

Urban Green Newcastle Safeguarding Children Policy and Procedures

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| Title | Safeguarding Children Policy |
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| Owned by | Board of Trustees |
| Responsible officer | Jon Riley, Operations Director |
| Review date | December 2021 |
| Application | Board of trustees, directors, staff, volunteers, sessional workers, agency staff, students and anyone working on behalf of Urban Green Newcastle. |
| External or statutory documents | Newcastle Safeguarding Children Board Procedures which can be found here: http://newcastlescb.proceduresonline.com/chapters/contents.html |
| Key contacts | <p>Designated Safeguarding Children Lead: Operations Director, Jon Riley 0191 814 4570</p> <p>Deputy Safeguarding Children Lead: Business Manager, Richard Turner 0191 814 4577 If not available, then contact:</p> <p>Children’s Social Care: Office hours call Initial Response Team: 0191 2772500, Out of office hours call Emergency Duty Team: 0191 2787878.</p> <p>Northumbria Police Phone 999</p> |

Policy Statement

Urban Green Newcastle recognises that the protection and safety of children and young people (those who have not reached their eighteenth birthday or twenty-fifth birthday if they have an additional need) is everyone's responsibility. The organisation is committed to this principle and to the development of best practice with those groups and individuals it supports. This policy, the related procedures and the Code of Practice which follow, establish the roles and responsibilities of all staff, in relation to the protection of children, with whom their work brings them into contact.

Urban Green Newcastle has a responsibility to offer support, advice and advocacy on behalf of any child or young person who discloses abuse to a member of staff or volunteer. The nominated Safeguarding Children Lead will be responsible for organising this with the young person and the most appropriate member of staff.

In relation to child protection, the approach we will take is based on and reflects the principles of both relevant legislation and guidance relating to the protection of children.

- The welfare of the child or young person is the paramount consideration.
- All children and young people, regardless of age, disability, gender, racial or ethnic origin, religious belief and sexual orientation have a right to protection from harm or abuse.

This policy is reviewed and updated annually (as a minimum) and is available on our website. This policy has regard to the following guidance and advice:

- ***What to do if you're worried a child is being abused: advice for practitioners (March 2015)***
- ***Working Together to Safeguard Children (July 2018)***
- ***Information sharing: advice for practitioners providing safeguarding services (July 2018)***

This policy follows procedures and practice that recognise and are consistent with that objective and have been designed to complement Newcastle Safeguarding Children Board Procedures which can be found here:

<http://newcastlescb.proceduresonline.com/chapters/contents.html>

Responsibility

The Board of Trustees is responsible for child protection within Urban Green Newcastle. They have designated our **Designated Safeguarding Children**

Lead to oversee this responsibility on their behalf. This will include ensuring the implementation, monitoring and reporting progress of this policy.

Designated Safeguarding Children Lead: Jon Riley, Operations Director, 0191 814 4570

Deputy Safeguarding Children Lead: Richard Turner, Business Manager, 0191 814 4577

In relation to recruitment and selection of staff, this will also include ensuring that the appropriate Disclosure and Barring Service (DBS) checks are carried out, and that references are requested which include comments about the candidates' suitability to work with/have contact with children.

It is the responsibility of our Designated Safeguarding Children Lead to ensure that all staff for whom they are responsible for are aware of and understand the importance of implementing this policy and the related procedures and code of practice. Whilst we recognise that we are not a child protection agency, if children are to be truly protected it is essential that everyone working with children and young people contribute to the work of those with direct responsibility for the protection of children.

As a responsible body, we cannot and should not restrict our sense of duty to those children and young people we identify as our service users. Through their work staff come into contact with a number of children each and every year. By being vigilant and acting where concerns exist, we can play an important part in their protection.

In operating this policy, staff must also be aware that within the field of child protection the usual confidentiality can be overridden. Concerns relating to abuse of children and young people must be reported as outlined in the following procedures.

