

## Safeguarding Policy

### 1.1 Policy Statement

Holmer Green Youth Club, is firmly committed to the belief that all children and young people have a fundamental right to be protected from harm, and fully recognise their responsibility for child protection and to promote the welfare of children and young people. The safety and protection of all children and young people that Holmer Green Youth Club supports is paramount, and has priority over all other interests.

Holmer Green Youth Club encourages a culture of listening to and engaging in dialogue, with children, seeking their views in ways that are appropriate to their age, culture and understanding.

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 . Holmer Green Youth Club. For the purposes of this policy, Holmer Green Youth Club has defined a number of specific areas of harm:

- abandonment
- emotional abuse
- neglect
- physical abuse
- racial abuse
- sexual abuse or sexual exploitation
- exposure to drug/ alcohol misuse
- bullying – Including cyber bullying
- grooming
- radicalisation
- female genital mutilation

This policy's purpose is to protect the personal safety of all children and young people using the facilities, resources and activities provided by Holmer Green Youth Club, by actively promoting awareness, good practice and sound procedures.

The policies laid out in this policy are in accordance with Children's Act 1989, Children's Act 2004 and the guidance "Working Together to Safeguard Children 2015".

### 1.2 Recognising Abuse and Neglect - **why do we define these areas of harm but not many of the others?????**

Abuse may occur in different forms. Abuse can be split into the main categories below:

#### **Physical Abuse**

A form of abuse which 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**

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 a child 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 a 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 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**

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**

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.

It is vital to take action that is needed to safeguard the child/children. The decision should be discussed with the Safeguarding Officer before any action is taken or a decision made to escalate.

Definition of harm – for staff and volunteers.

'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.

Domestic violence is very damaging to a child's emotional development; where a child is living with domestic violence, schools should consider making a referral to Social Care if the child shows any indicators of significant harm.

Based on the findings of the Victoria Climbié case, it is important to remember that

often, only when information held by a number of workers is put together, that a picture of child abuse emerges. In addition to this, whilst respecting cultural differences, the basic requirement that children are kept safe is universal and cuts across cultural boundaries.

### **1.3 Responsibilities (Organisation)**

Holmer Green Youth Club will ensure a member of staff/volunteers/ trustees is designated as the Safeguarding Officer with responsibility for child protection and the implementation of this policy. It is the responsibility of the Safeguarding Officer to take appropriate action following any expression of concern and make referrals to the appropriate agency

Safeguarding Officer

Holmer Green Youth Club will ensure that all staff members/volunteers receive training to update them on Safeguarding every three years.

Holmer Green Youth Club will ensure that advice is sought from relevant child protection agencies when dealing with issues.

Holmer Green Youth Club will ensure that all employees/volunteers receive regular monitoring and supervision in their work with children and young people.

### **1.4 Responsibilities (Employees/Volunteers)**

All employees/volunteers of Holmer Green Youth Club have a responsibility for the welfare of the children and young people that they work with.

All employees/volunteers have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the reporting procedures detailed in this policy.

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, employees must seek advice from the Safeguarding Officer, or in their absence the Chairman.

Holmer Green Youth Club frequently takes photographs of children and young people participating in activities and events. Where appropriate written permission from parent/guardian will be obtained before any photographic material is used in the public domain.

### **1.5 Reacting to a Disclosure**

The following are guiding principles:

- Listen, rather than directly question
- Never stop anyone who is freely recalling significant events
- Do not ask leading questions
- Do not promise confidentiality

- Allow silence
- No distractions
- Positive prompts
- Allow the child/young person to be upset
- Listen to them carefully
- Reassure the child/young person that they will be supported
- Make an accurate record of the information you have been given, taking care to make sure your record is correct.

## **1.6 Reporting Procedures**

Any suspicion, allegation or disclosure must be reported immediately (as soon as practicably possible on the day of the occurrence) to the Safeguarding Officer. Disclosure or evidence for concern may occur in a number of ways, including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.

