



Child Protection & Safeguarding Policy



updated June 2019

The policy applies to all paid staff, committee members, helpers, sessional workers, young leaders, or anyone working on behalf of Kennington Youth Club, who, as *loco parentis* are best placed to notice changes in behaviour and/or physical injuries.

All adults noted above will be provided with a copy of this policy and requested to indicate their commitment to it by signing a declaration to say that they have read it and will adhere to it. The declaration will be held securely in club records in line with the General Data Protection Regulation Policy.

The purpose of this policy:

- to protect children and young people who access Kennington Youth Club's services.
- to provide adults with the overarching principles that guide our approach to safeguarding and child protection.

Kennington Youth Club believes that a child or young person should never experience abuse of any kind and the management committee has a responsibility to promote the welfare of all children and young people, keeping them safe from harm, and recognises its responsibility to promote the welfare of all children and young people. The safety and protection of all children and young people that Kennington Youth Club supports is paramount, and has priority over all other interests.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- General Data Protection Regulation 2018

This Policy and Kennington Youth Club's Procedures have been produced with particular regard to the March 2015 Working Together to Safeguard Children Legislation, the 2014 Safe Network Standards guidance and the 2016 Keeping Children Safe in Education document. This policy and accompanying procedures take into account the club's responsibilities under the July 2015 Prevent Duty and the October 2015 Female Genital Mutilation (FGM) legislation. Finally, throughout, relevant policies and procedures have been informed and shaped by the very latest in best practice provided by the NSPCC (2017). This policy should be read alongside other relevant club policies.

Kennington Youth Club encourages a culture of listening where children can engage in dialogue with any staff member and where their disclosures are believed and acted upon immediately. Throughout Kennington Youth Club we have a fundamental belief that the views and wishes of children and young people are sought in ways that are appropriate to their age, culture and understanding.



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“The Equality Act 2010 puts a responsibility on public authorities to have due regards to the need to eliminate discrimination and promote equality of opportunity. **This applies to the process of identification of need and risk faced by the individual child and the process of assessment.** No child or group of children must be treated any less favourably than others in being able to access effective services which meet their particular needs”

In practice this means that **ALL** children, young people and vulnerable adults irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation, have a fundamental and universal right to be safe and not discriminated against through the decisions made regarding safeguarding and child protection.

The purpose of this Safeguarding Policy is to ensure, at all times, the maximum protection from any kind of harm for all young people involved in any way with Kennington Youth Club. For the purposes of this policy, Kennington Youth Club has defined harm as:

‘Harm’ means ill-treatment or the impairment of health or development including, for example, impairment suffered from seeing or hearing the ill-treatment of another.

The Equality Act 2010 defines discrimination as;

- **Direct discrimination** - where someone is treated less favourably than another person because of a protected characteristic.
- **Associative discrimination** - this is direct discrimination against someone because they are associated with another person who possesses a protected characteristic.
- **Discrimination by perception** - this is direct discrimination against someone because others think that they possess a particular protected characteristic. They do not necessarily have to possess the characteristic, just be perceived to.
- **Indirect discrimination** - this can occur when you have a rule or policy that applies to everyone but disadvantages a person with a particular protected characteristic
- **Harassment** - this is behaviour that is deemed offensive by the recipient. Employees can now complain of the behaviour they find offensive even if it is not directed at them.
- **Victimisation** - this occurs when someone is treated badly because they have made or supported a complaint or grievance under this legislation.

In order to escalate a (series of) concern(s) to a Section 47 child protection referral to the local authority, significant harm should be evidenced clearly. It is important to remember that often, only when information held by a number of professionals and agencies is put together, that a picture of child abuse emerges.

Please note that evidencing significant harm is often a challenge and there are no absolute criteria on which to rely when judging what constitutes significant harm. Useful guidance for the consideration of what constitutes to significant harm can be found in London Child Protection Procedures 2016, 5th Edition;

- the severity of ill-treatment
- the degree and the extent of physical harm
- the duration and frequency of abuse and neglect
- the extent of premeditation
- the presence or degree of threat
- the level of coercion, sadism and bizarre or unusual elements



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Locally, please refer to guidance from OSCB and the Threshold of Needs document. A hyperlink to this document can be found below:

https://oxfordshirescb.proceduresonline.com/files/threshold_needs.pdf

Within the Keeping Children Safe in Education (2016) document, 22 specific safeguarding themes are identified. These are;

