

Sandmartins Child/Young Persons Safeguarding Policy **To include the adoption of** **The Dorset Safeguarding Children Board Procedures** **(DSCB)**

It is the policy of Sandmartins to safeguard the welfare of all children and young people within its care regardless of age, race, religion, disability or any other distinction.

FORMS OF ABUSE

Child abuse is any form of physical, emotional or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a child directly or by failing to protect them from harm.

- Emotional Abuse
- Physical Abuse
- Sexual abuse
- Neglect
- Female Genital Mutilation FGM

The Child Safeguarding Policy should be read in conjunction with the following Late Collection /Non Collection of Children Policy.

Child Protection Procedure.

ICT Policy

Intimate Care Policy

Health & Safety Policy

Smoking Drink & Drugs Policy

Staff Code of Conduct

Confidentiality Policy

Special Needs Policy

Information Sharing Policy.

Social Media

Behaviour Policy

Whistle Blowing Policy

Parent/Carers Policy

Mobile Phone & Social

Networking Policy.(Cyber)

Site Security Policy

Missing Children & Young People

Off Site Policy

VOLUNTEER AND STAFF RECRUITMENT

All volunteers and staff are required to

- Complete an application form.
- Provide two references
- Be suitably checked.
- Attend an interview with two or more Trustees
- Be registered with the(DBS Disclosure and Barring Service)
- Provide a form of photographic proof of their identity (passport, driving licence card)
- Account for any gaps in employment, inconsistencies or any causes of concern which may arise.

PROMATING AWARENESS AMONGST STAFF

- Sandmartins is committed to ensuring that it meets its responsibilities in respect of the DSCB, through the provision of support and training of staff.
- Safe recruitment practices are followed for all new staff.
- All staff have a copy of this Safeguarding Policy, understand its contents and are vigilant to signs of abuse or neglect.
- All staff are aware of the statutory requirements with regard to the disclosure or discovery of child abuse.
- All staff will receive relevant training on identifying and responding to other cultural acts in the wider world.
- Staff are familiar with the Safeguarding File which is located above the cabinet in the office area.
- Its procedures are inline with the guidance in “Working Together to Safeguard Children 2013 and that staff are familiar with the “What To Do If You’re Worried A Child is Being Abused “ flowchart

COMMITMENT STATEMENT

Sandmartins is committed to:

- Taking into account in all its considerations and activities the interest and wellbeing of children and young people;
- Respecting the rights, wishes and feelings of the children and young people with whom it is working;
- Taking all responsible, practical steps to protect them from physical, sexual and emotional harm and neglect.
- Staff will remain diligent and act upon cultural acts such as (FGM) female genital mutilation, forced marriages, sexual exploitation and respond accordingly.
- To protect and support a child were there is reason to believe that they are likely to suffer FGM or have already undergone FGM by contacting the relevant professional organisations.
- Reporting any concerns regarding the welfare of children and young people and their protection within a relationship of trust.
- Its procedures are in line with the guidance in Working Together to Safeguard Children (2013) and staff are familiar with the “What to do if You’re Worried A Child is Being Abused” flowchart

A box is held on the premises in a secure place. This will contain all the relevant information on children and young people in our care.

Information will be held for as long as the child/young person remains at the club.

COUNTER TERRORISM

Sandmartins has due regard for Counter Terrorism and Security Act 2015 to prevent children and young people from being drawn into terrorism “The Prevent Duty”

- The club will promote fundamental British values within the club.
- Staff will be alert to changes in a child’s behaviour which may require help and support.

