



Community Youth London trustees will review and agree this policy annually.	
Date of Current Policy:	6 th June 2020
Date of Last Review:	6 th June 2020
Date of Next Review:	5 th June 2021
Policy Writer	

A separate record for staff signatures should be maintained to evidence they have seen and understand this policy.

Safeguarding Policy document

Policy Statement

Safeguarding Policy

We recognise that the welfare of children, young people and adults at risk is paramount and that they have equal rights of protection. We have a duty of care when they are in our charge and will do everything we can to provide a safe and caring environment whilst they attend our activities.

We will:

- treat everyone with respect and celebrate their achievements
- carefully recruit and select all staff whether paid or unpaid
- respond to concerns and allegations appropriately

eSafety Policy Statement

We recognise that the welfare of all children, young people and adults at risk is paramount and that, regardless of ability or culture, all have equal rights of protection. We have a duty of care when children, young people and adults at risk are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

eSafety Policy Aim

We promote the highest standard of safeguarding practice in all our activities when working with children, young people and adults at risk, their families and/or carers. We will adhere rigorously to this policy in all aspects of our work when anyone in our organisation are accessing any form of digital or electronic communication including the internet, mobile phones, games, photography, videos. This policy should be read in conjunction with our Safeguarding Policy and Photography Policies.

Our eSafety Code of Conduct

We expect everyone in our organisation to agree and sign up to our code of conduct:

I will:

1. Use the internet and other forms of communication in a sensible and polite way.
2. Only access websites, send messages or access and use other resources that will not hurt or upset anybody.
3. Seek permission if I want to use personal information or take photographs of other people.
4. Report any concerns to the lead or deputy person for eSafety immediately.
5. Be clear that I cannot maintain confidentiality if there is a concern about the welfare of a **child young person or** adult at risk.

When there are concerns about the welfare of any adult, child or young person at risk, **all responsible adults** in our organisation are expected to share those concerns with a Designated Safeguarding Officer.

The Lead role is to oversee and ensure that our safeguarding adults, children and young people policies are fully implemented. These details will be made available to all adults, children, young people, parents/carers and staff by training, poster, leaflet, staff handbook, information in staff areas and enrolment information. This includes ensuring they and all staff receive safeguarding training as appropriate.

The Designated safeguarding officer should be available at all times to take an operational approach to reporting safeguarding referrals and supporting staff.

The Designated safeguarding officer is responsible for:

- monitoring and recording concerns
- making referrals to social care services without delay
- liaison with other agencies
- arranging training for all staff in conjunction with HR/Organisational Development

Confidentiality

In cases of disclosure of abuse by children, young people, adults at risk, parents or carers, we are obliged to share the information and will refer our concerns to social care services, or the police in an emergency.

We have a clear policy in line with GDPR regulations about confidentiality and information sharing and these details will be made available to all adults, children, young people, parents and carers by training, poster, leaflet, staff handbook, staff areas, enrolment information.

We fully endorse the principal that the welfare of children, young people and adults at risk over rides any obligations of confidence we may hold to others. Individual cases will only be shared or discussed on a "need to know" basis. Under "whistleblowing" anyone in our organisation may refer direct to either social care services or the police (and Ofsted as relevant) if they are concerned that a child, young person or adult is at risk of harm and this policy is not being adhered to.

Handling Disclosures

A disclosure may be made verbally or through play or behaviour of a child, young person or an adult and it is important for everyone to remember the following:

If you are concerned about a child, young person or adult at risk it is important that this information is communicated to the safeguarding officer.

You may become aware of suspected or likely abuse by:

- Your own observations and concerns;
- Being told by another person that they have concerns about a child, young person or adult at risk;
- The child, young person or adult tells you;
- The abuser tells you.

Also remember that you may not always be working directly with the child, young person or adult at risk but become concerned because of difficulties experienced by the adults e.g.

