



Safeguarding Policy and Procedure

4YPUK Limited believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- the welfare of the child/young person 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 their agencies is essential in promoting young people's welfare.

The purpose of the policy:

- to provide protection for the children and young people who receive 4YPUK's service's including the children of adult members or users.
- 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 the Management Board, paid staff, volunteers, sessional workers, students or anyone working on behalf of 4YPUK.

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers (Adult Behaviour Code – 4YP-023)
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training

We are also committed to reviewing our policy and good practice annually.

4YPUK is a Social Enterprise Company

4YPUK Limited, Registered Office: Owl Barn, Nearton End, Swanbourne, Bucks, MK17 0SL
Registered Company No: 7484394



Why have a Safeguarding Policy?

4YPUK Limited work with young people aged between 9 and 19 years of age and up to 25 for those with special needs within school and community settings. Our core business is offering impartial careers information, advice and guidance, youth work and mentoring. A policy is required to facilitate safe, legal and ethical practice, and to provide clear boundaries and procedures.

Safeguarding is everyone's responsibility:

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- take action to enable all children to have the best outcomes

For services to be effective each professional and organisation should play their part fully; and it should be a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard children and promote their welfare.

Safeguarding and promoting the welfare of children – and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise.

Individual children, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need co-ordinated help from health, education, children's social care, and quite possibly the voluntary sector and other agencies, including youth justice services.

For those children who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote welfare of the child(ren) and – where necessary – to help bring to justice the perpetrators of crimes against children. All agencies and professionals should:

- be alert to potential indicators of abuse or neglect;
- be alert to the risks which individual abuses, or potential abusers, may pose to children;
- share and help to analyse information so that an assessment can be made of the child's needs and circumstances;
- contribute to whatever actions are needed to safeguard and promote the child's welfare;
- take part in regularly reviewing the outcomes for the child against specific plans
- work co-operatively with parents unless this is inconsistent with ensuring the child's safety

(Working Together to Safeguard Children, July 2018 DfE)

4YPUK is a Social Enterprise Company

4YPUK Limited, Registered Office: Owl Barn, Nearton End, Swanbourne, Bucks, MK17 0SL
Registered Company No: 7484394



Safeguarding On-line (Digital Youth Work) (To be read in conjunction with 4YP Social Media Policy)

Safeguarding remains as important when holding workshops and youth clubs online as when delivering face to face sessions.

Working via TEAMS, Zoom, Skype or any other online audio-visual applications does raise some additional safeguarding issues to consider:

- Ensure any online account of TEAMS, Zoom, Skype or any other online application is specifically for business use and ensure it is kept separate from any personal profile.
- Ensure an appropriate image for your profile picture is selected and do not share any personal information eg. Phone number, email address, or any social media profiles.
- Test your set up before going live.
- Check that the camera/mic is working properly
- Be professional when delivering online sessions. Always present yourself as you would at regular sessions.
- Ensure professional boundaries are maintained
- Young people should be encouraged to take part in sessions in a room with an open door where possible
- Any disclosures received by young people on line will be dealt with using the guidance in this Policy

Definitions of abuse and neglect:

Abuse and neglect are forms 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 a stranger. They may be abused by an adult or adults or another child or children.

Physical abuse

Physical abuse 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

Emotional abuse is 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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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

4YYPUK is a Social Enterprise Company

4YYPUK Limited, Registered Office: Owl Barn, Nearton End, Swanbourne, Bucks, MK17 0SL
Registered Company No: 7484394



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

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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is 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:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

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

(Working Together to Safeguard Children, July 2018)

We also recognise the following as forms of abuse which if identified should be raised as safeguarding issues:

Child Sexual Exploitation (CSE) also see separate CSE 4YP policy

Child sexual exploitation (CSE) is a type of sexual abuse in which children are sexually exploited for money, power or status. Children or young people may be tricked into believing they're in a loving, consensual relationship. They might be invited to parties and given drugs and alcohol and sexually exploited for financial gain by perpetrators (see risk assessment on T drive in 'safeguarding' and 'CSE training info' folders to help with identifying those at risk) .

Radicalisation

Where children and young people are taught extreme, often violent, ideas based on political, social or religious beliefs. Signs of exposure to radicalisation could be behaviour changes, changes in the way they speak with others or having a new circle of friends, use of extremist terminology, reading material or messages (see further info on T drive in safeguarding/WRAP prevent radicalisation folders for further information).