Guidance in the form of a Code of Practice has also been developed to provide staff with ideas that not only will help to protect children, but will also help to identify practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse. Staff should familiarise themselves with this and if it is necessary to carry out practices contrary to it, only do so after discussion with, and the approval of their Line Manager/Safeguarding Children Lead.

A copy of Government Guidance '*What to do if you're worried a child is being abused*' can be found at <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>

Remember, non-action is never an option in child protection.

Recognising Child Abuse

Child abuse manifests itself in a variety of different ways, some overt others much less so. Recognition of abuse and neglect is not always easy or straightforward.

All staff must undertake Safeguarding Level 1 training within their induction period (this can be via the internet) and refresher training must be attended every three years. Staff need to be fully aware of signs and indicators of physical, sexual, emotional abuse or neglect and confident in their reporting procedures.

Physical Abuse: This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

Sexual Abuse: This involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

Emotional Abuse: Varying degrees of emotional abuse are present in virtually all child protection incidents but can also constitute abuse in its own right. Emotional abuse involves persistent or severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.

Neglect: Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of the child.

Radicalisation: From the 1st July 2015 all schools, childcare providers and registered later years childcare providers are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism" This duty is known as the Prevent Duty. **Please see Appendix 1 The Prevent Duty.**

Child Protection Procedure Part One

This procedure is to be followed if you think a child may be at risk of abuse, is being, or has been, abused.

The Senior Management team of Urban Green Newcastle are responsible for ensuring that all staff, for whom they are responsible, are aware of and understand the importance of implementing these procedures, even though the overwhelming majority of children which you will come into contact with through your work are likely to experience a safe and happy childhood.

It is recognised as well that a percentage of the children that you come into contact with will, through the nature of their experiences, demonstrate behaviours which might be indicators of child abuse. You are not expected to suddenly become an expert in child protection, nor are you expected to investigate child abuse. You are, however, expected to comply with these procedures.

Staff who for any reason become concerned that a child may be at risk of abuse, is being, or has been abused, must immediately report that concern to their line manager

Your line manager will discuss your concerns with you to clarify their cause and obtain all the known relevant information. This will then be reported to Children's Social Care.

Our Designated Safeguarding Children Lead for children must also be informed as soon as possible.

Newcastle Children's Services Contact Numbers

Office hours call Initial Response Team: 0191 2772500,

Out of office hours call Emergency Duty Team: 0191 2787878.

Should the concern relate to a Line Manager/Director you should contact the CEO.

If your concerns are raised by something you become aware of while in a school, or through a school related activity, undertaken in the course of your work, you must immediately inform the **school's Safeguarding Children 'Designated Teacher'**, and then follow the instruction as outlined above.

Child Protection Procedure Part Two

This procedure is to be followed if a child tells you that they are being, or have been, abused:

Children will occasionally disclose abuse to an adult that they have come to feel they can trust. This happens for many reasons but the important thing to remember is that if they do tell you, they are doing so in the hope that you will act to stop it happening even if they ask you not to do anything with the information.

Children may feel as if they are betraying someone they are close to and whom they love. It is not unusual for a child to love the abuser but want the abuse to stop, especially when that person is a parent or carer. Equally, it may be someone they fear, for example, an adult whom they perceive to be able to influence decisions concerning their future. Either way, it takes great courage for a child to talk to an adult about abuse and your response will be crucial.

It is important to remember too, that it can be more difficult for some children to tell, than for others. Children who have experienced prejudice and discrimination through racism may well believe that people from other ethnic groups or backgrounds don't really care about them. They may have little reason to trust those they see as authority figures and may wonder whether you will be any different.

Children with a disability will have to overcome barriers before disclosing abuse. They may well rely on the abuser for their daily care and have no knowledge of alternative sources of support. They may have come to believe that they are of little worth and comply with the instructions of adults.

