

SUCCESS CLUB SAFEGUARDING POLICY

Safeguarding Children & Young People POLICY & PROCEDURES

"The welfare of the child is paramount"

This Policy has been adopted by the Director(s) of **Success Club** who remain responsible for its review on a regular basis.

Director and Lead Person for Safeguarding Children & Young People

Name: Tony Dallas

Signed: 

Date: 06/09/2022

*Review Date (To be reviewed annually and/or when significant policy changes occur)
Next Review: September 2023*

*In conjunction with our Safeguarding Policy and Procedures, SUCCESS CLUB also refer to and keep a copy of up-to-date guidance issued by Dept. for Education (DfE): **Keeping Children Safe in Education 2022.***

Safeguarding Policy Statement

SUCCESS CLUB believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguarding the welfare of all children & young people, by a commitment to practice which protects them.

We recognise that:

- The welfare of the child is paramount
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

The purpose of this policy is:

- To provide protection for the children & young people who receive services from **SUCCESS CLUB**
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing or be at risk of harm.

This policy applies to all staff, including senior managers and Directors, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of **SUCCESS CLUB**.

This policy is open for inspection from any appropriate person and must be communicated to all staff and volunteers who must sign to say they have read and understood it. This should **ALWAYS** be included in any induction process.

We will seek to safeguard children & young people by:

- Valuing them, listening to and respecting them.
- Adopting clear safeguarding procedures and a code of conduct for all staff and volunteers.
- Ensuring that all our staff and volunteers are carefully selected trained and supervised.
- Sharing information about safeguarding & good practice with children & young people, parents and volunteers.
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.

SUCCESS CLUB will review this policy and the relevant procedures every year or as and when significant policy changes occur.

Definitions:

The following definitions apply throughout the Safeguarding policy and associated procedures:

Child or Children:

The Children Act 1989 defines a child as a person under eighteen for most purposes.

Vulnerable Adult or Adults:

Safeguarding vulnerable adults is defined in the Care and support statutory guidance issued under the Care Act 2014 as:

- protecting the rights of adults to live in safety, free from abuse and neglect
- people and organisations working together to prevent and stop both the risks and experience of abuse or neglect
- people and organisations making sure that the adult's wellbeing is promoted including, where appropriate, taking fully into account their views, wishes, feelings and beliefs in deciding on any action
- recognising that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances and therefore potential risks to their safety or well-being.

Forms of abuse:

The Children Act 1989 defines four types of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

Physical Abuse:

Physical abuse may take many forms e.g., hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.

Emotional Abuse:

Emotional abuse is persistent emotional ill treatment causing severe and persistent effects on the child or vulnerable adult's emotional development and may involve:

- conveying the message that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person
- imposing developmentally inappropriate expectations
- causing the child or vulnerable adult to feel frightened or in danger e.g. witnessing domestic violence
- exploitation or corruption of children or vulnerable adults

Some level of emotional abuse is involved in most types of ill treatment, although emotional abuse may occur alone.

Sexual Abuse:

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening and includes penetrative (i.e., vaginal or anal rape or buggery) and non-penetrative acts. It may also include non-contact activities, such as looking at, or being involved in the production of pornographic materials, watching sexual activities or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

Neglect:

Neglect involves the persistent failure to meet basic physical and/or psychological needs, likely to result in serious impairment of the child or vulnerable adult's health and development. This may involve failure to provide adequate food, shelter or clothing, failure to protect from physical harm or danger or failure to ensure access to appropriate medical care or treatment. It may also include neglect of basic emotional needs.

Roles & Responsibilities:

Designated Safeguarding Officer(s):

Tony Dallas has the designated responsibility for Safeguarding Children & Young People, as appointed by **SUCCESS CLUB** Directors. Anyone who has a concern about a child should contact **Tony Dallas** immediately. If **Tony Dallas** is unavailable you should contact Enfield Safeguarding Children Board or Enfield Council Local Authority Designated Officer.

The Designated Person will:

- Liaise with Local Children & Young People Safeguarding Board (Enfield), Local Authority Designated Officer on allegations against staff, The Police Child Protection Team and any other agencies on individual cases of suspected or identified child abuse and allegations against staff;
- Be responsible for co-ordinating action within **SUCCESS CLUB** on child protection issues & safeguarding issues;
- Ensure that all staff & volunteers are familiar with this Policy and Procedures;
- Raise awareness about child protection and arrange training as appropriate.

