

BACK DANE TRUST

CHILD SAFEGUARDING POLICY

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1. PURPOSE AND AIMS

1.1 The purpose of the Back Dane Trust's Child Protection Policy is to ensure that every child is safe and protected from harm. This means we will always work to:

- Protect children and young people from maltreatment.
- Prevent impairment of children and young people's health or development.
- Identify children and young people who may be in need of extra help.
- Ensure that our services assist adults, children and young people to be safe.

1.2 This policy will give clear direction to trustees, volunteers, those in receipt of our services and their responsible adults or carers, about expected behaviour. It will make clear our responsibilities to safeguard and promote the welfare of all adults, children and young people.

1.3 The Back Dane Trust fully recognises the contribution it can make to protect children, young people and adults who work with them, from harm and to supporting and promoting the welfare of those coming into contact with our organisation. The elements of our policy are prevention, protection and support.

1.4 This policy applies to all those receiving services from or providing services on behalf of The Back Dane Trust.

2. LEGISLATION AND STATUTORY GUIDANCE

This policy is based on the Department for Education's statutory guidance 'WORKING TOGETHER TO SAFEGUARD CHILDREN 2018'. We comply with the procedures set out by the relevant Local Safeguarding Board.

This policy is also based on the following legislation and guidance:

- The Children Act 1989 (and 2004 amendment) which provides a framework for the care and protection of children.
- The Rehabilitation of Offenders Act 1974.

- The Protection of Freedoms Act 2012.
- Domestic Violence, Crime and Victims (Amendment) Act 2012.
- The Equality Act 2010.
- Sexual Offences Act 2003.
- The Human Rights Act 1989.
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006.
- The Childcare (Disqualification) Regulations 2009 and Childcare Act 2006.
- ‘What to do if you’re worried a child is being abused”. DfE (March 2015).
- Staffordshire Safeguarding Children Board procedures.

3. DEFINITIONS

Children includes everyone under the age of 18.

Adults includes everyone aged 18 and over.

Safeguarding and promoting the welfare of children and adults means:

- Protecting adults, children and young people from maltreatment
- Preventing impairment of children’s or adult’s health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all adults and children to have the best outcomes
- **Child protection** is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Abuse is a form of maltreatment of a child or adult. Somebody may abuse or neglect an adult or child by inflicting harm, or by failing to act to prevent harm. Adults and 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.

Neglect is a form of abuse and is the persistent failure to meet a child or adult’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 material 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 or adult from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment
- It may also include neglect of, or unresponsiveness to, a child or adult’s basic emotional needs

Self-neglect covers a wide range of behaviour: neglecting to care for one’s personal hygiene, health or surroundings and includes behaviour such as hoarding. health or surroundings and includes behaviour such as hoarding.

Physical Abuse includes hitting, slapping, pushing, kicking, misuse of medication, restraint or inappropriate sanctions.

Sexual Abuse including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts,

indecent exposure and sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.

Modern Slavery encompasses slavery, human trafficking, forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Capacity refers to the ability to make a decision at a particular time, for example when under considerable stress. The starting assumption must always be that a person has the capacity to make a decision unless it can be established that they lack capacity under the Mental Capacity Act 2005.

Organisational Abuse including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to ongoing ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Discrimination is abuse, which centres on a difference or perceived difference particularly with respect to race, gender or disability or any of the protected characteristics of the Equality Act.

Financial or Material Abuse including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

Emotional or Psychological Abuse includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.

Cyber Bullying occurs when someone repeatedly makes fun of another person online or repeatedly picks on another person through emails or text messages, or uses online forums with the intention of harming, damaging, humiliating or isolating another person. It can be used to carry out many different types of bullying (such as racist bullying, homophobic bullying, or bullying related to special educational needs and disabilities) but instead of the perpetrator carrying out the bullying face-to-face, they use technology as a means to do it.

