



Safeguarding Children Policy and Procedure

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Owner name and job title	Sarah Bourne Chief Executive Officer		
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Linked documents	Safeguarding Adults at Risk Policy and Procedure Employee handbook Whistleblowing policy Disciplinary procedures Code of conduct Equality and diversity policy Data protection policy Lone working guidance Complaints policy		
Legislation, regulations and guidance	Children Act 2004 Working together to safeguard children 2018 Children and Social Work Act 2017 Sex Offences Act 2003 Safeguarding Vulnerable Groups Act 2006 Children and Young Persons Act 2008 Children Act 1989 General Data Protection Regulation and Data Protection Act 1998 (DPA) Protection of Freedoms Act 2012		
	Equality Act 2010		
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1. Scope and Aims

The Churn Project works with the communities of Cirencester and the outlying villages supporting those who are lonely or marginalised, disadvantaged or at a point of transition or crisis in their lives, including families, unemployed and older people. We may be in contact with children and young people through our day to day activities.

Policy Statement

The Churn Project is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and is committed to ensuring that all those involved with The Churn feel safe and be treated with respect.

If anyone witnesses, discloses or experiences abuse, it will be dealt with in a timely and effective manner and in ways which are proportionate to the issues.

Everyone who comes into contact with children and families has a role to play. Safeguarding is everyone's responsibility.

The purpose of this document is:

- To set out The Churn Projects approach towards safeguarding children.
- To protect children and young people who receive Churn services from harm, which includes children of the adults who use our services.
- To explain the responsibilities the staff, volunteers and trustees have in respect of safeguarding children.
- To provide a clear procedure which will be followed by trustees, staff and volunteers, when reporting and dealing with safeguarding concerns and incidents.

Where a third party is running a service from The Churn's premises, they must have their own Safeguarding policies in place or must sign up to this policy.

2. Safeguarding adults and safeguarding children policies

We have separate policies for Safeguarding Adults at Risk and Safeguarding Children. One of the key differences is that adults have their own rights and responsibilities and can make their own decisions and live independent lives. This means that they have a legal right of consent and participation in progressing safeguarding concerns. Exceptions to this are

- if they do not have the mental capacity to make informed decisions about their safety;
- there is a significant risk of harm to the individual or others;
- a crime has taken place or could be prevented;
- or a member of staff is the alleged abuser.

Adult safeguarding concerns may also involve children and vice versa.

For children, due consideration must be given to the wishes and feelings of a child as far as reasonable before making decision on what services to provide or action to take. However, we have a duty to act in the best interests of the child which may mean contradicting their wishes.



3. Context

We believe children and young people should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

The welfare of children is paramount in all the work we do and in all the decisions we take. All children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have equal right to protection from all types of harm or abuse.

Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by;

- Valuing listening to and respecting them
- Appointing a nominated child protection lead (DSL)
- Adopting child protection and safeguarding best practice through our policies, procedures, and code of conduct for staff and volunteers
- Providing effective management for staff and volunteers through supervision, support and training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording and storing information professionally and securely, in line with data protection legislation
- Sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- Making sure that children, young people and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families, and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.



We will treat as a child safeguarding concern, where a child is suspected to be involved in any of the following categories. We will adopt a child centred approach- the welfare of the child is paramount.

1. Neglect and acts of omission:

The persistent failure to meet a child's basic physical and/or physiological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy, for example as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to

- Provide adequate food, clothing and shelter (including exclusion from home and abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including use of inadequate care givers)
- Ensure access to appropriate medical treatment or care
- Neglect of or unresponsiveness to, a child's basic emotional needs

2. Physical abuse

Physical abuse involves hurting or harming a young person on purpose and may include hitting, slapping or punching, shaking, kicking, poisoning, burning or scalding, breaking bones, biting and drowning. Physical abuse is any way of intentionally causing physical harm to a child and may include making up symptoms of an illness or causing a child to become unwell.

3. Sexual abuse

Sexual abuse may include contact and non-contact abuse, in person and online. Contact abuse includes sexual touching of any part of a child's body, forcing a child to take part in sexual activities and making a child undress or touch someone else. Non-contact abuse is where a child is abused without being touched by the abuser and could be online or in person, for example flashing or exposing, showing pornography, forcing a child to take part in sexual activities online.

4. Emotional or psychological abuse

Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a child and can include deliberately trying to scare, humiliate, isolate or ignore a child. Examples are threatening, shouting at a child, or calling them names, blaming and scapegoating, making the child perform degrading acts or pushing a child too hard or not recognising their limitations.

Other categories or specific acts of abuse and neglect are

- Online abuse
- Child sexual exploitation (CSE)
- Female genital mutilation (FGM)
- Bullying and cyberbullying
- Domestic abuse
- Child trafficking
- Grooming and harmful sexual behaviour
- Criminal exploitation and gangs



CONTACTS.