The Safeguarding Officer must record the concern, with the employee, using the Incident/Accident Reporting Form. The Safeguarding Officer is responsible for informing the Chairman immediately and ensuring that a copy of the Incident/Accident Report is kept strictly confidential and stored securely following Data Protection Procedures.

It is the responsibility of the Safeguarding Officer to deal with any Safeguarding matters initially and then escalated as appropriate.

All stages of the reporting procedure must be documented, marked confidential and stored securely following the procedures laid out in the Data Protection Policy.

## **1.7 Allegations Against Employees/Volunteers**

When any form of complaint is made against an employee/volunteer, it must be taken seriously and the complaint should initially be dealt with by the most senior member of the team. If the complaint is against the most senior member of the team, then the Chairman must be informed.

The senior team member must report the complaint immediately to the Safeguarding Officer, giving details of the circumstances.

The Safeguarding Officer will seek advice and guidance from the LADO (Local Authority Designated Officer) within 24 hours of the allegation.

The Safeguarding Officer may attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone.

The Chairman may suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made (following advice from the LADO).

This action does not imply in any way that the person suspended is responsible for, or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a professional manner.

Holmer Green Youth Club will co-operate fully with the Police, Social Services and all other parties involved.

The Safeguarding Officer will ensure that the Chair of Holmer Green Youth Club Board of Trustees, or in their absence, a Board member, is fully briefed. An agreed statement will be prepared for the purpose of accurate communication with external sources and for the protection of the legal position of all parties involved.

The Safeguarding Officer or Board member will make a full written report of the incident and the actions taken. This report will be stored securely following the procedures detailed in the Data Protection Policy.

The Company may take disciplinary action in accordance with the disciplinary procedures outlined in this handbook.

### **1.8 Confidentiality**

Holmer Green Youth Club operates under a policy of confidentiality. However, under no circumstances will any individual who is employed by/volunteers for Holmer Green Youth Club keep confidential any information that raises concerns about the safety and welfare of a child or young person.

This statement relating to confidentiality must be made known to all who access any provision of Holmer Green Youth Club.

All staff/volunteers must be aware that they have a responsibility to share information with other agencies in order to safeguard children and young people in accordance with the Information Sharing Policy of the Children's Trust.

All staff must be aware that they cannot promise a child that they will keep secrets.

### **1.9 Supporting staff/volunteers**

All staff/volunteers at Holmer Green Youth Club will receive regular training and supervision with respect to Safeguarding issues.

Staff/volunteers to whom a young person has disclosed may be distressed by the disclosure and counselling will therefore be available. It is the responsibility of the Safeguarding Officer to ensure this is provided if required.

### **1.10 Review and Maintenance of the Policy**

The Management Committee shall undertake to review this policy, its implementation

and effectiveness annually. The views of all employees/volunteers shall be sought where necessary and reflected in the review process.

Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.