Staff & Volunteers:

SUCCESS CLUB operates under strict codes of conduct and it is expected that all staff & volunteers follow this all times. (See page 14 of procedures below)

In addition, all staff & volunteers have the following responsibilities:

- To adhere to all the points and procedures outlined within this policy,
- To report any incidents, concerns, suspicions and or allegations they have regarding a young person's well-being and or safety, in line with **SUCCESS CLUB** reporting procedures
- To attend induction or any training courses including on-going training in relation to safeguarding and child protection, as appropriate
- To use support sessions, such as supervision, to discuss any safeguarding concerns or issues.

As part of all overall good practice risk assessments are to be carried out for all activities, with staff taking full responsibility for using measures to reduce risk for all activities.

Confidentiality & Privacy:

Whilst all staff (both paid and unpaid) will ensure that young people's rights to privacy and confidentiality is respected, there may be times when this confidence is breached. If a young person discloses voluntarily information about him/herself or another young person, which raises safeguarding concerns, then these concerns will be reported to the **Designated Safeguarding Officer**.

Any personal information gathered about a young person will be stored in a safe and confidential place. Only those who need to know will have access to this information. It may be necessary to pass this information on to the relevant authorities, such as social services, police, NSPCC, and either parents/guardians or carers (if appropriate). When doing so, **SUCCESS CLUB** will ensure that the young person is involved and gives consent in making that decision. The only situation when a referral can and will be made without the consent of the young person, will be if that young person is at **serious risk of harm** (e.g., life threatening or of a serious nature).

Safe Recruitment:

SUCCESS CLUB recruitment policy stipulates that all staff (paid or voluntary) will have to complete an application form, detailing past work history and references. Individuals are then interviewed and 2 references requested. Only on receipt of satisfactory references will a formal offer of employment or placement be made.

All staff and volunteers working directly with children (under 18 yrs.) and any vulnerable adults, are required to have an enhanced check via the Disclosure and Barring Service (DBS) before commencement of work or placement. **SUCCESS CLUB** will carry out these checks via an appropriate local agent or other designated organisation.

Staff members (voluntary or paid) are thus required to fill out a application form and produce evidence as to their identity, in accordance with the Disclosure & Barring

Service Guidelines. This information is then witnessed by the Designated Safeguarding Officer and signed as an acknowledgement of information produced.

DBS checks will be renewed every 2 years

Copies of all returned DBS checks and documentation pertaining to any child protection issues will be kept confidentially and securely locked within the organisation's administration office.

Staff can undergo training and induction whilst waiting for the checks to clear, but cannot undertake any ***unsupervised*** face-to-face work until satisfactory checks have been received. **This training will include mandatory child protection awareness.**

Related Documents:

- **Recruitment Policy**
- **Health & Safety Policy**
- **Confidentiality Policy**
- **Risk Assessment Policy**
- **DBS Renewal Policy**

Safeguarding Procedures:

What to do if you have a safeguarding concern:

Concern may arise from observations of the child (e.g., injury, behaviour, appearance and nature of play or work produced) **or** as a result of something said by the child, another child **or** an adult.

Arrangements must be made to notify the Designated Safeguarding Officer as soon as you can. See emergency contact numbers on page 9.

It is then the responsibility of the **Designated Safeguarding Officer** to liaise with the Local Children & Young People Safeguarding Board, on individual cases of suspected or identified child abuse. A flow chart of what to do and who to contact is explained further in a Referral Flow Chart below.

Making Written Notes:

As soon as you can, write down your concerns and record the facts accurately on the Child Protection Incident Form, available from your Line Manager. Be clear when you are expressing an opinion and what your opinion is based on.

These notes must be given to the Designated Safeguarding Officer immediately and will help to ensure accuracy in recalling events.

Talking to children & Young People:

When talking to children & young people you must not assume anything and refrain from interrogating the child or young people. Full training will be given on safeguarding but the following will act as a guide to best practice.