Gloucestershire Multi Agency Safeguarding Hub (MASH) **01452 426565**

childrenshelpdesk@gloucestershire.gov.uk

Gloucestershire Emergency Duty Team **01452 614194**

Definitions

Children A child is anyone who has not yet reached their 18 birthday and includes unborn children. Due to immaturity and dependency on others, all children are at risk of abuse.

Parent The term parent includes carers and guardians. It means, in usual circumstances, someone who is legally entitled to take decisions on behalf of the child.

Abuse or neglect Defining abuse or neglect is complex and rests on many factors. The term “abuse” can be subject to wide interpretation. We will reference the Working Together definition for 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 (e.g. via the internet). They may be abused by an adult or adults, or another child or children.



4. Responsibilities of staff, trustees and volunteers

We expect all staff, volunteers and trustees to

- Be alert to concerns for welfare and indicators of abuse or neglect
- Report all cases of suspected abuse or neglect to the designated safeguarding leads
- Be vigilant about their actions so that they cannot be misinterpreted and are aware of appropriate behaviour when working with service users (for example, appropriate boundaries of personal contact)
- Attend safeguarding training and refresher training where relevant

All line managers are responsible for

- Ensuring safeguarding is a fixed agenda item and regularly discussed in team meetings and 121s
- Ensure staff record and report child safeguarding cases in accordance with procedures

Designated Safeguarding Leads are responsible for

- Ensuring that any changes to legislation or good practice lead to corresponding policy and procedure updates
- Notify the board in the event of a serious safeguarding incident and/or pending safeguarding children review
- Review the children safeguarding policy on a regular basis and ensure that other policies have regard to safeguarding as appropriate
- Ensure systems are in place to accurately and appropriately record and monitor safeguarding cases
- Promotes awareness of safeguarding within the organisation
- Work with external organisations as appropriate in relation to children safeguarding
- Attend external safeguarding meetings representing The Churn
- Provide guidance to colleagues on specific cases and generally liaise with statutory agencies regarding referrals and active cases

Whistleblowing

If a member of staff, trustee or volunteer suspects that a child is being abused by another staff member, trustee or volunteer, they must immediately report their concerns to the Designated Safeguarding Leads or Chief Executive Officer. The whistleblowing policy must be followed.

Recruitment

We are committed to safe recruitment, selection and vetting of all trustees, staff and volunteers. This includes

- All new employees and volunteers will complete an application form
- Before commencing employment or voluntary work, staff and volunteers will be asked to attend an interview with an appropriate manager or representative members from the Board of Trustees. The level and formality of interview will depend on the role and work involved
- New trustees and employees will be required to provide two acceptable references
- All employees, trustees and volunteers will require a DBS disclosure at the appropriate level which will include self declaration

Confidentiality

We will always respect confidentiality and will not share any information given in confidence unless justified by the assessed risk to the child or required by law.

Effective sharing of information is essential for early identification of need, assessment, and service provision to keep children safe. The Data Protection Act 2018 and the General Data Protection Regulations (GDPR) do not prevent sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children.

Diversity and Inclusion

We will ensure that no person or group of persons will be treated less favourably than another person or group of persons on account of any diversity strand.

Complaints

Service users who do not feel satisfied with our service in relation to Safeguarding may wish to make a complaint. Complaints will be investigated by the safeguarding lead for a resolution. If a resolution is not found or the service user remains dissatisfied, this will be managed in accordance with the Complaints Policy.

Support to staff, volunteers and trustees

Support will be provided to staff, volunteers and trustees dealing with safeguarding cases, including supervisory support from managers and the safeguarding leads. Clear guidance will be given around professional boundaries when working with children.

Where we receive an allegation about a member of staff that constitutes a child safeguarding issue, an investigation will be conducted in accordance with the Disciplinary procedures and LADO will be contacted as appropriate.



5. Procedure when reporting and dealing with safeguarding concerns and incidents

Emergency: If someone is in immediate danger, seriously injured or may cause serious harm to others call the emergency services on **999** and inform the safeguarding lead as soon as possible.

Step 1 - Contact the Designated Safeguarding Lead at The Churn. The designated safeguarding leads for children are

- Sarah Bourne sarah.bourne@thechurn.org.uk 01285 380031 / 07701 301092
- Rachel Stainton rachel.stainton@thechurn.org.uk 01285 380034 / 07701 301122

If they are not available, please speak to another line manager.

Michelle Bradburn michelle.bradburn@thechurn.org.uk 01285 380039

Step 2 - Having considered all the available information, the safeguarding lead will decide on the next steps which maybe to

- Take no action
- Monitor the situation
- Report the matter to the police
- Contact the Gloucestershire Multi Agency Safeguarding Hub MASH **01452 426565** or childrensheldes@gloucestershire.gov.uk or Out of Hours **01452 614194**

Remember it is not the person who first encounters a case of alleged abuse or harm who is responsible for deciding whether abuse has occurred. This is a task for Gloucestershire safeguarding children team.