Forced Marriage is a term used to describe a marriage in which one or both of the parties are married without their consent or against their will. A forced marriage differs from an arranged marriage, in which both parties consent to the assistance of a third party in identifying a spouse. The Anti-social Behaviour, Crime and Policing Act 2014 make it a criminal offence to force someone to marry.

Mate Crime as defined by the Safety Net Project is 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.' Mate Crime is carried out by someone the adult knows and often happens in private. In recent years there have been a number of Safeguarding Adult Reviews relating to people with a learning disability who were murdered or seriously harmed by people who purported to be their friend.

Radicalisation the aim of radicalisation is to attract people to their reasoning, inspire new recruits and embed their extreme views and persuade vulnerable individuals of the legitimacy of their cause. This may be direct through a relationship, or through social media.

4. OUR ETHOS

4.1 The child's welfare is of paramount importance. The Back Dane Trust will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any volunteer if they are worried or concerned about something.

4.2 Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that volunteers with The Back Dane Trust play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All volunteers are advised to adopt the attitude "It could happen here" where safeguarding is concerned. When concerned about the welfare of a child, volunteers must always act in the **best interests** of the child.

4.3 All volunteers will, through induction and training, know how recognise emerging needs and indicators of concern, how to respond to a disclosure from a child and how to record and report this information. They will not make undue promises to any child and will not keep secret any information, the withholding of which, would negate an opportunity to work towards the better safeguarding of a child. Within the limits of the level of their maturity, every child will know what the adult will have to do with any information they have chosen to disclose should that child outline a safeguarding concern.

4.4 At all times, we will work in partnership, and endeavour to establish effective working relationships with responsible adults, carers and colleagues in other agencies in line with 'Working Together to Safeguard Children 2018', and the relevant safeguarding Children Board procedures

5. ROLES AND RESPONSIBILITIES

Roles	Name	Contact Details
Designated Safeguarding Lead. (DSL)	Rick Davis	07903 286090 / 01629 583612 rgdavis@btinternet.com
Support Safeguarding Lead. (SSL)	Linda Spence	info@backdane.co.uk

5.1 It is the responsibility of every trustee and volunteer to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all children and young people. This includes the responsibility to provide a safe environment.

5.2 The Designated Safeguarding Lead at The Back Dane Trust is accountable for ensuring the effectiveness of this policy and its compliance with it.

5.3 The Designated Safeguarding Lead will ensure that:

- The Child Protection Policy is in place and is annually reviewed, is available to the public and has been written in line with statutory guidance and the requirements of Staffordshire Safeguarding Children's Board.
- A senior member of the trust is always designated to take the lead responsibility for safeguarding and child protection.
- All volunteers receive a child protection and safeguarding induction and are provided with a copy of this policy and the volunteer code of conduct.
- All volunteers undertake appropriate child protection training appropriate to their role.
- Procedures are in place for dealing with allegations against volunteers who work with children, and that these procedures are in line with statutory guidance.
- Safer recruitment practices are followed to prevent individuals who may pose a risk to children from having access to children within any of our activities.
- Any weaknesses with regard to safeguarding and child protection arrangements that are brought to their attention will be remedied without delay.

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- Policies and procedures, particularly concerning referrals of cases of suspected abuse and neglect, are followed by volunteers and trustees.
- All volunteers and trustees feel able to raise concerns about poor or unsafe child protection procedures and such concerns are addressed sensitively in accordance with agreed internal procedures.
- Liaison will take place with the Designated Officer for the Local Authority in the event of an allegation of abuse against a volunteer or trustee where their role involves working with children.

5.4 The Designated Safeguarding Lead will take responsibility for safeguarding and child protection within the Trust. The DSL will carry out that role in accordance with the responsibilities outlined in 'WORKING TOGETHER TO SAFEGUARD CHILDREN 2018'.

5.5 The DSL will provide and support to volunteers and other trustees. Any concern for a child's safety or welfare will be recorded in writing and given to the DSL.

5.6 While any of our activities are under way, the co-ordinating volunteer will always be made aware of how to contact the DSL or SSL.

5.7 Through appropriate training, knowledge and experience, the DSL will liaise with Police, or Children's Services where necessary, and make referrals of suspected abuse.