**This policy was adopted at the Management Committee Meeting on:**

.....  
**(date)**

**Signed on behalf of the Management Committee:**

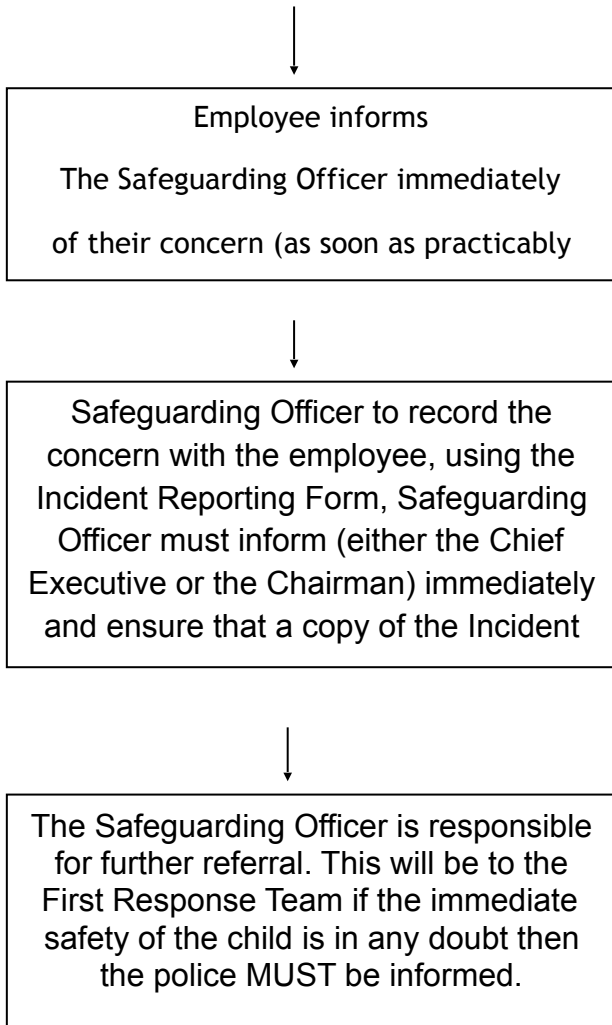
.....  
**(signed)**

**This policy will be reviewed annually by the Management Committee**

*I have read and accept with this policy (staff)*

**PROCEDURE FOR DEALING WITH  
SUSPICIONS, ALLEGATIONS OR  
DISCLOSURE OF CHILD ABUSE**

concerns  
person.



**Phone Numbers/Contacts**

**Bucks**

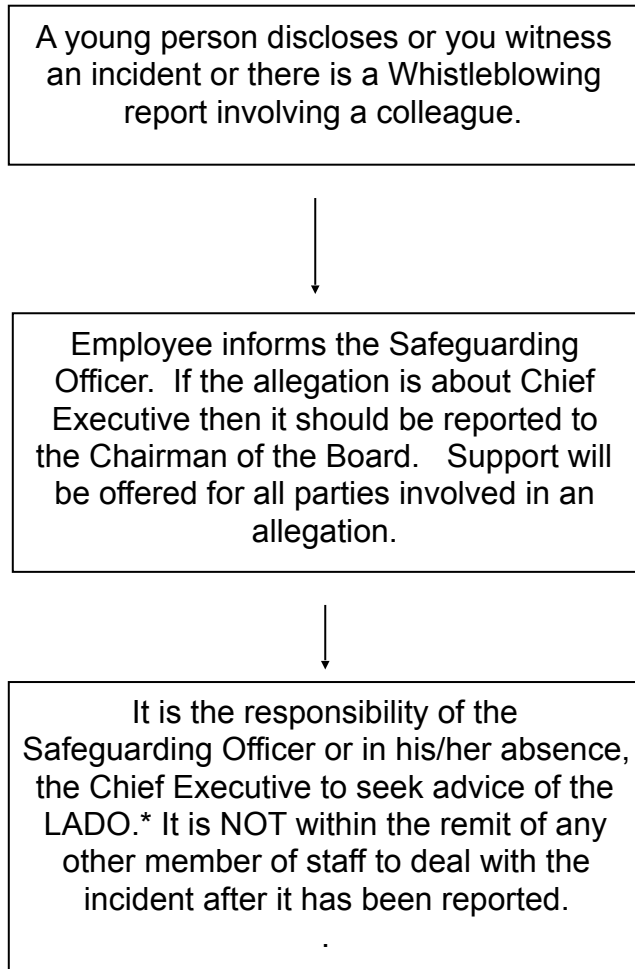
First Response Team: 08454 600 001

Out of hours: 0800 999 7677

cypfirstresponse@buckscc.gov.uk

securecypfirstresponse@buckscc.gov.uk

**PROCEDURE FOR DEALING WITH  
ALLEGATIONS AGAINST A MEMBER  
OF STAFF**



\* in accordance with {organisation name} Disciplinary Procedures

**IF IN ANY DOUBT AS TO WHAT YOU  
SHOULD DO AT ANY TIME DURING  
THE ABOVE PROCEDURE SEEK  
ADVICE FROM YOUR MANAGER OR  
THE CHIEF EXECUTIVE OFFICER.**