4YPUK is a Social Enterprise Company

4YPUK Limited, Registered Office: Owl Barn, Nearton End, Swanbourne, Bucks, MK17 0SL
Registered Company No: 7484394



Staff and Staff awareness

All staff must have an enhanced DBS check before starting work with young people. As part of staff induction staff are taken through the Safeguarding Policy, and will undertake Safeguarding Training. Refresher training/updating will be conducted every year to ensure staff are kept updated with policy changes affecting their practice, in addition, regular supervision will be conducted. Staff training is not only crucial in protecting children and young people, but also makes staff aware of how they can protect themselves against allegations.

Reviewing the Policy and Procedure

This policy and procedure will be reviewed every year, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy.

Procedure

You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you. If a child discloses information to you:

- Do not promise confidentiality, you have a duty to share this information and refer to Children's Social Care Services.
- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Reassure the child, but only as far as is honest, don't make promises you may not be able to keep e.g. *'Everything will be alright now'*, *'You'll never have to see that person again'*.
- Do reassure and alleviate guilt, if the child refers to it. For example, you could say, *'You're not to blame'*.
- Do not interrogate the child; it is not your responsibility to investigate.
- Do not ask leading questions (e.g. *Did he touch your private parts?*), ask open questions such as *'Anything else to tell me?'*
- Do not ask the child to repeat the information for another member of staff.
- Explain what you have to do next and who you have to talk to.
- Take notes if possible or write up your conversation as soon as possible afterwards.
- Record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- Record statements and observable things rather than interpretations or assumptions.

Whatever the nature of your concerns, discuss them with the organisations Safeguarding Officer (Gill Boydell), If you still have concerns, you or your manager should refer to Children's Social Care Services for the appropriate Borough:

- **Central Bedfordshire Access and Referral Hub on 0300 300 8585 (during office hours)**
Bedford Borough on 01234 718700 (office hours)
- **Central Bedfordshire & Bedford Borough Social Care Emergency Duty Team on 0300 300 8123 (outside office hours)**
- **The ALLEGATIONS MANAGER 0300 300 5026 / 0300 300 8142**

4YPUK is a Social Enterprise Company

4YPUK Limited, Registered Office: Owl Barn, Nearton End, Swanbourne, Bucks, MK17 0SL
Registered Company No: 7484394



- See here for much more detailed information
<https://www.centralbedfordshirelscb.org.uk/lscb-website/home-page> or here for Bedford Borough <https://bedfordscb.proceduresonline.com/contents.html>

If you are working in a school you should follow the school safeguarding procedure and refer to the safeguarding officer in school but also inform 4YP's safeguarding officer (Gill Boydell).

What information will you need when making a referral? :

You will be asked to provide as much information as possible. Such as the child's full name, date of birth, address, school, GP, languages spoken, any disabilities the child may have, details of the parents. Do not be concerned if you do not have all these details, you should still make the call.

ALLEGATIONS INVOLVING A MEMBER OF STAFF / VOLUNTEER

This organisation is committed to having effective recruitment and human resources procedures, including checking all staff and volunteers to make sure they are safe to work with children and young people. However, there may still be occasions when there is an allegation against a member of staff or volunteer. Allegations against those who work with children, whether in a paid or unpaid capacity, cover a wide range of circumstances

All allegations of abuse of children by those who work with children or care for them must be taken seriously. Each agency is required to have a Named Senior Officer who will receive all reports of allegations. Our Named Senior Officer is *Gill Boydell* if an allegation is made against the Senior Officer this should be reported to Dee Thomas and Matt Arnold the HR specialist on our board.

The following procedure should be applied in all situations where it is alleged that a person who works with children has:

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

The allegations may relate to the persons behaviour at work, at home or in another setting.

**** All allegations should be notified to the Local Authority Designated Officer (ALLEGATIONS MANAGER/LADO) The ALLEGATIONS MANAGER 0300 300 5026 / 0300 300 8142 see Appendix two**

<https://www.centralbedfordshirelscb.org.uk/lscb-website/professionals/allegations-against-adults-working-with-children>

4YPUK is a Social Enterprise Company

4YPUK Limited, Registered Office: Owl Barn, Nearton End, Swanbourne, Bucks, MK17 0SL
Registered Company No: 7484394



or here for Bedford Borough

https://bedfordscb.proceduresonline.com/p_alleg_staff_wk_ch_yp.html#6.-process

The agencies Named Senior Officer Gill Boydell should receive reports in relation to allegations against those within the organisation.