5.8 The DSL will maintain written records, ensuring that they are kept confidential and are stored securely as required by GDPR.

5.9 The DSL is responsible for ensuring that all volunteers and trustees are aware of our policy and the procedures they need to follow. They will ensure that all volunteers and trustees have received appropriate safeguarding information during induction and that appropriate training needs are identified.

6. TRAINING AND INDUCTION

6.1 When new volunteers and trustees join our organisation, they will be informed of the safeguarding arrangements in place. They will be given a copy of the Trust's safeguarding policy, along with the volunteer and trustee code of conduct. They will be informed as to who has the safeguarding responsibilities within the trust. All new volunteers and trustees will be expected to read and familiarise themselves with these key documents. All volunteers will be required to sign a declaration to this effect before being allowed to work with children and young people.

6.2 Every new volunteer and trustee that comes into regular contact with children will receive safeguarding training during their induction period. This programme will include information relating to how to manage a disclosure from a child, how to record concerns, and the remit of the role of the DSL. The training will also include information about whistle-blowing in respect of concerns about another adult's behaviour and suitability to their work with children.

6.3 Guidance about acceptable conduct will also be given to all volunteers and trustees during induction. These are sensible steps that every adult should take in their voluntary work with children. All volunteers are expected to carry out their voluntary activities in accordance with this guidance and will be made aware that failure to do so could put their continued involvement in jeopardy.

6.4 In addition to the safeguarding induction, we will ensure that mechanisms are in place to assist volunteers to understand and discharge their roles and responsibilities. In order to achieve this, we will ensure that:

6.5 All volunteers undertake appropriate safeguarding training based on their role.

6.6 All volunteers receive safeguarding and child protection updates as required to provide them with the relevant skills and knowledge to safeguard children effectively.

6.6 All volunteers will be given a set of our safeguarding procedures. They will be informed as to who has safeguarding responsibilities and what the recording and reporting system is.

6.7 We actively encourage all volunteers to keep up to date with the most recent local and national safeguarding advice and guidance accessible via Staffordshire Safeguarding Children's Board.

6.8 Our DSL will also undertake appropriate training to ensure they are able to carry out their duty to safeguard all of the children coming into contact with The Back Dane Trust.

7. PROCEDURES FOR MANAGING PATHWAYS TO HELP AND SUPPORT

7.1 The Back Dane Trust adheres to safeguarding procedures that have been agreed locally with Staffordshire safeguarding Children's Board. Where we identify vulnerable children and families in need of support, we will carry out our responsibilities in accordance with Staffordshire Safeguarding Children's Board guidance.

7.2 Every volunteer is advised to adopt the attitude of "**It could happen here**" where safeguarding is concerned. When concerned about the welfare of a child, volunteers should always act in the interest of the child and have a responsibility to take such action as outlined in this policy.

7.3 All volunteers are encouraged to report and record any worries and concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident as an injury or disclosure of abuse. More often, however, worries and concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that volunteers record and pass on worries and concerns in accordance with this policy to allow the relevant authorities to build up a picture and intervene with support at the earliest opportunity. A reliance on memory without accurate and as contemporaneous as possible records of concern could lead to a failure to protect.

7.4 It is not the responsibility of volunteers to investigate welfare concerns or to determine the truth of any disclosure or allegation. All volunteers, however, have a duty to recognise concerns and pass on the information on in accordance with the procedures outlined in this policy.

7.5 Where possible, the DSL should be used as a first point of contact for worries, concerns or queries regarding any safeguarding concerns. Any volunteer or trustee who receives a disclosure of abuse or suspects that a child is at risk of harm, must report it immediately. On any holiday or activity where the DSL or Support Safeguarding Lead is not present, the matter should, in the first instance, be reported to the co-ordinator of that particular activity or holiday. It will remain the responsibility of the individual raising the concern, to satisfy themselves that the matter is made known to either the DSL or SSL.