- Bullying including cyberbullying
- Children missing education
- Child missing from home or care
- Child sexual exploitation
- Domestic violence
- Drugs
- Fabricated or induced illness
- Female genital mutilation
- Forced marriage
- Gangs and youth violence
- Gender based violence/violence against women and girls
- Missing children and adult strategy
- Private fostering
- Preventing radicalisation
- Relationship Abuse
- Sexting
- Trafficking
- Faith Abuse
- Mental Health
- Hate crime

ROLES AND RESPONSIBILITIES

We will therefore:

- Report any unusual/inappropriate behaviour to the Designated Safeguarding Officer in line with the General Data Protection Regulation.
- Ensure that children and young people know they can approach any of the adults in our club if they are worried about something and that they will receive a consistent, supportive response.
- Share any relevant additional information in a timely manner in line with the General Data Protection Regulation.
- Commit to upholding a climate where children are listened to, believed and their feelings and wishes accounted for in any actions that may be taken.
- **Never assume that others are monitoring a child or young person. Others may have doubts but you could be the only person taking action.**
- If in any doubt about what action to take, staff must seek advice from the named Designated Safeguarding Officer.

Kennington Youth Club will:

- Ensure we have a designated lead staff member for safeguarding. In our club, this role is shared between Roy Peach, Catherine Willis, Victoria Ward, and Hannah Forder-Ball.
- Ensure that our Designated Safeguarding Officers receive Specialist Safeguarding training, refreshed every two years, (to book training courses please contact the OSCB Training Team on 01865 810501 or book online: <http://learning.oscb.org.uk/online-booking-courses>)
- Ensure that all adults receive basic Safeguarding training every three years.
- Ensure that all adults have read this safeguarding policy and know who the Designated Safeguarding Officers are in case they need to pass on concerns.
- Keep accurate written records of concerns for a child/young person, even in cases where a referral is not appropriate immediately in line with the General Data Protection Regulation.



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- Ensure that all adults are recruited safely and have had the appropriate checks, which are re-checked regularly.
- All new adults are supervised until references have been verified and DBS checks received.
- Ensure that all adults are aware that they must refer any allegations against another leader to the club Designated Safeguarding Officer who will then report to the Local Authority Designated Officer (LADO) on 01865 815232.
- Ensure that this policy is reviewed annually and is in line with county procedures.

Action to Ensure Security

Immediate action may be necessary at any stage when involved with families and young people.

IN EVERY CASE IT IS OF PARAMOUNT IMPORTANCE TO TAKE WHATEVER ACTIONS ARE NEEDED TO ENSURE THE SAFETY OF THE CHILD OR YOUNG PERSON INVOLVED.

i.e.

- If emergency medical attention is required, then either phone the emergency services or take the young person to the nearest Accident and Emergency department.
- If a child is in immediate danger the police should be contacted, as they alone have the power to remove a child immediately if protection is necessary.

Safeguarding of Adults including Vulnerable Adults

Kennington Youth Club will not tolerate the abuse of adults in any of its forms and is committed to safeguarding adults with specific needs from harm.

The Management Committee are aware that its adult helpers bring a plethora of useful skills, but in some cases will also present with access or disability needs, long-term health conditions, or other circumstances that could make undertaking duties on behalf of the organisation more challenging without further support being implemented.

Kennington Youth Club will ensure that when recruiting adults to the leadership team appropriate measures are taken to ensure the process is as accessible as possible. See *Recruitment of Helpers Policy*.

Any adults that are accepted to the leadership team are bound by the same policies. Where necessary reasonable adjustments shall be made to ensure that adults with support needs are able to fulfil their agreed duties to the best of their abilities.

Members of the leadership team who identify as requiring adjustments to the working environment or role they are to undertake will have the opportunity to discuss this confidentially with the Youth Leader informally in the first instance. If more permanent adjustments are required, it may be necessary to convene a meeting, including the Committee Chair to ensure that the organisation is supporting the individual as fully as is reasonably possible.

At the time of writing this section of the policy (May 2019 update), whilst members of the adult team have varying support needs to fulfil their duties, their needs are not classified as requiring further intervention from outside agencies nor specialist safeguarding trained members of the management committee or leadership team. This will continue to be monitored closely and actioned as necessary.



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REPORTING SYSTEMS FOR YOUNG PEOPLE

REPORTING ABUSE

If abuse is suspected:

- Observations, conversations or concerns will be recorded, signed and dated in line with the General Data Protection Regulation (GDPR) Policy.
- The matter must not be investigated or discussed with anyone other than the Designated Safeguarding Officers or Youth Leader.
- The Chairperson of the Management Committee/Youth Leader/Designated Safeguarding Officer will assess the information and will contact the LCSS team for advice and guidance.