If a child discloses abuse to you in the course of your work, it is important to react appropriately:

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| <p>DO:</p> <ul style="list-style-type: none">• Remain calm and receptive• Listen without interrupting• Only ask questions of clarification if you are unclear what the child is saying• Make it clear that you take them seriously• Acknowledge their courage in telling you• Tell them they are not responsible for the abuse• Let them know you will do what you can to help them | <p>DO NOT:</p> <ul style="list-style-type: none">• Allow your shock or distaste to show• Probe for more information/ask other questions• Make assumptions or speculate• Make negative comments about the abuser• Make promises you cannot keep• Agree to keep the information secret |
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It is essential that everything possible is done to protect the children who place trust in us. If a child tells you that they are being, or have been abused, you must:

- Make an immediate record of what the child has said, using their own words.
- Follow the instructions for reporting to your Line manager, as set out in procedure one.
- Tell them that you will have to inform your Line Manager
- Be aware of your own feelings and get support.

Child Protection Procedure Part Three

Allegation against Members of Staff

If a parent/carer or worker has concerns about a child's welfare whilst in the care of a member of staff at Urban Green Newcastle the concern must be reported immediately to the Local Authority Designated Officer (LADO) Melanie Scott **0191 277 4636** who will then follow the allegations flow chart.

Decision to suspend

If the advice given by the LADO is to suspend the member of staff, then the following actions must be taken:

- A meeting with the member of staff **must** take place immediately to clearly inform them that they will be suspended without prejudice following the allegation. The member of staff **must** not be informed at this point the nature of the allegation.
- The member of staff will be asked to leave the premises and advised to make no contact with services or the staff members.
- The manager and the member of staff must not discuss the allegation with any other persons both in and outside of the provision. This information **must** only be shared on a need to know basis.
- The member of staff will be offered support by our HR Lead and if they are a member of a union, they will be advised to contact their union rep.
- All information regarding the allegation/suspension **must** be thoroughly recorded and stored in a confidential and secure manner.

A strategy meeting is held made up from representatives from the Children's Social Care Service, Police, Health, OFSTED, your line manager and the designated Safeguarding Children Lead. This group of professionals will make a decision on the appropriate course of action and the member of staff will be informed.

It is the responsibility of the lead agencies above to maintain contact and update the member of staff throughout the investigation. Urban Green Newcastle will refrain from contacting the member of staff until advised to do otherwise.

If the strategy group decide that there will be no further action the member of staff will be invited to return to work with appropriate support.

However, if the strategy group decide based on evidence that there has been a criminal act committed then Urban Green Newcastle will follow their disciplinary procedure under gross misconduct.

Child Protection: Code of Good Practice

This code has been developed to provide you with advice that not only will help to protect children but will also help you and your colleagues identify any practices which could be mistakenly interpreted and perhaps lead to false allegations of abuse.

Good practice will also protect Urban Green Newcastle through reducing the possibility of anyone using their roles to gain access to children in order to abuse.

While it is not intended that this code should restrict staff from normal ways of working, for example, comforting distressed child through providing a hug, there is much they can do to avoid situations that may give rise to misinterpretation, which will also work to protect children.

If in doubt, consider how an action may be perceived as opposed to how it is intended.

Wherever possible, you should be guided by the following advice.

If it is necessary to carry out practices to the contrary to the code of practice below, you should only do so after discussion and with the approval of your Line Manager

Not all staff or volunteers will have regular contact with children, however all staff and appropriate volunteers should be aware of what is expected of them in the case of face to face work with children. They should be able to demonstrate exemplary behaviour in order to keep children safe and to protect themselves from allegations of misconduct.