- Where a child is vulnerable and being drawn into terrorism the club will seek support and make referrals to the “Channel Programme”
- Families themselves will play an important part in spotting signs of radicalisation assist will be provided as to the right support mechanisms to help them.
- “Prevent awareness training will be given to staff to equip them in identifying children at risk and those being drawn into terrorism and to challenge extremist ideas.
- Children and Young people will be encouraged to make safer choices and to recognise when pressure from others threatens their personal safety and well-being and to resist pressure.
- Concerns maybe made to – Dept. of Educations dedicated helpline on [020 7340 7264](tel:02073407264) email - counter.extremism@education.gsi.gov.uk
Further access to support and advice [local police non-emergency 101](tel:101)
[Immediate Danger- 999](tel:999) or [Anti-Terrorist Hotline on 0800 789 321](tel:0800789321)
[Local Prevent Duty Office 01202 229336](tel:01202229336)

RESPONSIBILITIES WITHIN THE CHILD SAFEGUARDING POLICY

All adults have a responsibility to ensure that children and young people are protected from harm. All volunteers and staff members, at 18 or over, are responsible for the operation of the Dorset Safeguarding Children Board (DSCB) Procedures, which have been adopted by Sandmartins to ensure that:

- Their behaviour is appropriate at all times;
- They observe the rules established for the safety and security of young people;
- They follow the procedures following suspicion, disclosure or allegation of child abuse;
- They recognise the position of trust in which they have been placed;
- In every respect, the relationships they form with the young people, under their care, are appropriate;
- All activities carried out by Sandmartins must be planned and appropriate.
- A full risk assessment will be carried out.

Sandmartins must designate at least one Child Protection Officer (CPO)

Designated Safeguarding Lead (DSL) : Mrs V. Bowbanks
Deputy Designated Safeguarding Lead (DDSL) : Mrs J. Brooker

They shall have the responsibility of advising the chair of the Trustees/designated on the implementation of the Dorset Safeguarding Children Board (DSCB). The Trustees must be satisfied, that all those whom they invite to assist them in the work of Sandmartins are fit and proper persons to carry out the tasks to be given to them, and are aware of their responsibilities under this DSCB. In cases where there is an allegation or suspicion of child abuse, the DSL or DDSL, or the chair of Trustees designated officer, as appropriate, must immediately take steps to ensure that no subsequent situation arises which could cause further concern and that no adult or youth member is placed in a position which could cause further compromise.

This policy has adopted the Dorset Safeguarding Children Board Procedures. The DSCB Procedures are also in line with Working Together to Safeguard Children 2013, and has been agreed by the Trustees of Sandmartins on 1st August 2015 and is due to be reviewed...May 2018.

WORKING SAFELY WITH CHILDREN AND YOUNG PEOPLE

All adults who wish to work with children and young people must accept and understand this policy and put it into practice. Every volunteer and member of staff should have copy of this LSCB to ensure that

- The welfare of the children and young people for whom you have a duty of care is safeguarded.
- You avoid compromising situation or opportunities for misunderstandings or allegations.
- You follow the Code of Behaviour below, at all times.

Any incident or accident involving a child/young person on Sandmartins premises will be reported to the parents/ carers and recorded in the incident book. It will be countersigned by the parent/carer.

In the event of an injury happening to a child or young person, outside of Sandmartins hours, details of the injury MUST be recorded by a member of staff and signed by the parent/carer, before the child or young person is left in the care of Sandmartins staff.

CODE OF BEHAVIOUR

Do treat everyone with dignity and respect.

Do set an example you could wish others to follow

Do treat all children and young people equally and show no favouritism

Do plan activities that involve more than one person being present or at least are within sight and hearing of others.

Do ensure sensible adult – young people ratios for meetings and activities.

Do respect a child's or young person's right to privacy.

Do avoid unacceptable situations within a relationship of trust eg a sexual relationship with a young member over the age of consent.

Do allow children and young people to talk about any concerns they may have.

Do encourage others to challenge any attitudes or behaviours they do not like.

Do avoid being drawn into inappropriate attention seeking behaviour eg tantrums and crushes

Do make everyone aware of Sandmartins child protection procedures – children, young people, parents, carers, staff, volunteers and all other users and helpers.

Do remember this code, even at sensitive moments, eg when responding to bullying, bereavement or abuse.

