



SAFEGUARDING POLICY FOR CHILDREN AND YOUNG PEOPLE

1. Safeguarding Policy for Children and Young People

Policy Statement

Supportive Parents acknowledges that all children and young people have the right to protection from abuse, neglect and exploitation. Safeguarding is everybody's responsibility and doing nothing is not acceptable.

Supportive Parents exists to offer help, support and information to parents, children & young people. 'Children' refers to those who have not yet reached their 18th birthday. Supportive Parents works with children and young people up to the age of 25. For special educational needs, the Children and Families Act 2014 defines 'young people' as aged over compulsory school age and under 25.

Whilst we have no statutory remit or role in relation to child abuse the welfare of the child is paramount. All employees/volunteers have a responsibility to pass on considered concerns in relation to the safety of a child or young person to the appropriate agency so that concerns can be assessed.

This policy applies to all staff, volunteers and Trustees.

Concerns about the safety of a child or young person

Employees/Volunteers, as members of the public, have a duty to protect the welfare of the children in the family they support. Safeguarding is a core element of the recruitment training of all Employees/Volunteers to ensure they are aware of:

- the signs of abuse
- the appropriate procedures to follow should they have a concern about a child
- the support available to themselves

Categories of child abuse

The Children Act 1989 identifies in particular the following categories of child abuse, confirmed in the Department of Health document, 'Working Together to Safeguard Children 2018':

- **Physical abuse** may involve hitting, shaking, throwing, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill-health to a child whom they are looking after.
- **Emotional abuse** is the persistent emotional ill-treatment 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 feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill-treatment of a child, although it may occur alone.
- **Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetration or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities or encouraging children to behave in sexually inappropriate ways.

- **Neglect** is the persistent failure to meet a child's basic physical and/or emotional needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic needs.
- **Organised or multiple abuse** may be defined as abuse involving one or more abuser and a number of related or non-related abused children and young people. The abusers concerned may be acting in concert to abuse children, sometimes acting in isolation, or may be using an institutional framework or position of authority to recruit children for abuse. Organised and multiple abuse occur both as part of a network of abuse across a family or community, and within institutions such as residential homes or schools.

Note: Children whose situations do not currently fit the above categories may also be at significant risk of harm. This could include situations where another child in the household has been harmed or the household contains a known child abuser.

Young people (16-25)

Supportive Parents employ a designated 0-25 worker who is experienced at working with young people. When dealing with young people Supportive Parents will:

- treat young people with care, respect and dignity
- listen to and help them (directly or through their parents/carers or advocates) with any issues they have in relation to their education.
- Ensure the procedures for applying the Mental Capacity Act 2005 are followed as and when necessary.
- Ensure consent forms are completed and stored electronically for any young person wanting a parent/carer to contact us on their behalf.
- Ensure that we avoid unsupervised contact wherever possible.
- Any safeguarding concerns will be raised with the Head of Service in the first instance and with the Nominated Safeguarding Trustee.

Safeguarding the Board of Trustees responsibilities

The Board of Trustees is responsible for ensuring that the group develops effective safeguarding procedures which retain the ethos of Supportive Parents and fit in with the local statutory procedures. The welfare of the child/young person must be paramount at all times. There will be a designated Safeguarding Trustee who has overall responsibility for Safeguarding concerns.

The nominated Safeguarding Trustee will have knowledge of the local authority safeguarding system and be aware of each local authority's process for handling safeguarding concerns. The Head of Service is the first point of contact for any concern and any safeguarding issues will be discussed with the nominated Safeguarding Trustee and disseminated to the Board of Trustees if appropriate.

Employees/volunteers responsibilities

Employees/Volunteers who, in the course of their work with Supportive Parents have a concern about the safety of a child/young person should immediately contact the Head of Service. If this person is not available, they should contact the named Safeguarding Trustee member or the Chair of Trustees. The **Supportive Parents safeguarding reporting procedure and form** should be used.

If Employees/Volunteers have general concerns about a child that they do not feel come within the descriptions of abuse, they should discuss them with the Head of Service. The Head of Service may want to consult within Supportive Parents, or with a child protection specialist who has an agreed role within the group or within Social Services for advice and to clarify their views of what may be happening. Where the Employee/Volunteer cannot

contact the Head of Service, s/he should seek further advice from the named Safeguarding Trustee or the Chair of Trustees.

Referring on concerns to the relevant agency

If, after consideration as described above it is agreed that there is concern about the safety of a child, the Head of Service will pass on the concern to the relevant statutory agency in line with Local Authority Safeguarding procedures. Relevant information should be recorded and made available at the point of referral using the **Supportive Parents safeguarding reporting procedure and form**. The responsibility to investigate lies with the statutory agencies, not with Supportive Parents. The Head of Service should ensure that the family is aware of these concerns and how they are being dealt with unless this would put the welfare of the child in jeopardy, e.g. in the case of suspected sexual abuse. Contact with the agency should be through the Head of Service unless the degree of urgency or other factors make this impossible.

