



Safeguarding Children Policy

Community By Nature (CBN) is committed to taking all steps so far as reasonably practicable to ensure the safety and welfare of children and young people whether from crime, abuse or being drawn into terrorism, extremism and/or radicalisation type related activities.

This Policy is underpinned by Local Authority Safeguarding Boards Procedures, Children Act (1989/2000/2004), Protection of Children Act (1999), Young Person's Safety Act (1995), Disability Discrimination Act (1995/2004), UN Conventions of the Rights of the Child (1989) and Working Together to Safeguard Children (2006).

Introduction

This policy aims to provide CBN employees and volunteers with guidance on:

- What to do and what not to do if you have concerns about a child's welfare or if a child shares concerns with you
- Referral procedures in line with local Safeguarding Children's Boards
- Safe recruitment and employment practice
- Useful contacts

These guidelines reflect Local Safe Guarding Boards procedures and should be followed in conjunction with these procedures.

Responsibilities

CBNs Operations Manager is the nominated Safeguarding Children lead and has a responsibility to ensure:

- CBN has clear up to date procedures in place to safeguard children & young people which include the Prevent Agenda
- That all staff are aware of this Safeguarding Policy and procedures including the Prevent Agenda through their induction training

- All staff access on going Safeguarding Children and Prevent Training to ensure they remain up to date on Safeguarding Procedures.

All employees/volunteers have a responsibility to ensure they:

- Fully understand CBNs safeguarding policy and procedures including the Prevent Agenda
- Remain vigilant to possible signs and symptoms of abuse at all times including FGM.
- Remain Vigilant regarding online safety & sexting; use of mobile phones.
- Report any concerns they have about the welfare of a child/young person to CBN's Operations Manager
- In the absence of the Operations Manager, any concerns should be reported to the CEO.

Employees/volunteers may become concerned about a child/young person through the recognition of possible signs and symptoms of abuse (including bullying, neglect, radicalisation, extremism, physical, emotional or sexual abuse) or through child/young person making a disclosure. In the case of a disclosure employees/volunteers have a duty to ensure they:

- Do not make judgements about whether the child/young person is telling the truth.
- Do not make comments about what you have been told, the child/young person does not need to know what you think, but does need your support.
- Do not ask the child/young person to repeat the story
- Do not ask leading questions

Any CBN employee or volunteer who has concerns about the safety/welfare of a child/young person whether through a disclosure or the recognition of possible signs and symptoms of abuse has a duty to report it - on the same day that the disclosure is made/you become concerned.

The Referral Procedure

Having reported your concerns to CBN's Operations Manager, Dave Tinsley - Lead Safeguarding Officer, employees/volunteer have a responsibility to ensure they:

- Record all concerns on an incident report sheet. You must add the date, time and your signature. The lead Safeguarding Officer will also sign the incident report sheet
- Clearly document the nature of the disclosure/identified signs and symptoms, write what you have seen, or what was said and by whom, how things progressed, and any other factual details you feel relevant, using the incident sheet provided. A separate sheet should be used for each incident

- Do not discuss the disclosure with anyone else other than the designated person/s
- Return records to the Lead Safeguarding Officer immediately, who will make sure they are stored securely.
- If advice is required prior to making a referral the Lead Safeguarding Trainer will consult the MASH team on 0151 934 4013/4481 in Sefton or Liverpools' Careline: 0151 233 3700 in Liverpool.
- If it is decided that immediate action is required, the Manager/Lead Safeguarding Officer will telephone:
Seftons MASH Team: 0151 934 4013/4481
Sefton's Emergency Duty Team (for emergency action or out of hours referrals/advice) 0151 934 3555 (Sefton)
Liverpools Careline: 0151 233 3700 (Liverpool) or Merseyside Police on 0151 709 6010

If you think a child is in immediate danger then you should call the police – on 999 in an emergency

- It is important to have as much information as possible including the child's name (correct spelling), date of birth, address, home telephone number/ alternative contact number, family structure, ethnicity, religion, GP, school, etc
- In the absence of the Lead Safeguarding Officer, any member of staff/volunteer has the responsibility for making an immediate referral if they believe a child has suffered or is likely to suffer significant harm.
- In all circumstances all persons who make a referral must complete an online referral form:

The Child Referral form - cited on Sefton Councils Website (Sefton) or MARF online form: www.liverpoolscb.org.uk (Liverpool)

- In the case of a disclosure, explain to the child/young person what is happening, who you are speaking to and why.
- Parents should be informed that a referral is being made unless this could put the child/young person at further risk of harm
- Do not make judgements or assessments, but give clear information regarding the child / young person, what they have said and/or reasons for the concerns.

Safe Recruitment & Employment

All newly recruited CBN employees will undergo a Disclosure and Barring Service check prior to any unsupervised work with children.

CBN implement the following checks on recruitment of new personnel:

- 2 References – These should be taken up before any position is offered. References will be checked both orally and in writing.
- Disclosure and Barring Service check - Consent will always be gained before taking up a check. However, if a person refuses to be checked it is unlikely that the position will be offered. This will be renewed every three years.

Employees/ volunteers will not supervise children or young people alone until the Disclosure and Barring Service check has been completed and a satisfactory response has been received.

- Employees/volunteers must confirm proof of identity and residence and confirm proof of qualifications
- All new staff/volunteers will be informed of Safeguarding policies and procedure including the Prevent Agenda as part of their induction

CBN fully implements and endorses 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' (DCFS, 2009). This document provides practice guidance and clear advice on appropriate and safe behaviours for all adults working with children and young people.

All employees and volunteers are given a copy of this document to read during their induction. All employees and volunteers sign to say that they have understood and will implement this guidance.

Please be aware that the child/young person will always be believed, therefore, should an allegation be made against a member of staff or a volunteer appropriate and immediate action will be taken.

CBN will deal with any allegation made against staff or volunteers in line with Local Safe Guarding Board Procedures. Any allegation against staff or volunteers must be reported as soon as possible to the CEO who will record the incident and contact the appropriate Local Authorities Designated Officer (LADO) the same day.

A full and fair investigation will be carried out in conjunction with LADO until this situation has been resolved and appropriate action taken.

Always remember to adhere to the guidance outlined within the Guidance for safer working practice document referenced above to ensure your own safe practice.

Useful Contacts

NSPCC Child Protection Help line: **0808 800 5000**

Childline: **0800 1111**

Policy written by Kate Jameson, CEO
Reviewed by Dave Tinsley – Operations Manager

Approved by Jim Brett Chair on behalf of Management Committee

Signed: _____ Date _____

Date of revision: 28 September 2021