7.6 All concerns about a child or young person should be reported without delay and recorded in writing according to the procedures outlined in the supporting guidance to this policy document. The value of contemporaneous notes in helping to protect vulnerable children cannot be over-stated.

7.7 The responsibilities of the DSL, on receipt of any concern, are outlined in detail in the supporting guidelines. At the core of the Back Dane Trust's position, in this regard, is the principle that all and every concern will be subject to the advised procedures and conclusions of the relevant Local Authority Designated Officer. A full written report on any concern will be presented, at the earliest opportunity, by the DSL to the Board of Trustees.

7.8 If at any point, there is a risk of immediate serious harm to a child, a referral should be made to the Police. All volunteers should be prepared to take this step. While volunteers should always follow the reporting procedures outlined in this policy where this is appropriate, in terms of the urgency of the situation, they should always be prepared to share information directly with Children's Services or the Police if:

- The situation is an emergency and the DSL or SSL for safeguarding are not available.
- They are convinced that a direct report is the only way to ensure the safety of the child.
- Volunteers should be re-assured that any such action, taken in good faith, is permissible in terms of GDPR.

7.9 Any volunteer or trustee who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Designated Lead for Safeguarding. If any volunteer or trustee does not feel the situation has been addressed appropriately at this point, they should contact Children's Services directly with their concerns.

7.10 We recognise that children are also vulnerable to physical, sexual and emotional abuse by their peers or siblings. Abuse perpetrated by children can be just as harmful as that perpetrated by an adult, so it is important to remember the impact on the victim of the abuse as well as to focus on the support for the child or young person exhibiting the harmful behaviour. Such abuse will always be taken as seriously as abuse perpetrated by an adult and staff must never tolerate or dismiss concerns relating to peer-on-peer abuse.

7.11 We recognise that children with special educational needs and disabilities (SEND) can face additional safeguarding challenges. These additional barriers can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's disability
- Children with SEND being disproportionately impacted by issues such as bullying without outwardly showing any signs
- Communication barriers and difficulties in overcoming these barriers.

7.12 At the Back Dane Trust we recognise that our volunteers are well placed to identify concerns to help prevent child sexual exploitation and have a vital role in identifying signs that sexual exploitation may be taking place. Any volunteer who has a concern regarding sexual exploitation should inform the DSL who will liaise with Police and Children's Services.

7.13 At the Back Dane Trust we recognise that our volunteers may be well placed to identify concerns to prevent children from becoming victims of Female Genital Mutilation (FGM) and other forms of so-called 'honour-based' violence (HBV). If volunteers have a concern regarding a child that might be at risk of HBV they should inform the DSL who will liaise with the Police and Children's Services.

7.14 We recognise that safeguarding against radicalisation and extremism is no different to safeguarding against any other form of vulnerability in today's society. At the Back Dane Trust, we will ensure that:

- Through training, volunteers have an understanding of what radicalism and extremism are, why we need to be vigilant and how to respond when concerns arise.
- The DSL has received training in this area and will act as the point of contact for any concerns relating to radicalisation and extremism.
- The DSL will make referrals to Children's services and will represent our trust at meetings as required.

7.15 When Dealing with Disagreement and Escalation of Concerns, the DSL or other appropriate trustee:

- Contact the line manager in children’s social care if they consider that the social care response to a referral has not led to the child being adequately safeguarded and follow this up in writing
- Contact the line manager in children’s social care if they consider that the child is not being adequately safeguarded by the child protection plan and follow this up in writing
- Use the Local Authority Escalation Policy if this does not resolve the concern.

8. RECORDS AND INFORMATION SHARING

8.1 If any volunteer is concerned about the welfare or safety of any child or vulnerable adult at the Back Dane Trust, they will record their concern on the agreed reporting procedure. Any worries or concerns should be passed to the DSL without delay.

8.2 Any information recorded will be kept in a secure cabinet or electronically. These files will be the responsibility of the DSL. The information will only be shared on a basis of ‘need to know in the adult’s or child’s interests’ and on the understanding that it remains strictly confidential, according to GDPR requirements.