- 1. Listen - do not ask questions or interrogate.**
- 2. Remain calm - If you are shocked, upset or angry the child will sense this and this may prevent them from talking further.**
- 3. Reassure - The child has done nothing wrong - tell her/him/them it is all right to talk.**
- 4. Do not promise to keep it secret - Tell the child that what they have said cannot be kept secret and that you will tell someone who can help.**

If in doubt, consult with senior staff members or **Designated Safeguarding Officer**. Do not ignore concerns, even if these are vague. **Your first responsibility is to the child or young person.**

Contact with the Service User or Family:

Before speaking to the child's or young person's (service user group) or family, you should talk to the **Designated Safeguarding Officer**, who may consult outside the bounds of **SUCCESS CLUB**.

In cases where a physical injury causes concern, it may be appropriate to discuss this with the parent or carer. If the explanation suggests the injury was non-accidental (or a failure to protect the child from harm), the parent or carer should be informed of the need to refer the matter to the Local Safeguarding Board.

In cases of possible neglect or emotional abuse, the concern is likely to have built up over a period of time. There may have been discussion with the family about sources of help (e.g. Social Services, NSPCC), but if concerns persist, there must be an immediate referral to the Local Safeguarding Board.

Where there are suspicions of sexual abuse, the **Designated Safeguarding Officer** must seek immediate advice from the Social Services Department before discussing the matter with the family.

Allegations about a member of staff or volunteer & referral to the LADO:

Allegations or concerns about a member of staff or volunteer must immediately be referred to the Local Authority Designated Officer (LADO) who is responsible for managing allegations against people who work with children and young people.

The LADO is located within the department for Children, Schools and Families and should be alerted to all cases in which it is alleged that a person who works with children & young people has;

- Behaved in a way that has harmed, or may have harmed, a child or young person.
- Possibly committed a criminal offence against children or young person; or related to a child or young person.
- Behaved towards a child or young person in a way that indicates s/he is unsuitable to work with children.

SUCCESS CLUB has a statutory duty to make reports, and provide relevant information to the Disclosure & Barring Service where there are grounds for believing, following an investigation, that an individual is unsuitable to work with children or vulnerable adults, or may have committed misconduct. The responsibility for reporting cases to the DBS lies with the **SUCCESS CLUB** Director(s).

The Disclosure & Barring Service make barring decisions for Section 142 of the Education Act (formally known as List 99), The Protection of Children Act List (PoCA) and the Protection of Vulnerable Adults List (PoVA).