The ALLEGATIONS MANAGER/LADO will discuss the matter with the Named Senior Officer/Manager to determine what steps should be taken and where necessary obtain further details of the allegation and the circumstances in which it was made. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded, whether a referral to the Children's Social Care Services is required and/or whether disciplinary action is appropriate.

Some allegations will be so serious as to require immediate referral to the Children's Social Care Services and the Police, but common sense and judgment must be applied in reaching a decision about what action to take.

If the allegation is not patently false and there is cause to suspect that a child is suffering or is likely to suffer Significant Harm, the ALLEGATIONS MANAGER/LADO will immediately refer the matter to the Children's Social Care Services and ask for a Strategy Discussion/Meeting to be convened straight away.

Some allegations may be less serious and at first sight might not seem to warrant consideration of a police investigation or enquiries by Children's Social Care Services. However, it is important to ensure that even apparently less serious allegations are followed up and examined objectively by someone independent of the organisation. Consequently the ALLEGATIONS MANAGER/LADO should be informed of all allegations that come to the employer's attention and appear to come within the scope of this procedure so that he or she can consult Police and social care colleagues as appropriate.

Where a referral is made directly to Children's Social Care Services, they will consult with the Local Authority Designated Officer (ALLEGATIONS MANAGER/LADO), the Police and the Named Senior Officer/Manager in the relevant agency or organisation.

Where such allegations are made, consideration must be given to the following three strands:

1. The police investigation of a possible criminal offence
2. Enquiries and assessment by Children's Social Care Services as to whether the child is need of protection or in need of services
3. Consideration by an employer of disciplinary action in respect of the individual

4YPUK is a Social Enterprise Company

4YPUK Limited, Registered Office: Owl Barn, Nearton End, Swanbourne, Bucks, MK17 0SL
Registered Company No: 7484394



In addition, such allegations may give rise to complaints of poor practice, which should be considered in line with the agencies complaints or disciplinary procedures.

I hereby confirm that I have read and understood the 4YP Safeguarding Policy and will abide by the policy

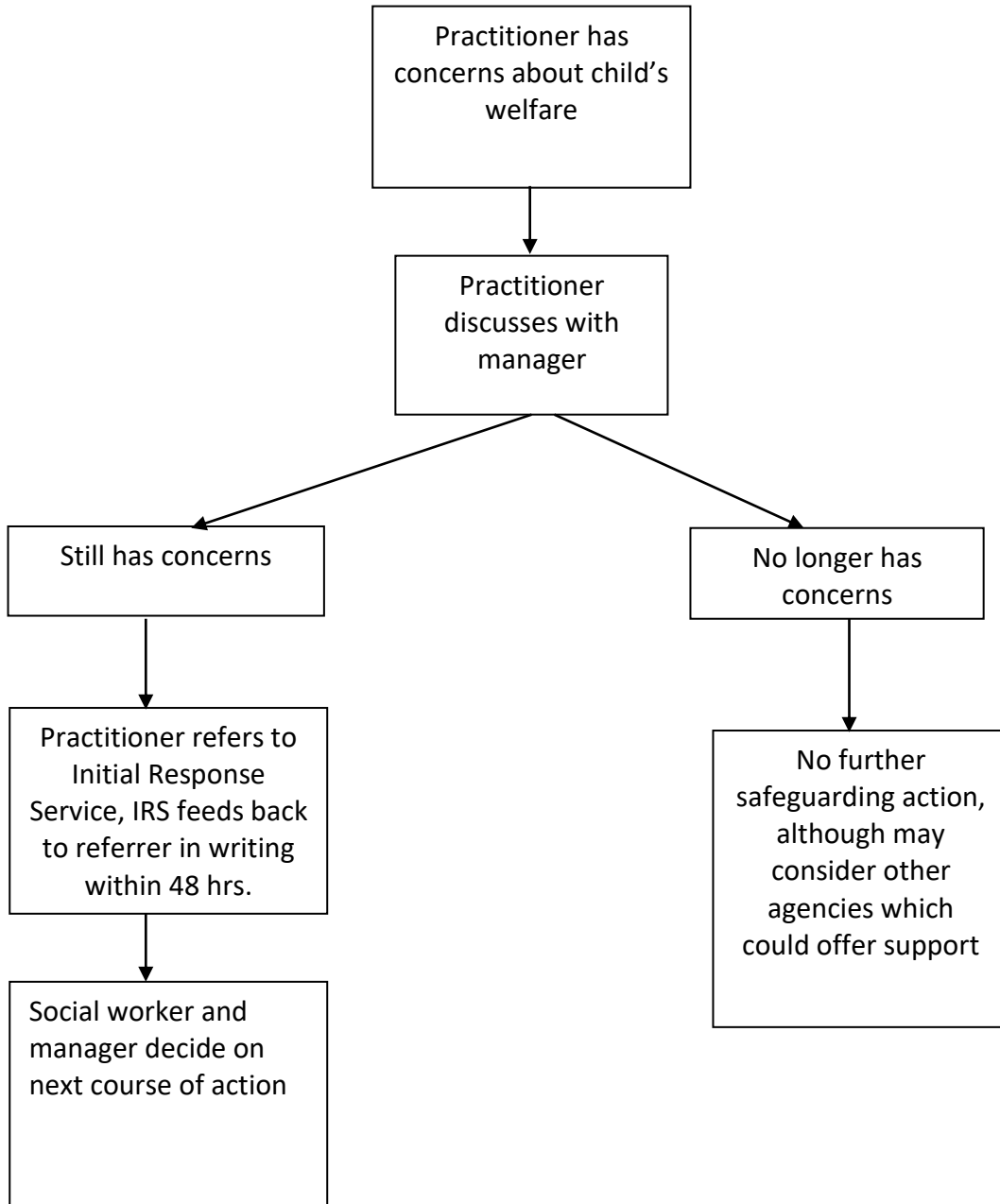
Name of staff member.....