- Domestic violence incidents
- Mental health issues
- Substance and alcohol abuse incidents

Other concerns may be:

- Children living away from home or gone missing
- Peer abuse including bullying
- Race and racism
- Radicalisation
- Gang membership
- Violent extremism
- Sexual exploitation
- Female genital mutilation
- Forced marriage
- Concealed pregnancy
- Child trafficking
- eSafety

Remember:

- **Do not delay.**
- **Do not investigate.**
- **Seek advice from the Designated Team Lead or Deputy**
- **Make careful recording of anything you observe or are told.**

Referral form links

<https://www.safeguardinglewisham.org.uk/lscp/lscp/professionals/early-help-1>

Why do we need a Safeguarding Children & Young People Policy?

The five main outcomes for children as detailed in "Every Child Matters" agenda 2003 and subsequent Children Act 2004 are:

- being healthy
- staying safe
- enjoying and achieving
- making a positive contribution
- economic well-being

Government guidance is clear that all organisations working with children, young people, families, parents and carers have responsibilities. It is important to remember that children and young people can also abuse and that such incidents fall into the remit of this policy.

All organisations should:

- have senior managers committed to safeguarding
- be clear about people's responsibilities and accountability
- have a culture of listening to children
- safe recruitment practices for all staff and volunteers working with children & young people
- procedures for safeguarding children and young people
- procedures for dealing with allegations against, and concerns about, staff & volunteers
- make sure staff have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies

Working Together to Safeguard Children 2015

**"Children are individuals whose rights, needs and welfare are paramount."
Children Act 1989**

The 2 key principals of Working Together to Safeguard Children 2015 are:

- Safeguarding is everyone's responsibility; for services to be effective each professional and organisation should play their full part

and

- a child centred approach: for services to be effective they should be based upon a clear understanding of the needs and views of children

"No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs"

Equality Act 2010

Recognising Abuse

Children and Young people

Physical:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant 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:

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. 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 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, may feature age or developmentally inappropriate expectations being imposed on children.

Sexual:

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.

Treating Children with Respect

We endeavour to treat all children and young people with respect, regardless of ability or culture. We also circulate and make available to everyone by training, poster, leaflet, staff handbook, information in staff areas, enrolment information our confidentiality statement, complaints procedures, allegations and "whistleblowing" statements and disciplinary and grievance procedures.

Celebrating Children's Achievements

We positively encourage all children and young people to succeed, recognising that some achieve in smaller steps than their peers but we celebrate all their achievements by a variety of awards opportunities, publicity internally and externally (where appropriate) and by praising continuously.

The indicators of abuse

Physical Abuse

Indicators for non-accidental injury

- Children taken late for examination or treatment
- Injuries of multiple or mixed type
- Inappropriate or inconsistent history:
 - to the injury
 - to the age of the child
 - complicated history
 - variable history
- Inappropriate parental reaction
- Child's appearance and interaction with parents causes concern to others
- What the child says
- What others say

Neglect

Possible signs of neglect

- Inappropriate clothing
- Poor hygiene
- Chaotic attendance

- Hungry, stealing food or losing weight
- Difficult relationships
- Growth or development delay
- Unexplained and/or frequent illnesses
- Low self-esteem/attention seeking

Sexual Abuse

Possible signs of sexual abuse

- Mood changes, tantrums, aggression
- Insecurity
- Sleep and eating disorders
- Poor self-esteem, anxiety, depression, despair
- Withdrawal, secretiveness
- Poor peer relationships
- Lies, stealing, arson
- Running away
- Suicide attempts, self-poisoning, self-mutilation
- Unexplained money, gifts
- Premature understanding of sex, inappropriate sex play
- Seductive, promiscuity
- Abuse of solvents, drugs, alcohol

Emotional Abuse

Possible signs of emotional abuse

- Lack of parent / child bonding - Pushes child away - child then gives up
- Punishment of self-esteem - Endless criticism - negative all the time
- Lack of special / quality time - Parent's lack of time - inability to play
- Punishment of inter-personal skills - Befriending / lack of friends

Why do we need an Adult Safeguarding policy?

The safeguarding of adults at risk is of paramount importance. It continues to attract high media attention, especially when there is a safeguarding adult at risk incident within an organisation.

Government guidance consistently stresses that the welfare of adults at risk is the corporate responsibility of the local authority in partnership with public, private and voluntary organisations.

