Child Protection & Safeguarding Policy

Objective: All adults who come into contact with children and young people in their work have a duty of care to safeguard and promote their welfare. Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

1. Who is responsible for Child Protection & Safeguarding

1.1 Safeguarding is everyone's responsibility. This document outlines Chesham Youth Centre's safeguarding policy and supporting procedures for the protection of children, young people and adults at risk. A child is defined as up to the age of 18. This policy applies to all Trustees/ Directors, employees, contractors, and volunteers involved in any of Chesham Youth Centre's activities.

1.2 The Children Act 2004 places a duty on organisations to safeguard and promote the well-being of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in organisations are competent, confident, and safe to do so. (Guidance for Working Together to Safeguard Children July 2018)

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

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best life chances.

2. Recruitment

2.1 All staff/leaders/volunteers including Trustees, Directors and Officers are required to complete an application form supplying the following information:

- Personal details
- Names of 2 independent referees
- Previous experience
- Any criminal convictions
- Competencies and areas of interest
- Signature and Date

2.2 All Trustees/Directors, staff, leaders and volunteers should complete a Disclosure Form (DBS) at enhanced level. These clearances will be renewed every 3 years.

2.3 All new staff/leaders/volunteers must work alongside a fully vetted and trained member of staff/volunteer until satisfactory references have been received and DBS checks completed.

2.4 In accordance with guidance from the Disclosure and Barring Service a record will be kept of the disclosure number, completion date and whether the check is satisfactory. The actual certificate will be destroyed within 6 months of receipt.

3. Training Provision

3.1 This policy is to be included in the induction process for all Trustees /Directors, staff and volunteers. Buckinghamshire Council's Families Team believe the requirement for Trustees/ Directors, staff and volunteers to attend Safeguarding (Child Protection) training courses at regular intervals is good practice.

3.2 The Board of Directors expect attendance at these sessions which will help Trustees/ Directors, staff and volunteers understand their responsibilities and provide information on identification and appropriate response to child protection & safeguarding issues.

4. Code of Conduct

4.1 The Trustees/ Directors have the following requirements as to how young people and adults interact with each other in services instigated or directly supported by the Chesham Youth Centre.

- Abusive behaviour and language, violence, aggression, bullying or discrimination will not be tolerated. Leaders of the session will respond quickly and effectively to any such reports which, if necessary, will result in the offender(s) being suspended from the club. All reports will be sent to the Safeguarding Officer or Chair for information/ review.
- No alcohol will be consumed on the premises during Chesham Youth Centre funded or sponsored activities or events involving young people.
- Staff/leaders/volunteers will refrain from consuming alcohol or abusing any substances prior to assuming responsibility for young people and will not be allowed on the premises should they be intoxicated.
- Young people are free to leave the club activity when they wish after informing a staff/leaders/volunteers and signing out of the attendance register.
- Any parent/carer involved in sessions must be DBS checked. They must work alongside a fully vetted and trained member of staff/volunteer until DBS checks have been completed satisfactorily.
- The appropriate ratios of staff/leaders/volunteers to young people required are:
    - □ 1:8 for standard activities and trips with children aged 11 or over.
- 1:6 for children under 10 years, or groups with special needs.

5. Dealing with Suspected Abuse

5.1 There are generally five types of identified abuse :

- Physical abuse
- Neglect
- Sexual abuse
- Emotional abuse
- Exposure to domestic violence

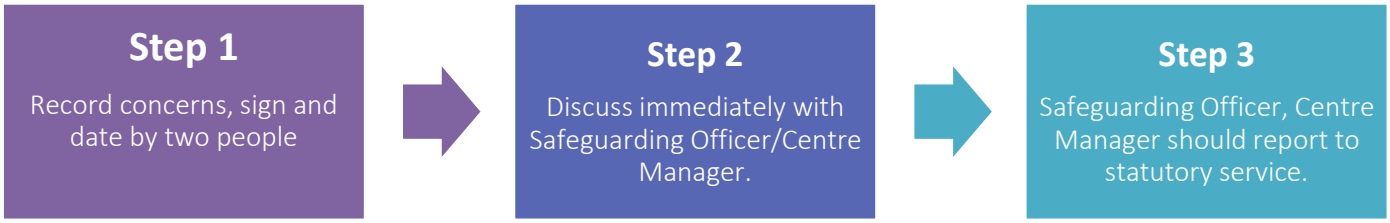
5.2 Single or multiple concerns may manifest as a result of young person disclosing that they are being abused; they are showing signs of abuse; or they speak about third party abuse.

5.3 If a young person reports or alleges abuse, they will be listened to and encouraged to speak without interruption, comment, or judgment. It will be explained that in terms of the Youth Centre's Confidentiality Policy, information may need to be shared in certain circumstances & Child Protection supersedes all GDPR Policies.

5.4 Where abuse is suspected the matter must not be investigated or discussed with anyone other than the Safeguarding Officer or Session Leader. They will assess the information and contact the appropriate local statutory services e.g. Bucks Safeguarding Children Board, Schools, Social Services and Police. If the matter is regarded as critical it should be referred immediately and directly to the Social Services Officer of Bucks County Council and details of the referral passed to the Safeguarding Officer/Session Leader as soon as possible

5.4 Observations, conversations, or concerns will be formally recorded, signed by two people and dated. Copies of such reports should be kept in a secure location and treated as confidential information.