- always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times
- do make sure you have read the Safeguarding Policy and Procedures and that you feel confident that you know how to recognise when a child may be suffering harm, how to handle any disclosure and how to report any concerns
- you must act upon concerns about a child's welfare or the inappropriate behaviour of any adults at your activities
- do work as a team with your co-workers/volunteers. Agree roles and responsibilities when delivering sessions and agree with them what behaviour you expect from young people and be consistent in enforcing it
- always aim to work in an open environment and exercise caution about being alone with a child or young person. In situations where this may be needed (for example where a young person wants to speak in private)

think about ways of making this seem less secret - for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly note the conversation in the log

- physical contact should be open and initiated by the child's needs, e.g. for a hug when upset. Always prompt children to carry out personal care (such as applying suncream, adjusting clothing) themselves and if they cannot manage ask if they would like help
- if you have to speak to a child/young person about their behaviour remember you are challenging 'what they did' not 'who they are'
- do listen to children and young people and take every opportunity to raise their self-esteem
- do talk explicitly to children and young people about their right to be kept safe from harm.
- do treat all children equally, and with respect and dignity, challenge discriminating comments and behaviour and promote positive attitudes towards differences
- generally, you should not give children presents or personal items. Similarly, do not accept gifts yourself other than small tokens for appropriate gestures, which you should mention to the activity leader and/or your Line Manager as appropriate
- always give enthusiastic and constructive feedback rather than negative criticism
- always be easily identifiable: wear your Urban Green Newcastle clothing and Identification badge at all times during activities with children
- always secure parental consent in writing using Urban Green Newcastle forms
- always question any unknown adult who enters Urban Green Newcastle premises and/or who attempts to engage with the children

You must NEVER:

- use any kind of physical punishment or chastisement such as smacking or hitting, or use physical force against a child or young person
- engage in rough, physical or sexually provocative games, including horseplay
- engage in any form of inappropriate touching
- make sexually suggestive comments to a child, or use any racist, sexist, discriminatory or offensive language - children's inappropriate use of language and/or behaviour should always be challenged
- reduce a child to tears as a form of control
- behave in a way that frightens or demeans any child or young person
- invite a young person to your home or arrange to see them outside the set activity times or off-site
- smoke, take unprescribed drugs or drink alcohol in the company of/whilst responsible for children

- use internet or web-based communication channels to send personal messages to/ befriend children / young people (see Social media policy)
- give your personal contact details / personal website details to children or young people
- take photos of children without the written consent of parents/guardians (see Social media policy for guidance on using cameras and mobile phones)

Safer Recruitment

Urban Green Newcastle is committed to safer recruitment processes. Members of staff are subject to the necessary statutory child protection checks before starting work, for example, right to work checks, additional overseas checks (if necessary), verifying identity, taking up references and checking work history. For most appointments working with children, an enhanced DBS check with 'barred list' information will be appropriate. A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment.

All Staff

All new staff will be provided with induction training that includes:

- the ***Safeguarding and Child protection Policies and Procedures***
- ***Safeguarding Level 1 training (as a minimum)***