The legal definition of the term "adult at risk" refers to any person aged 18 years (over 16 in Scotland) who:

- has needs for care and support and;
- is experiencing, or is at risk of, abuse and neglect and;
- as a result of those care needs is unable to protect themselves from either the risk of, or the experience of, abuse or neglect.

This could include people with mental health issues, physical, sensory or learning disabilities, medical conditions, dementia, brain injury, those who are elderly and frail and also those who are family carers.

Safeguarding concerns arise when an adult who has care and support needs and is, or is at risk of, being abused or neglected and unable to protect themselves against the abuse or neglect or risk of it because of those needs.

Government guidance is clear that all organisations working with adults at risk, families, parents and carers have responsibilities. It is important to remember that adults at risk can also abuse and that such incidents fall into the remit of this policy.

Recognising Abuse

Adults

The Care and Support Statutory Guidance Issued under the Care Act 2014 outlines how abuse may take many forms and how individual circumstances should be considered. Exploitation is a particular theme in the following list of abuse:

- Physical
- Domestic violence, including "honour" based violence
- Sexual
- Psychological
- Financial or material abuse
- Modern slavery
- Discriminatory
- Organisational or institutional
- Neglect and acts of omission
- Self-neglect
- Female Genital Mutilation (FGM)
- Hate and "mate" crime

Mental Capacity

We fully recognise and uphold the 5 key principles of the Mental Capacity Act 2005 in all aspects of our work by:

- Presuming each adult at risk has capacity
- Supporting individuals to make their own decisions
- Recognising the right for individuals to make their own decisions, even if they may seem eccentric
- Making sure what we do for adults at risk (without capacity) is in their best interests
- Making sure that anything we do is the least restrictive action for the individual

We will involve the Independent Mental Capacity Advocate (IMCA) Service when there is no appropriate person to represent a person without mental capacity, when/if:

Serious medical treatment is provided, withheld or stopped

The person is moved into long-term care or a different hospital or care home

This also includes where safeguarding measures are in place for ANY adult at risk

We are mindful of the Deprivation of Liberty Safeguards (DOLS) 2009 and before thinking about applying for an authorisation, we will think about providing care in different ways which avoid depriving someone of their liberty.

Treating Adults with Respect

We endeavour to treat all adults at risk with respect, regardless of ability or culture. We also circulate and make available to everyone by training, poster, leaflet, staff handbook, information in staff areas, enrolment information, our confidentiality statement, complaints procedures, allegations and "whistleblowing" statements and disciplinary and grievance procedures.

Celebrating Adults' Achievements

We positively encourage all adults at risk to succeed, recognising that some may achieve smaller steps but we celebrate all their achievements by a variety of awards opportunities, publicity internally and externally (where appropriate) and by praising continuously.

Why do we need an eSafety Policy?

Recent advances of the internet, mobile phones and other electronic technology has made access to information and communication increasingly easy for everyone. This is especially so for those who cannot always go out to socialise and rely on websites for social networking, watching films, downloading music, buying lottery tickets, shopping etc.

Government guidance is clear, that all organisations working with children, young people and adults at risk, families, parents and carers have responsibilities. It is important to remember that adults and children can also abuse and that such incidents fall into the remit of this policy.

Recognising eSafety Abuse

What are the Risks?

There are many potential risks including:

- Accessing inappropriate or illegal websites.
- Receiving unwanted or upsetting texts, e-mail messages or images.
- Being "groomed" by another adult with a view to meeting the adult at risk for their own illegal purposes including sex, drugs or crime.
- Viewing or receiving socially unacceptable material such as inciting hatred or violence.
- "Sexting" when a young person sends a sexual image of themselves to another young person
- Sending bullying messages or posting malicious details about others.
- Ignoring copyright law by downloading music, video etc.
- Overspending on shopping and gambling sites.
- Being at risk of identity fraud for money transactions.
- Inappropriate relationships or prostitution.

What else might be of concern?

An adult at risk, child or young person who:

- Is becoming secretive about where they are going to or who they are meeting.
- Will not let you see what they are accessing online.
- Is using a webcam in a closed area, away from other people.
- Is accessing the web or using a mobile for long periods and at all hours.
- Clears the computer history every time they use it.
- Receives unexpected money or gifts from people you don't know.
- Does not appear to have the money they should have.