**EMERGENCY CONTACT DETAILS
(DELETE OR ADD AS NEEDED)**

NSPCC Child Protection Help line **0808 800 5000**

Child Line **0800 1111**

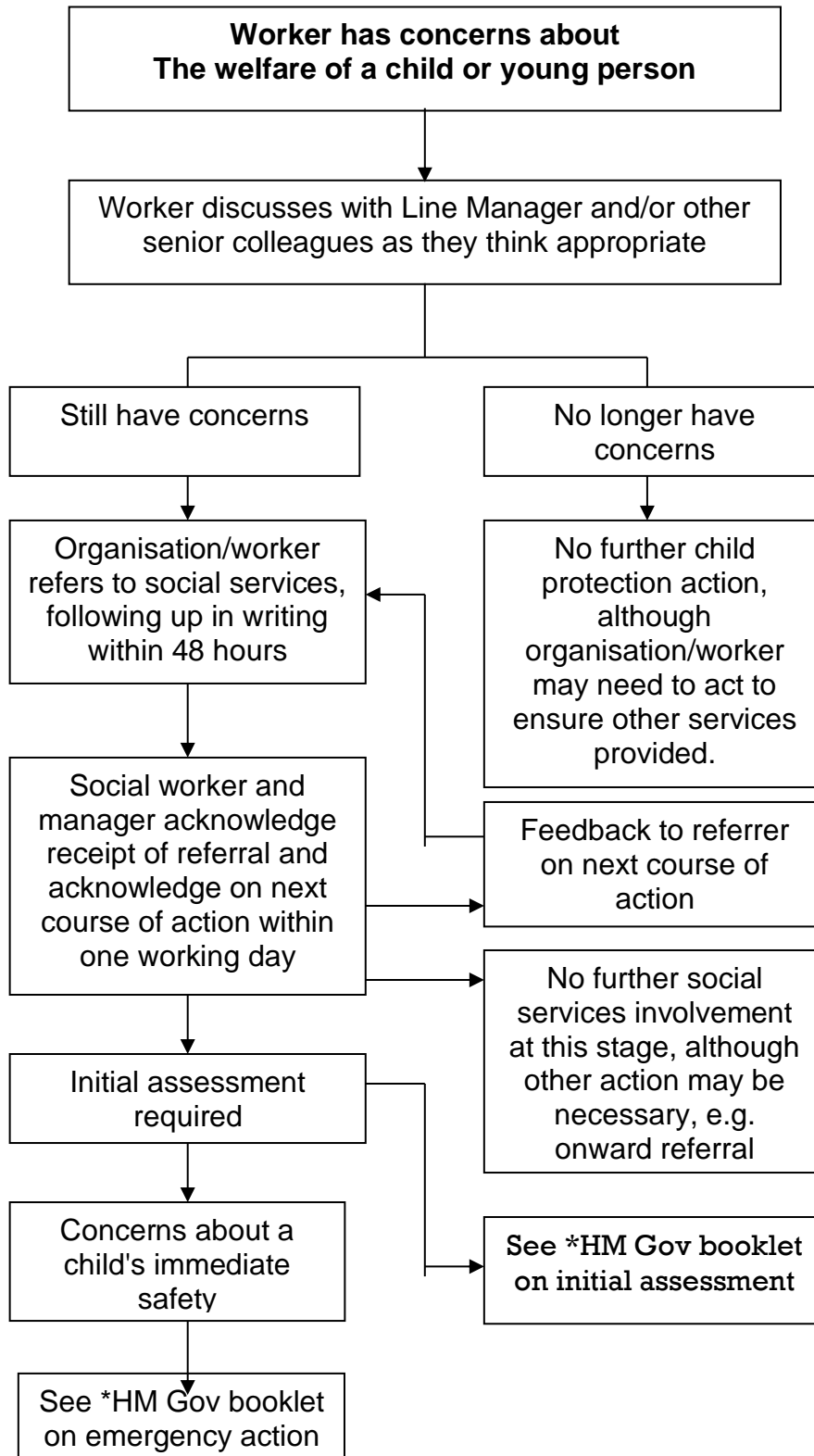
Enfield Safeguarding Board

020 8379 5555 (Mon-Fri: 9 am-5 pm)

020 8379 1000 (select option 2) (Out of office hours)

What to do if you're worried a child is being abused?

A Referral Flow Chart



Success Club

SUCCESS CLUB - SAFEGUARDING INCIDENT RECORDING FORM

Your Name:
Your Position:
Child's Name:
Child's Address:
Service User Name: Address:
Child's Date of Birth:
Date and Time of Incident:
Your Observations:
Exactly what the child said and what you said (Remember; do not lead the child – record actual details. Continue on separate sheet if necessary)

Action Taken & External Agencies Contacted – include named person, contact number and details of action taken.

**Local Safeguarding Board
Police
Local Access & Assessment Team
Emergency Services
Others e.g. NSPCC**

Reporting Person

Print Name:

Signature:

Date:

- Remember to maintain confidentially on a need-to-know basis only if it will protect the child.
- Do not discuss this incident with anyone other than those who need to know.
- A copy of this form should be sent to Designated Child Protection Officer:
Tony Dallas

SUCCESS CLUB

Safeguarding CODE OF CONDUCT

All children and young people must be treated with equality, dignity and respect. It is expected that any staff member, group or organisation working with children & young people must carry out the following practices as a matter of high importance, both in centre based & off-site activities:

Organisational Responsibilities:

- All groups, volunteer helpers and paid staff are to be given a copy of these guidelines and where appropriate a copy of the **SUCCESS CLUB** safeguarding policy. Staff (paid & unpaid) must also follow the **SUCCESS CLUB** Recruitment Procedures by having an enhanced DBS check.
- There should always be at least two adults supervising activities, who have been DBS checked or undergoing checks, no matter how small the group. If a child or young person is to be interviewed alone there should be two adults present or door left open in view of another adult. Where possible the gender of the adults, in a working or supervisory position, should reflect that of the group worked with or interview to be carried out.
- No person under the age of 16 years of age should be left in charge of any children of any age and furthermore, no child or group of children or young people (under 18) should be left unattended at any time.
- A register & record of attendance of children or young people attending activities e.g., youth club, Sunday school, crèche or excursions etc. should be kept for each session. Also written consent should be sought for any on or off-site activities.
- Confidentiality about children's, young people and adult's personal Information must be practiced. Children/young people and parents have the right to expect that helpers will deal sensitively and sympathetically with their situation. It is important that information is only available to those who 'need to know' it. All volunteers, paid staff and helpers must respect issues of confidentiality.
- It is important to keep a check on visitors & guests whether their visit is by invitation or unsolicited. This will ensure the welfare of children to be safeguarded at all times.
- **A First Aid Kit & staff trained in first aid** should be available at all times, with clear information as to how to access it and where to get help in case of emergency. An **Accident Book** should be kept and any accidents should be recorded immediately in the book. Parents/Guardians are to be made aware of the accident by signing the book at the end of the session. Written permission from the parents/guardians is to be given to administer medication and the name of the medicine and the dosage is to be clearly written in a

Medication Book. The person administering the medicine is to sign the Medication Book after each time medication is given.

- All Health & Safety issues should be considered in the room(s) used. This includes all equipment and substances used and a separate risk assessment should be carried out for all activities and reviewed on a regular basis (see separate Off Site Activities & Risk Assessment Guidelines).
- Photography & videoing events or activities, can only be carried out with the full consent of parents/guardians. If publishing images on a web site or newsletter, names must be kept anonymous.

Staff Responsibilities:

- Staff should promote activities that are fun, enjoyable and educational, ensuring fair play and challenging any bullying behaviour.
- Any allegations or disclosure by a child must be treated seriously and dealt with in line with the **SUCCESS CLUB** Safeguarding Policy.
- An adult should escort all children under the age of 8 years to the toilet. The adult is to wait outside the toilet with the outer door held open. Members of staff should as part of their supervision of activity areas, check the toilet areas from time to time.
- At no time should any occasional volunteer or helper, who has not yet been CRB cleared, be left alone with or in charge of any children or young people. Furthermore all staff members (paid or unpaid) should avoid being left alone with any child for any significant period and under **no circumstances drive a child home alone**
- All staff (paid & unpaid) must not involve themselves in rough physical or sexually provocative games and are to avoid inappropriate or intrusive touching of any kind, and are to control and discipline without physical punishment.
- All staff (paid & unpaid) must not use any foul or abusive language and avoid making sexually suggestive comments to a child or young person, even in fun.
- The child/young person should always be told why his/her behaviour is not acceptable and the reasons for applying a particular sanction. You must ensure that parents are fully informed and support whatever sanction is applied.
- Parents/Carers should always be immediately informed if staff or volunteers have had to do things of a personal nature for a child such as changing clothing.

- The leader in charge must be fully aware of fire safety and evacuation procedures in the event of an emergency and practice them at least once every six months (see fire safety procedures in community centre & individual halls).
- Children with special needs should always be considered when running events and activities, this includes the adapting of equipment and activities appropriate to their individual needs.
- Under no circumstances should any child or young person with prior arrangements for being collected by a parent/guardian, be left alone at the end of any session.

Additional Code of Conduct for Off Site & Residential Activities:

- Planning for any off-site activities should follow guidelines set out in the **SUCCESS CLUB** Risk Assessment Policy.
- Where residential events or courses are organised, males should never enter all female rooms or vice versa.
- If children/young people are to be taken on excursions, written permission should be obtained from the parents/guardian with parental responsibility. This permission may be obtained for a given time e.g., a term.
- Parents should always be informed if their children/young people are to be transported in a car or other vehicle. Persons transporting children/young people on this basis need to be aware of insurance & license implications and make sure the correct level of cover is available for the vehicle being used. Drivers should also make sure that seat belts are used at all times.
- There should always be a copy of all consent forms with information about next of kin of all children/ young people, voluntary helpers, leaders and paid staff; left with an identified emergency contact person from the organisation.
- An information sheet detailing what to do in the event of an emergency should be provided for parents & young people, for any significant off-site activity.

When an adult is on the excursion with his/her children and wishes another parent to look after his/her children, written permission must be given to that parent.

This policy should be communicated to **ALL** staff and volunteers and any other person working on behalf of **SUCCESS CLUB**. A copy should also be made available to any appropriate party.

Safeguarding Policy Next Review Date:
September 2023