If abuse is reported/alleged

- 1) If a child/young person asks to speak to you about a problem, DO NOT promise confidentiality, but explain that it may be necessary to consult a senior colleague. Explain this as soon as possible to the child/young person.
- 2) RECEIVE – Stop and listen if someone wants to tell you about suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief and take what is said seriously.
- 3) REASSURE – Stay calm and give reassurance to the child/young person. Explain to the child/young person that they have done the right thing by telling you and that what has happened is not their fault.
- 4) REACT – Establish the facts of what has happened but do not ask leading questions. Keep questioning open, e.g. 'Is there anything else you want to say?' or 'Can you tell me more about that?' Do not criticise the perpetrator. Explain to the child what you will do next, e.g. you will need to pass this information to your Designated Safeguarding Officer.
- 5) RECORD – If possible, make brief notes about what the child/young person is telling you as they are speaking. If this is not appropriate, write down what was said, as soon as the child has left. Record the date, time, place, your name and role and what was said, (rather than your interpretation of it). Use the child's/young person's language wherever possible.
Note - In most cases it is more appropriate to listen and record immediately afterwards.
- 6) REPORT – Report the incident to the Youth Leader/ Designated Safeguarding Officer/ Club Chairperson as soon as possible and do not tell any other adults or children/young people about it. Ensure that the lead person has your notes of what was said so that they can keep them in a safe place. If in any doubt what action should be taken, contact your Designated Safeguarding Officer. If the matter is regarded as critical it should be referred to MASH immediately – 0845 050 7666

The matter must not be investigated or discussed with anyone outside of the youth club.



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PROTECTING STAFF AND HELPERS

The Management Committee recognises the importance of protecting its leaders from possible allegations of abuse and recommends the following guidelines:

Leaders should not:

- Be alone with young people.
- Lock and unlock premises without another adult present.
- Transport young people in a car/minibus or other vehicle without another adult present
- Take young people to their homes.
- Make inappropriate contact with young people, i.e. develop relationships outside the club setting, including via personal social media websites such as Facebook.
- Leave young people unattended.
- Leave young people in the presence of adults who are not suitably trained.
- Leave young people in the presence of adults not known to leaders.
- Leave young people in the presence of adults who have not had relevant DBS checks.
- Show favouritism to young people within the club.

Allegations about Leaders

If any allegation is made or suspicions emerge regarding any leader, this should be reported to the Youth Leader or a Designated Safeguarding Officer who will contact the Local Authority Designated Officer (LADO) at Oxfordshire County Council on 01865 810603 **within 24 hours**.

If an allegation concerns either a Designated Safeguarding Officer or the Youth Leader, the report should be made to another Designated Safeguarding Lead or the Club Chairperson.

If further action is required, the following procedure will apply during which all information relating to the allegation will remain confidential:

- A detailed factual record of the allegation and action taken to be written in line with the General Data Protection Regulation (GDPR).
- Information will be passed to the Club Chairperson who may contact OXFORDSHIRE YOUTH on 01865 767 899.
- Consideration will be given to the suspension of the person involved, taking account of the risks to other young people and the leader concerned.

If the allegation involves a club member (young person/young volunteer), contact will be made with the young person's parent/guardian to advise them of the process, where appropriate. Relevant external bodies will be advised.

Photography

Since young people may be photographed while participating in club events and activities, written permission from parents/guardians will be obtained which will also allow photographic material to be used in the public domain.

Confidentiality

- Under no circumstances will any leader keep confidential any information that raises concerns about the safety and welfare of a child or young person.



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- This statement relating to confidentiality must be made known to all who access any provision of Kennington Youth Club.
- All leaders must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people.
- All leaders must be aware that they cannot promise a child that they will keep secrets.

Signed on behalf of the Management Committee:

Name..... Chairperson

Signature.....

Date.....

Name..... Youth Leader

Signature.....

Date.....

Name..... DSO

Signature.....

Date.....

(This policy will be reviewed annually)

Document version history		Author: Roy Peach, Youth Leader	
Version	Date	Amendments	By whom
3	03/05/2019	Use of 'staff' amended to appropriate phrase where necessary to encompass all adults. Updated best practice date and threshold of needs hyperlink. Update of contact details for DSO's. Update of reporting process. Inclusion of Safeguarding Adults including Vulnerable Adults section.	Roy Peach, Youth Leader Helen Horseman, Trustee