9. SAFER RECRUITMENT

9.1 At the Back Dane Trust we will use the recruitment and selection process to deter and reject unsuitable candidates. We require evidence of original academic certificates. We do not accept testimonials and insist on taking up references prior to interview. We will question the contents of application forms if we are unclear about them, we will undertake Disclosure and Barring Service checks where required to do so, and use any other means of ensuring we are recruiting and selecting the most suitable people to work with children that receive services from our organisation.

9.2 We will maintain a record of all safer recruitment checks carried out in line with statutory requirements.

9.3 We will ensure that those responsible for assigning volunteers have completed appropriate ‘safer recruitment’ training. At all times we will ensure that safer recruitment practices are followed in accordance with our statutory requirements.

9.4 For those trustees or volunteers who have new or historical entries on their DBS that may raise concerns of a safeguarding nature but that does not exclude them from being able to undertake their assigned activity, a risk assessment will be completed and kept on file outlining any measures that will be in place to manage any assessed risk.

10. MANAGING ALLEGATIONS AGAINST STAFF & VOLUNTEERS

10.1 Our aim is to provide a safe environment which secures the wellbeing of children in receipt of a service from our trust. We do, however, recognise that sometimes allegations of abuse are made.

10.2 We recognise that allegations, when they occur, are distressing and difficult for all concerned. We also recognise that some allegations are genuine and that there are individuals who deliberately seek to harm or abuse children or vulnerable adults.

10.3 We will take all possible steps to safeguard vulnerable children and to ensure that those working for or on behalf of our organisation are safe to work with children. We will always ensure that the procedures outlined by ‘Working Together to Safeguard Children 2018’ are adhered to and will seek appropriate advice from the Designated Officer for the Local Authority where appropriate.

10.4 If an allegation is made or information is received about any trustee or volunteer who works with children (both within our organisation or outside our organisation) who has:

- Behaved in a way that 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 that indicates they may pose a risk of harm to children

the volunteer or trustee receiving the information should inform the DSL immediately. This includes concerns relating to any adult or child involved in any way with our trust.

10.5 We may also seek consultation with the Designated Officer of the Local Authority where we believe that an individual has behaved in a way in their personal life that raises safeguarding concerns. These concerns do not need to directly relate to a child.

10.6 Should an allegation be made against the DSL, this will be reported to the Chair of the Trust.

10.7 The Chair will seek advice from the Designated Officer for the Local Authority or Adults Safeguarding Contact for the Local Authority where appropriate within one working day. No one involved with the trust will undertake further investigations before receiving further advice.

10.8 Any trustee or volunteer who does not feel confident to raise their concerns within the Organisation should contact the Designated Officer for the Local Authority or Adults Safeguarding Contact for the Local Authority directly.

10.9 The Back Dane Trust will refer to the Disclosure and Barring Service (DBS) any member of staff who has harmed, or poses a risk of harm, to a children or vulnerable adults. This referral will be made as soon as possible after the resignation or removal of the individual.

11. LINKS WITH OTHER POLICIES AND GUIDELINES

This policy forms part of an overall set of policies and procedures that fall under our safeguarding umbrella. Of particular relevance are:

GUIDELINES ON DEALING WITH DISCLOSURES OF ABUSE (CHILDREN).

GUIDELINES ON DEALING WITH INDICATORS OF SELF HARM.

MANAGING ALLEGATIONS AGAINST VOLUNTEERS WORKING WITH CHILDREN AND YOUNG PEOPLE.

LONE WORKING POLICY.

CODE OF CONDUCT FOR TRUSTEES AND VOLUNTEERS WORKING WITH CHILDREN.

12. RELEVANT LOCAL AUTHORITY CONTACT DETAILS

Roles	Name	Contact Details
Designated Officer for the Local Authority	Paul Davies	paul.davies@staffordshire.gov.uk 0800 131 3126
MASH / Children's Services		FirstR@staffordshire.gov.uk 0800 1313126 0345 604 2886 (out of hours)