Do keep other staff informed of where you are and what you are doing.

Do remember someone else might misinterpret your actions no matter how well intentioned.

Do take any allegations or concerns of abuse seriously and refer immediately.

Do not trivialise abuse.

Do not form the type of relationship with a child or young person that is an abuse of trust.

Do not permit abusive peer activities eg. Bullying.

Do not engage in inappropriate behaviour or contact - physical, verbal or sexual.

Do not play physical contact games with children or young people.
 Do not make suggestive remarks or threats to a child or young person, even in fun.
 Do not use inappropriate language when writing, phoning or in e-mails.
 Do not let allegations, suspicions or concerns about abuse go unreported.
 Do not just rely on your good name to protect you.

PROCEDURE TO FOLLOW

If you have a concern about a child or young person’s safety or well being, or you receive a complaint or allegation about any adult or about yourself:

- Immediately tell the DSL (Mrs V Bowbanks) DDSL (Jackie Brooker)
- Fill out a **Record of Concern** as soon as possible after the event – detailing what you witnessed, heard or were told, date and time at which the record was made, name and date of birth of the child involved.
- Name, signature and job title of person making the record and pass your **Record of Concern** directly to the DSL or DDSL
- Try to ensure that no one is placed in a position which could cause further compromise.

On all occasions:

- You must refer and you **must not investigate.**
- If the DSL is suspected of involvement, pass information instead to a Trustee, or directly to Social Services.
(Designated Trustee person Adam Dolman
- Where appropriate, the child or young person’s parents/ carers must be informed and notes made accessible to them.
- Remember that abuse can be carried out by an adult, young person OR child.

CONTACT TELEPHONE NUMBERS:

Child protection officer/ Chair of Trustees Adam Dolman	01929 554625
Local Authority Designated Officer – Patrick Crawford (LADO)	01305 221122
Children’s Services – Wareham (SS)	01929 553456
Out of hours Social Services	01202 657279
Police Child Protection Unit	01929 222222
MASH (Multi-Agency Safeguarding Hub)	01202 228866
OFSED	0300 123 1231
Childline	0800 1111
NSPCC Child protection helpline	0808 800 5000
Dorset Police Emergency	999 or 112

SOCIAL SERVICES

Purbeck - Children's Services	01929 553456
Poole	01202 735048
Bridport	01308 422234
Christchurch	01202 474106
Dorchester	01305 221450
Ferndown	01020 877445
Weymouth & Portland	01305 760139
North Dorset	01258 472652
Weymouth & Portland	01305 760139

Release Authority – Sandmartins.....
 By Adam Dolman

22nd May 2017 Reviewed By Adam Dolman 27th November 2018
 Dated.....

ALLEGATIONS AGAINST A MEMBER OF STAFF OR VOLUNTEER

Action will be taken if allegations of child abuse/neglect are made against a member of staff or volunteer working at the club, in line with the following procedure:

- The concern will be discussed with the parent/carer by the designated person. Such discussion will be recorded on the **Incident Record Form** and the parent/carer will have access to such records. The parent /carer will be asked to sign the record sheet.
- The designated person will report the incident to the Trustees.
- The employer will need to decide how far to discuss it with the accused member of staff/volunteer without involving outside agencies, bearing in mind that an allegation of child abuse or neglect could lead to a criminal investigation. So they should not do anything that may jeopardise a police investigation, for example, ask a child leading questions or attempt to investigate allegations of abuse.
- The allegation will also be reported to the Local Authority Designated Officer (LADO) Any telephone reports to LADO will be followed up in writing within 48.
- Following advice from the LADO it may necessary to suspend the member of staff pending full investigation of the allegation.
- If there appears to be any issues or concerns regarding the circumstances Social Services and/or the Police will be notified. The matter will also be reported to Ofsted and the Dorset Safeguarding Children Board.
- If appropriate the Club will make a referral to the Disclosure and Barring Service.