5.5 Process to be Adopted by Workers in Cases of Alleged Abuse



6. Actual Abuse

6.1 If there are concerns that a child, young person or adult at risk, is at actual risk or has disclosed that they are being harmed, it must be reported to the line manager, a Trustee/ Director or Safeguarding Officer. They will assess the concerns to determine whether it should be referred to an external agency or can be addressed via the Chesham Youth Centre's internal procedures. Where a referral is to be made externally, the safeguarding officer will report the matter to the authorities. The external agency will conduct their own investigation. Anonymity may not be maintained on reporting.

Phone Numbers/Contacts (December 2023)
First Response Team: 08454 600 001
Out of hours: 0800 999 7677
Police 999
cypfirstresponse@buckscc.gov.uk
securecypfirstresponse@buckscc.gov.uk

7 Protecting Trustees/ Directors, Leaders, Staff and volunteers

7.1 Trustees/Directors, Staff & Volunteers need to avoid the potential of allegations of abuse, so should observe the following guidelines and not

- Normally be alone with young people.
- Transport young people in a car or minibus without relevant insurance (please contact your broker for more details)
- Transport young people in a car or minibus without another adult being present. When using a car and there is not another adult present this should only be with the agreement of a director and with the consent of the parent/guardian for transport of the young person – unless it is an emergency.
- Make inappropriate contact with young people.
- In their capacity as youth workers take young people to their homes
- Leave a young person's session unattended.
- Leave young people in the presence of adults not known to leaders.
- Show favouritism to young people within the centre.

7.2 Should any allegation be made or suspicions emerge regarding any Trustees/ Directors, staff member or volunteers at the Centre, these should be reported to the Safeguarding Officer. If an allegation concerns the Safeguarding Officer, immediately contact the Chief Executive Officer (CEO) or Child Protection Officer (CPO) of Buckinghamshire Council.

7.3 Where 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 will be made.
- Information will be passed to the Safeguarding Officer who may contact Buckinghamshire Council. In the case of the Safeguarding Officer or Director being the subject of the allegation immediately contact Safeguarding Team at Buckinghamshire Council.
- 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, contact will be made with the young person's parents to advise them of the process.
- Relevant external bodies will be advised.

8. Photography

8.1 Formal permission should be obtained for the use of any images or quotes, whether of a child, young person or adult at risk; apart from child protection issues, photographs, and quotes/interviews that identify the person are classed as personal information and, as such, are governed by Data Protection law (See Data Protection Policy).

8.2 Appropriate rules need to be set in line with the service being provided, for example there is no photography allowed at swimming pools. The NSPCC recommends using models or illustrations to promote an organisation's work and advises that names should never be matched to photographs. Photographs should focus on the activity and not on a specific young person.

9. Radicalisation & Extremism

9.1 The threat from terrorism and extremism in the UK is real and severe and can involve the exploitation of vulnerable children, young people and adults at risk. This can include involving them in extremist activity in the UK or abroad putting them in extreme danger. Children and young people are being targeted by adults who hold extreme views that advocate violence. There has also been an increase in far-right extremism, which can also draw them into violence. Trustees/Directors, staff and volunteer**s** working directly with children, young people and adults at risk must be aware of radicalisation and extremism and report any suspicions of radicalisation and extremism immediately to the Safeguarding Officer.

9.2 Likewise, there have been increasing reports of young people being drawn into illegal gang and county lines activities. The same reporting principles as above apply with regards alerting the appropriate authorities.

10. Supporting Policies and Procedures

10.1 Chesham Youth Centre has a duty, both in law and as a responsible organisation, to take reasonable care of children, young people and adults at risk who come into contact with the organisation's activities. We aim to adopt the highest possible standards and take all reasonable steps in relation to the safety and welfare of children, young people and adults at risk.

10.2 This policy should be read in conjunction with the following Chesham Youth Centre policies and procedures:

- Health and Safety
- Whistleblowing
- Equal Opportunities and Dignity at Work
- Recruitment and Selection
- Bullying and Harassment
- Complaints procedure
- Incident forms
- Accident forms
- Data Protection Policy
- Disciplinary policy and procedure
- Grievance policy

10.3 The policy documents can be found in the Chesham Youth's Centre's office, and on our website at www. Cheshamyc.org.

10.4 The following legislation is relevant to this policy, either because it has influenced its introduction and/or its content:

Health and Safety at Work Act 1974
Rehabilitation of Offenders Act 1974
Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975
The Police Act 1997
Protection of Children Act 1999
Management of Health and Safety at Work Regulations 1999
The Human Rights Act 1998
Sexual Offences Act 2003
The Children Act 2004
Safeguarding Vulnerable Groups Act 2006
Equality Act 2010
Protection of Freedoms Act 2012 -The Protection of Freedoms Act 2012 is of particular importance as all decisions made to bar individuals from working with children or adults are now made by the Disclosure and Barring Service (DBS) under this legislation.
GDPR and data protection act 2018

11. Review

11.1 This policy will be reviewed and updated every two years or sooner, to reflect any changes in relevant legislation.

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