A person who:

- Befriends an adult at risk on the internet or by text messaging.

- Has links to adults at risk on their social media pages especially if they work in a position of care such as a sports coach or care worker.
- Is secretive about what they are doing and who they are meeting.

Minimising the Risks

We will:

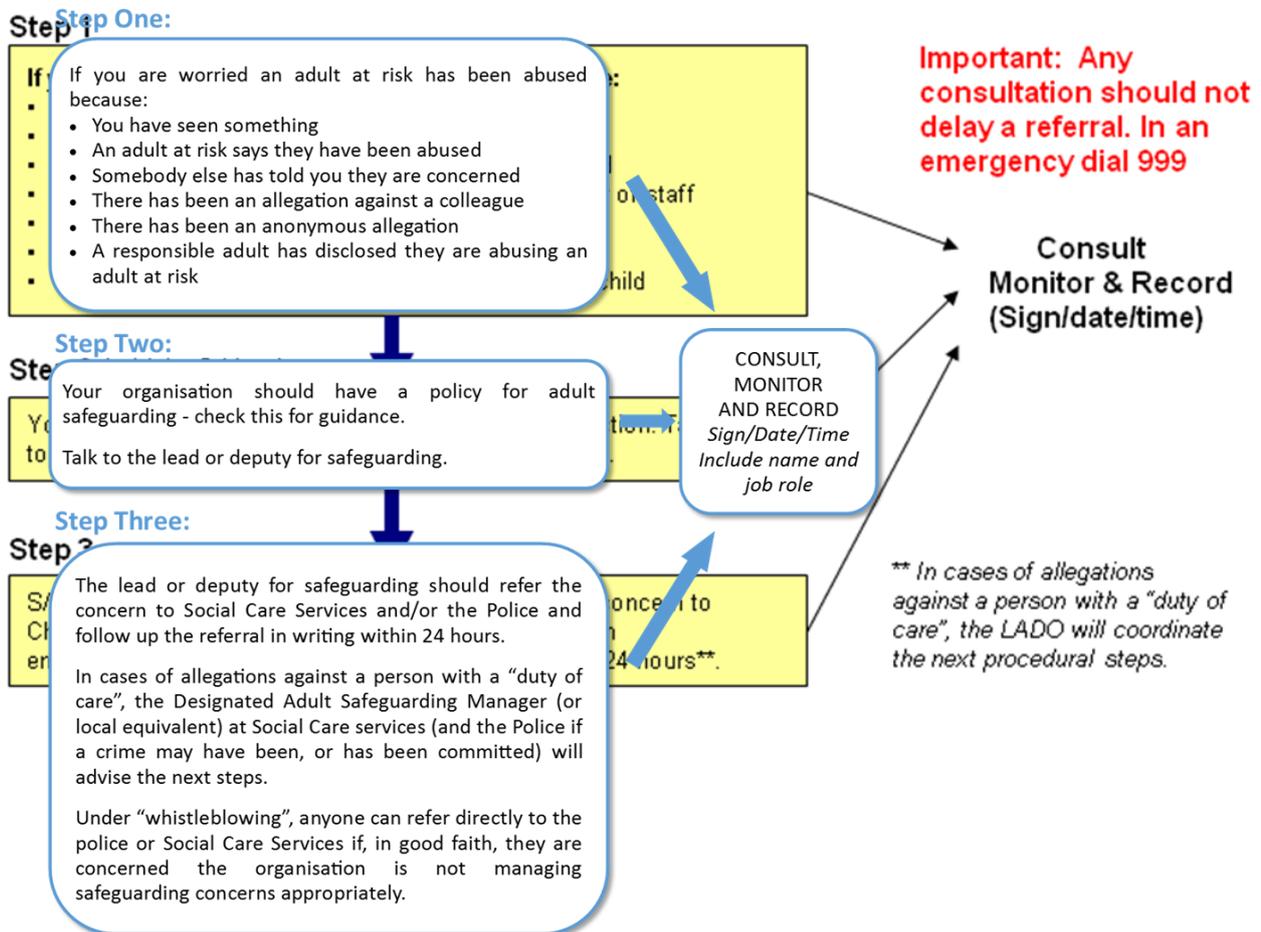
- Talk to adult at risk, child or young person about what they are accessing online.
- Ensure everyone uses PCs, iPads and other technology in a general space where we can monitor what is going on.
- Explain the risks of giving out personal details online.
- Talk about how people can be anyone they want to be online, e.g. by using misleading emails, photographs of other people, telling lies about their age, hobbies.
- Encourage adult at risk, child or young person to think carefully about what photographs or videos they use online. They can be used and tampered with by other people, or they may not be appropriate.
- Advise adult at risk, child or young person to only text, chat or webcam to people they know in real life.
- Talk about how to identify SPAM messages or junk mail and how to delete them. This also applies to messages from people they do not know, or opening attachments.
- Discuss how people hide their identities online and the importance of never meeting new online "friends" in real life.
- Make sure adult at risk, child or young person understands they can always talk to us or their parents and/or carers about anything that makes them feel uncomfortable.
- Look on the internet together for information about how to deal with or report problems.
- Talk about how/when information or images get on to the internet, they can never be erased.