Digital Images

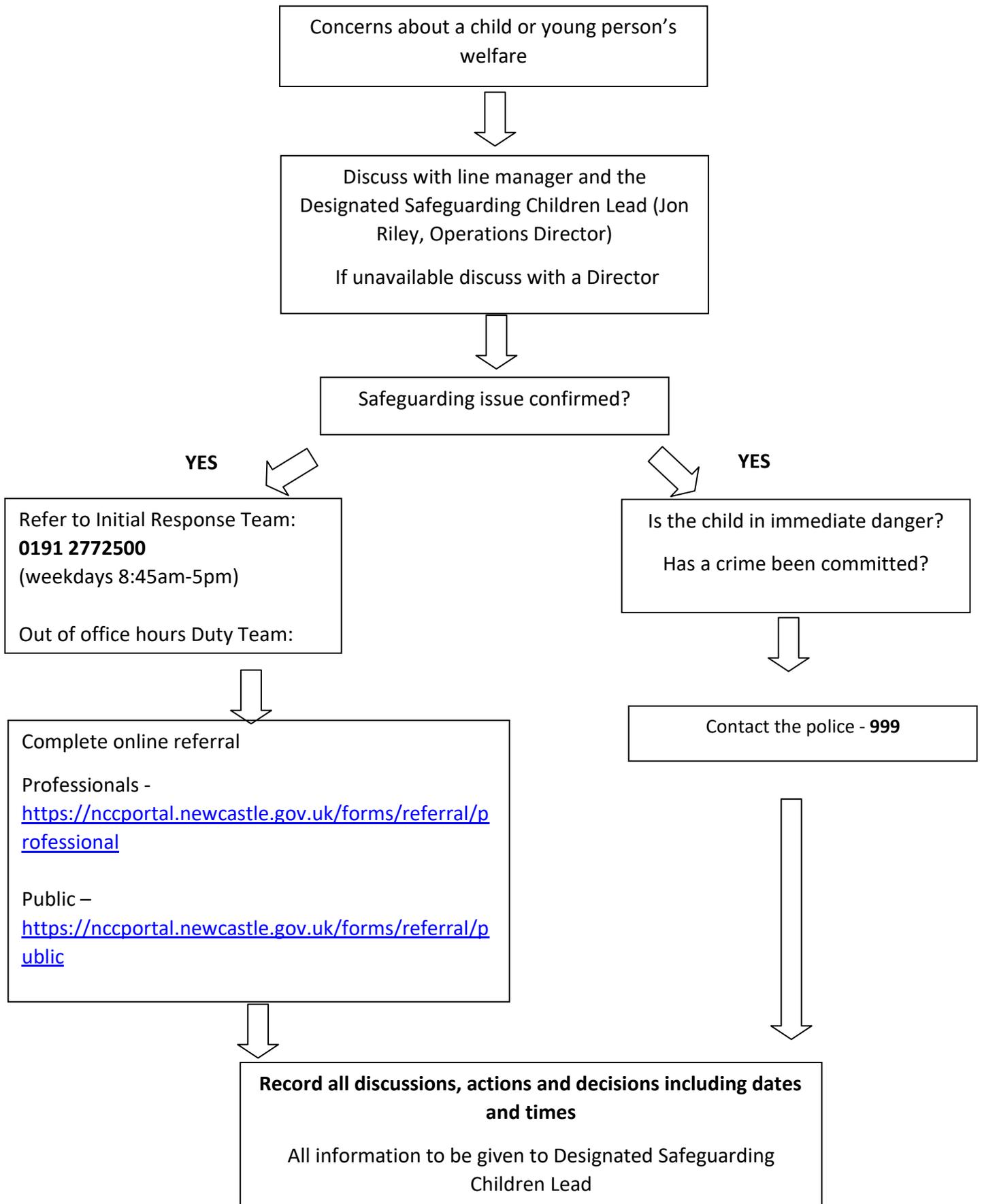
Photos which are to be used for fulfilment of obligations to commissioners and grant funded projects may be stored for the length of our contract or project. Photos kept for this purpose are minimal

At events where photographs are being taken we will have:

- Photograph permission forms for children to be completed by their parent or guardian.
- Signs at the entrance to the venue to warn the public that photographs may be taken at the event.
- a notice 'Please take note an official photographer is on site taking photographs/filming for publicity purposes'

People may withdraw their consent at any time.

Safeguarding Children Flow Chart



Safeguarding Children Allegations Flow Chart

Concerns about a child or young person's welfare whilst in the care of a member of staff



Discuss with line manager and / or one of the Designated Safeguarding Children Leads (Jon Riley, Operations Director and Richard Turner, Business Manager). If unavailable discuss with a Director



Report to LADO
Melanie Scott 0191 2774636

If unavailable report to IRS 0191 2772500
Out of hours Duty Team 0191 2787878



The Designated Safeguarding Children Lead will provide liaison with the LADO

All further Urban Green Newcastle actions will be determined by advice from the LADO



Record all discussions, actions and decisions including dates and times

All information to be given to Designated Safeguarding Children Lead

Appendix 1

The Prevent Duty and Promoting British Values

The prevent of duty care policy is part of our wider safeguarding duties in keeping children safe from harm, and this policy reinforces our existing duties by spreading understanding of the prevention of radicalisation therefore to ensure that we adhere to and achieve the Prevent Duty we will endeavour to:

- Provide Channel Awareness / Prevent training for staff and any other training deemed appropriate. Part of this training will enable practitioners to identify children who may be at risk of radicalisation.
- We will build the children's resilience by promoting fundamental British values and enable them to challenge extremist views (In early years, the statutory framework for the EYFS sets standards for learning, development and care for children 0-5, thereby assisting personal, social and emotional development and understanding of the world)
- As with managing our safeguarding risks, our staff will be alert to changes in children's behaviour which could indicate that they may be in need of help or protection (children at risk of radicalisation may display different signs or may seek to hide their views). The Key Person approach means we already know our children well and so we will notice any changes in behaviour, demeanour or personality quickly.
- We will work in partnership with Newcastle Safeguarding Children's Board for guidance and support.
- We will build up effective engagement with parents/carers and families (This is important as they are in a Key Person position to spot signs of radicalisation)
- We will assist and advise families who raise concerns with us. It is important to assist and advise families who raise concerns and be able to point them in the right direction and the right support mechanisms.
- We will ensure that any resources used in the setting are age appropriate for the children in our care and that our staff have the knowledge and confidence to use the resources effectively.
- People from any walks of life can be drawn into radicalisation and not necessarily from a particular religion or ethnicity. Terrorism is not promoted by any religion.

Cultivating 'British' Values

- The best way to help children resist extremist views or challenge views such as creationism is to teach them to think critically and become independent learners, which is fundamental to the Characteristics of Effective Learning and Teaching embedded in the EYFS.
- We endeavour to support our children through the EYFS by providing playful learning opportunities to help them develop positive diverse and communal identities, as well as their well-being, their empathy and emotional literacy,

while continuing to take action to eradicate inequalities, bullying, discrimination, exclusion, aggression and violence; all of which fosters and secures, children's pro-social behaviours and responsible citizenship and real sense of belonging.

What to do if you suspect that children are at the risk of radicalisation

- Follow Urban Green Newcastle Safeguarding Procedures and discuss with the Designated Safeguarding Children Lead, and where deemed necessary, with children's social care.
- The Safeguarding Children Lead can also contact the local police force or dial 101 (the non-emergency number). They will then talk in confidence about the concerns and help to access support and advice.
- The Department for Education has dedicated a telephone helpline (020 7340 7264) to enable staff to raise concerns relating to extremism directly. Concerns can also be raised by email to counter.extremism@education.gsi.gov.uk. Please note that the helpline is not intended for use in emergency situations, such as a child being at immediate risk of harm or a security incident, in which case the normal emergency procedures should be followed.

Appendix 2

Pro forma for recording disclosures, allegations or signs of abuse witnessed

To be completed by person receiving disclosure, allegation or witnessing signs of abuse

Name of person disclosing, alleging or displaying signs of abuse:

Date and time disclosure received / signs of abuse witnessed:

| Day | Month | Year | Time |
|-----|-------|------|---------|
| | | | : am/pm |

Is the person disclosing:

Male Female Other (please specify: _____)

What is their date of birth?

| Day | Month | Year |
|-----|-------|------|
| | | |

What is their address:

Please detail what the person said (word for word) or signs of abuse witnessed:

Other observations / comments:

Name of person completing this form:

Signed: _____

Dated: _____

Appendix 3

Relevant Legislation/Guidance

The Children Act 1989 – England and Wales

The Human Rights Act 1998

The Protection of Children Act 1999

Education Acts 2002/2008

Children Act 2004

Childcare Act 2006

What to do if you are worried a child is being abused HMG 2015

Working Together to Safeguard Children, HMG 2018

Information Sharing, HMG 2018

Data Protection Act, 2018

Online Training

Newcastle Local Safeguarding Children Board has developed an e-learning training module in Safeguarding Children; this course is the Newcastle Local Safeguarding Children Board's preferred method of delivery for this level of training. The course 'Awareness of Child Abuse and Neglect' can be found at

<http://newcastlescb.safeguardingchildren.co.uk/Default.aspx>