Signature of staff member.....

Date.....

4YPUK is a Social Enterprise Company

4YPUK Limited, Registered Office: Owl Barn, Nearton End, Swanbourne, Bucks, MK17 0SL
Registered Company No: 7484394



The Emergency and Out of Hours can be contacted on **0300 300 8123**, or in an extreme emergency dial 999 for the Police.

4YPUK is a Social Enterprise Company

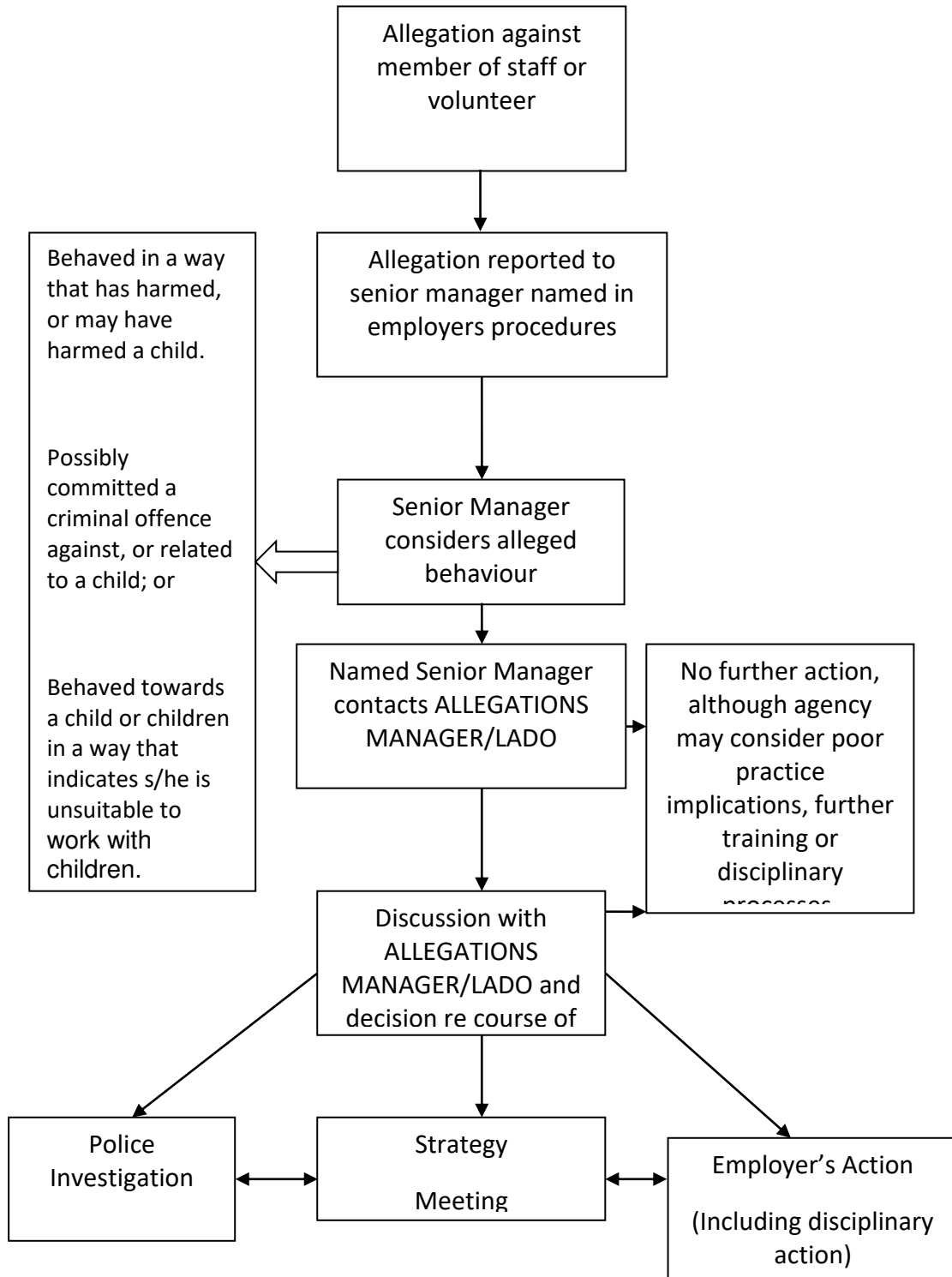
4YPUK Limited, Registered Office: Owl Barn, Nearton End, Swanbourne, Bucks, MK17 0SL
Registered Company No: 7484394