Responding to Children and Young Peoples' Safeguarding Concerns

We ensure and emphasise that everyone in our organisation understand and know how to share any concerns immediately with the Designated Safeguarding Officer. We do this by training/poster/leaflet/staff handbook/staff

areas/enrolment information. Everyone will deal with concerns using the following:

Responding to Adults' Safeguarding concerns



Responding to concerns about eSafety

If you have any concerns, speak to the Designated Safeguarding officer immediately. S/he will take the action/s outlined in the next section.

If the concern is about:

- **Anyone in imminent danger, ALWAYS DIAL 999 FOR THE POLICE.**
- The welfare of an adult at risk, ring your local Social Care Services. The number can be found at <https://www.safeguardinglewisham.org.uk/lscp/lscp/professionals/early-help-1>
- A known person's sexual behaviour or intentions, ring your local Social Care Services.
- A person who has a "duty of care" in the organisation, ring the Designated Safeguarding officer, LADO, the local Social Care Services or Police.
- An unknown person's sexual behaviour or intentions, report to the police.
- Harmful content, including sexual abuse images or incitement to racial hatred content contact www.iwf.org.uk

Remember: -

- 1. Do not delay.**
- 2. Do not investigate.**
- 3. Seek advice from the Designated Team Lead .**
- 4. Make a careful recording of anything you observe or are told.**

Safer Recruitment

We always take up two written references and insist that any appointment, where staff has direct and/or unsupervised access to adults, children and young people, will only be confirmed subject to a satisfactory DBS check and a check against the DBS Adults' Barred List, where eligible, at the appropriate level.

At interview; we have sound procedures and recording to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable.

Induction & Training

We have a clear induction and training strategy detailing clear job descriptions and responsibilities and all relevant procedures as detailed under "Treating Children/Adults with Respect". We also agree a probationary period of 3 months with clear goals and then provide 1-2-1s at 6 weekly intervals with line managers. Regular refresher training in Safeguarding takes place every 2 years for all staff (online) and every 3 years for face to face training.

Staff will undertake the free online government training for PREVENT/Channel and FGM.

Trustees and Safeguarding

We follow all Charity Commission guidance with regards to Trustees and Safeguarding.

Record Keeping

All records will be securely kept in a folder in CYL's internal drive, accessible by Designated Safeguarding Officer. Records will only be kept as long as necessary.

Normally these records will be passed to social care services as soon as possible. All records will be written by the person with the concern within 24 hours, on headed paper or incident sheets and will be factual, non-judgmental.

It is helpful to record any known details of the child, young person or adult at risk(s) involved e.g. name, address, date of birth etc. All records should be factual. It is equally important to record the reasons for making the decision not to refer to social care services as when the decision is taken to refer. Always sign, date and time these records, include name and job role.

Providers of child care, educational, health or other formal services will use the Multi-agency referral forms which are available on the appropriate Safeguarding Board's website.