to be able to fulfil this role effectively, for example qualified social workers. Arrangements should be put in place to ensure that any allegations about those who work with children are passed to the designated officer, or team of officers, without delay.

**County Lines**

As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of ‘deal line’. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

**Child Crime Exploitation**

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

**Female Genital Mutilation**

Female Genital Mutilation (FGM) is the collective term for all procedures involving partial or total removal of the external genitalia or other injury to the female genital organs for non-medical reasons. FGM is a form of child abuse and is illegal in the UK.

**Signs of Abuse**

* 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.
* A disclosure of abuse, or description of what appears to be an abusive act by a child or adult at risk.
* 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 a particular individual, particularly those with whom a close relationship would normally be expected.
* Difficulty in making friends
* Eating disorders, depression, self-harm or suicide attempts.
* Deterioration in health or appearance including loss of weight.
* Unexplained loss of money or material goods (financial abuse)
* Unexplained possession of money or goods such as mobile phones (child sexual exploitation)
* Fear or anxiety

This is not an exhaustive list of possible indicators of abuse.

Further resources, training and guidance can be found at :

Kirklees Safeguarding Partnership website – lots of good resources and training available which is free to the third sector (please make sure you attend any training that you have booked on to).

<https://www.kirkleessafeguardingchildren.co.uk/>

NCVO – national guidance tools and tips for the third sector on safeguarding:

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

Government guidance on handling a safeguarding allegation within a charity:

<https://safeguarding.culture.gov.uk/>

Disclosure and Barring Service (including eligibility tool):

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

NACRO advice on recruiting people with a criminal record and how to deal with disclosures:

<https://www.nacro.org.uk/resettlement-advice-service/support-for-employers/>

When you create your version you should ensure that Appendix 3 starts on a new page so that it can be printed out separately.

Appendix 3

**Safeguarding Report Form**

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| **This form should be used to report safeguarding concerns relating to Children. In an emergency please contact the Police / Ambulance on 999. All the information provided must be treated as confidential and reported to XXXX within one working day.**  If you are unable to contact the Safeguarding Lead, use the contact numbers at the end of the form.  The form should be completed at the time or immediately following concern coming to your attention or a disclosure being made, but after all necessary emergency actions have been taken. Please complete the form as fully as possible. | |
| 1. **YOUR DETAILS – THE PERSON COMPLETING THE FORM** | |
| **Your Name:** | |
| **Your position:** | |
| **Your telephone number:** | |
| **Your email address:** | |
| **Date form completed:** | **Time form completed:** |
| 1. **THE DETAILS OF THE PERSON AFFECTED** | |
| **Name:** | |
| **Date of Birth:** | |
| **Address:** | |
| **Telephone number:** | |
| **Email address:** | |
| **Details of the incident (please describe in detail using only facts):** | |
| 1. **OTHER PRESENT OR POTENTIAL WITNESS** | |
| **Name:**  **Address:**  **Telephone number:**  **Email address** | |
| **Additional Relevant Information (please detail anything else that you believe to be helpful / important)** | |

**I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.**

|  |  |
| --- | --- |
| **PRINT NAME** |  |
| **SIGNATURE** |  |

**To be completed by Safeguarding Lead:**

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| --- | --- |
| **Record action taken:** |  |

**USEFUL NUMBERS**

### WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD

* **Kirklees Duty and Advice Team**   
  01484 414960
* **NSPCC Helpline:** 0808 800 5000

**NSPCC email:** [help@nspcc.org.uk](mailto:help@nspcc.org.uk)