However, it is important to remember that staff, trustees and volunteers should ensure that concerns are well recorded, physical evidence is preserved, appropriate information is gathered and that responses to concerns are appropriate. (see good practice guidance below) If it is safe to do so, speak to the child concerned to get their views on the concerns or incident and what they would like to happen next.

If you are unable to contact a safeguarding lead or manager;

- If someone is at risk, Phone MASH 01452 426565
- If someone is breaking the law, phone the police on 101
- In an emergency phone 999

6. Policy Review

The overall responsibility for this policy lies with the Chief Executive Officer and Board. The policy will be reviewed biennially.

7. Contact Information

The Churn Project Designated Children Safeguarding Leads	<p>Sarah Bourne sarah.bourne@thechurn.org.uk 01285 380031 or 07701 301092</p> <p>Rachel Stainton rachel.stainton@thechurn.org.uk 01285 380034 or 07701 301122</p>
Gloucestershire Multi Agency Safeguarding HUB (MASH)	<p>01452 426565 childrenshelpdesk@gloucestershire.gov.uk Mon-Fri 9am-5pm</p> <p>Outside of these hours call 01452 614194 Emergency Duty Team</p>
Gloucestershire Safeguarding Children email	childrenshelpdesk@gloucestershire.gov.uk
To report a concern about a professional working with children (allegations management)	<p>01452 426994</p> <p>Nigel Hatten LADO (local authority designated officer) Nigel.hatten@gloucestershire.gov.uk</p> <p>Jenny Kadodia Allegations Management Co-ordinator 01452 426320</p>
GSCP Safeguarding Support Unit	01452 583629
GDASS (Gloucestershire Domestic Abuse and Support Service) Inc domestic abuse, coercion, and control, forced marriage	0845 602 9035
Modern slavery reporting	Police 101 Crimestoppers 0800 555 111
GRASAC (Glos rape and sexual abuse centre)	01453 526770
The Forced Marriage Unit	020 7008 0151
PREVENT (anti Terrorism)	Police 101 Anti-terrorist hotline 0800 789 321
Gloucestershire Fire & Rescue service (Safe and Well Checks)	0800 180 4140
Independent advocacy POhWER	0300 003 1162
Sexual Assessment Referral Centre (SARC) for counselling & support	01452 754390
NSPCC Helpline	0808 800 5000



8. Good practice guides

Early Help

<https://www.gscb.org.uk/media/2103931/early-help-practice-guide-digital-dev6-v2-070420.pdf>

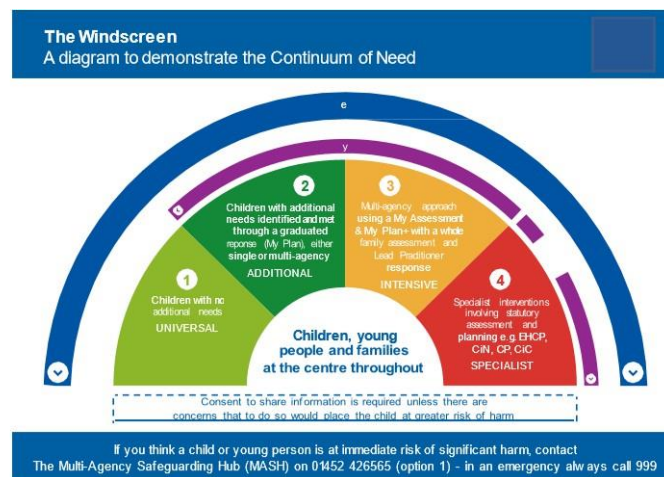
Thresholds: The 'Windscreen' A diagram to demonstrate the Continuum of Need

GSCP Levels of Intervention

The levels of intervention guidance is intended to provide practitioners with guidance about making decisions according to the level of need. It aims to make sure that the appropriate level of support will be put in place to ensure that a child or young person's needs are met in a robust and timely way. Levels of intervention act as a guide to professional decision making and are there to make sure that children, young people and families are able to access the right support to increase life chances and keep children and young people safe.

Children and families have different levels of need at different times across a range of problems. Having a graduated approach ensures that support will be proportionate and at the lowest level of intervention. Children might also have a range of needs across different levels. It is important to take all needs into consideration when determining the type of support that might be required and the professionals who should be involved.

The levels of Intervention Windscreen complements and sits alongside the Early Help Pathway.



Working Together to Safeguard Children, inter agency.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942454/Working_together_to_safeguard_children_inter_agency_guidance.pdf

Juliet Cocks

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