A



Appendix 2

Allegations against a member of staff or volunteer



Assessment by Children’s Services e.g. s47 Safeguarding Enquiry



Appendix 3

Glossary of terms

Child – a young person under the age of 18 yrs

Safeguarding Enquiry - A Safeguarding Enquiry (usually referred to as a Section 47 Enquiry) is required if there are reasonable grounds to suspect that a child is suffering or is likely to suffer significant harm.

Common Assessment Framework - The aim of the Common Assessment Framework (CAF) is to ensure that every child and young person receives the universal services to which they are entitled and any additional services they need at the earliest opportunity. To achieve this there is an expectation that all agencies, both statutory and voluntary, will work more closely together, share information appropriately and focus the provision of services around the needs of the child or young person.

ALLEGATIONS MANAGER – Local Authority Designated Officer - The Local Authority must appoint a Designated Officer (ALLEGATIONS MANAGER) whose responsibility it is to be involved in the management and oversight of individual cases which fall within this procedure, providing advice and guidance to employers and voluntary organisations, liaising with the Police and other agencies, and monitoring the progress of cases to ensure that they are dealt with as quickly as possible, consistently, and with a thorough and fair process.

Named Senior Officer – agencies should appoint a Named Senior Officer to have overall responsibility for ensuring that their agency operates procedures for dealing with allegations against those who work with children in accordance with the guidance set out in Appendix 5 of Working Together to Safeguard Children (2006), resolving inter agency issues and liaising with the Walsall Safeguarding Children Board / ALLEGATIONS MANAGER on the subject.

Significant Harm – The Children Act 1989 introduced Significant Harm as the threshold that justifies compulsory intervention in family life in the best interests of children.

Significant Harm is any Physical, Sexual, or Emotional Abuse, Neglect, accident or injury that is sufficiently serious to adversely affect progress and enjoyment of life.

Harm is defined as the ill treatment or impairment of health and development. This definition was clarified in section 120 of the Adoption and Children Act 2002 (implemented on 31 January 2005) so that it may include, "for example, impairment suffered from seeing or hearing the ill treatment of

4YPUK is a Social Enterprise Company

4YPUK Limited, Registered Office: Owl Barn, Nearton End, Swanbourne, Bucks, MK17 0SL
Registered Company No: 7484394



another".

Suspicious or allegations that a child is suffering or likely to suffer Significant Harm may result in a Core Assessment incorporating a Section 47 Enquiry.

There are no absolute criteria on which to rely when judging what constitutes significant harm. Sometimes a single violent episode may constitute significant harm but more often it is an accumulation of significant events, both acute and longstanding, which interrupt, damage or change the child's development.

Bedfordshire Safeguarding Children Board (LSCB) - Safeguarding and promoting the welfare of children requires effective coordination in every local area. For this reason, the Children Act 2004 requires each local authority to establish a Local Safeguarding Children Board. The LSCB must coordinate what is done by each person or body represented on the Board for the purpose of safeguarding and promoting the welfare of children in the area of the authority and ensure the effectiveness of what is done by each person or body for that purpose.

4YPUK is a Social Enterprise Company

4YPUK Limited, Registered Office: Owl Barn, Nearton End, Swanbourne, Bucks, MK17 0SL
Registered Company No: 7484394