Supportive Parents responsibilities:

- Supportive Parents will communicate to all those who work with or on behalf of Supportive Parents, in either a paid or voluntary capacity, about their legal and moral responsibility to protect children/young people from harm, abuse and exploitation.
- All Employees/volunteers will be advised of their duty to report concerns that arise about a child/young person, or an individual's conduct towards a child/young person to the Head of Service.
- Copies of safeguarding policies will be provided to all potential staff, staff, volunteers and Trustees. All staff, volunteers and Trustees will read and sign a copy of the safeguarding policy and any changes to the policy will be circulated as soon as possible.
- All staff/volunteers working with children, young people will be subject to enhanced DBS checks upon employment.
- All operational staff (including the Head of Service, Coordinators and IAS team) commit to completing, accredited Legal Training on SEND legislation up to an advanced certificate which covers safeguarding and the Mental Capacity Act 2005.
- All employees/volunteers attend bi-annual Safeguarding training facilitated by Bristol City Council. This training is provided specifically for our organisation and allows us the opportunity to improve and update our procedures effectively – training covers Prevent and Mental Capacity Act 2005.
- All staff attend 1-1 supervision meetings with their line manager where safeguarding concerns can be raised and used as training opportunities.
- The Office Manager will keep up to date records of safeguarding training for all members of staff/volunteers and Trustees.
- The Head of Service and Nominated Safeguarding Trustee will be responsible for referring any safeguarding concerns following local authority safeguarding procedures.
- Supportive Parents' safeguarding policies will be discussed with service users to ensure that all service users understand the implications of the policy. An up to date copy of the policy will be available on the website and can be translated if required.
- Supportive Policy has a Whistle Blowing Policy which all staff/volunteers and Trustees must read and sign to confirm they understand the procedure.

Support to staff and volunteers

Supportive Parents, through the Head of Service, will organise appropriate support for Employees and Volunteers involved in disclosing safeguarding concerns. Employees and Volunteers may also be subject to allegations of abusing children/young people. In these circumstances the Head of Service will ensure that local authority and/or Police are given assistance in pursuing any investigation. Suspension and/or the disciplinary procedure will be followed in these circumstances.

Confidentiality

Confidentiality is crucial to all our relationships - but the welfare of the child/young person is paramount. Confidentiality may not be maintained if the withholding of the information will prejudice the welfare of the child/young person.

Support, consultation and advice networks

Recognition should be given to the impact of dealing with safeguarding issues. Supportive Parents will ensure that appropriate practical and emotional support is available to all involved. This may be provided by:

- named members of the Board of Trustees who have knowledge of local authority safeguarding processes
- external named persons who have an understanding of the impact of working with safeguarding issues.
- Online safeguarding training can be available for staff if a training need is identified.
- Supportive Parents have an Employee Assistance Programme which employees can use to access online support.

Contact telephone numbers for those able to provide support, consultation and advice should be noted and readily available to Supportive Parents' Employees.

Monitoring:

Supportive Parents review this policy annually and as and when necessary. Any changes to the policy will be approved by the Board of Trustees and circulated to all staff/volunteers for signing. Any safeguarding issues raised will be reported back to the Board of Trustees at the next available meeting and any changes to procedures will be disseminated to all staff and volunteers. Staff are encouraged to use 1-1 supervision and PDR meetings to raise training needs or issues relating specifically to safeguarding.

Relevant internal documentation

SP Safeguarding vulnerable adults' policy
 SP Safeguarding reporting procedure and form
 SP Confidentiality policy
 SP Safe Recruitment Policy
 SP GDPR Policy
 SP Whistle Blowing Policy

Relevant Legislation and References

Children and Families Act 2014
 Children Act 1989/2004
 Children and Social Work Act 2017
 Working Together to Safeguard Children 2018
 Local Authority Safeguarding procedures
 Health and Social Care Act 2008
 Mental Capacity Act 2005
 Safeguarding Vulnerable Groups Act 2006

Change Record

Date of Change:	Changed By:	Comments:
10/01/2019	JT	Approved by Trustees at January 2019 Meeting

You have a concern about a child/young person or vulnerable adult

Listen to the person making the disclosure. Do not judge and ask open non-leading questions.

Explain that you will have to make a record of the conversation and you will have to pass on the information to the relevant agencies.

Check contact details are correct and make an accurate record of the conversation using the Safeguarding Reporting Form.

Upload Safeguarding Reporting Form to Charity Log and pass a copy to the Head of Service/Safeguarding Lead Trustee

The Head of Service will follow Local Authority Safeguarding procedures based on the information provided and the urgency of the concern.

The Head of Service will update the risk assessment and report to the Board of Trustees at the next available opportunity. Training/learning opportunities will be identified and recommended to the Board of Trustees. Any changes to the procedure or policy will be approved at this meeting.

The Head of Service will follow up with the member of staff/volunteer who reported the concern.

Any changes to the Safeguarding Policy and procedure will be disseminated to all staff members/volunteers to sign and all publications will be updated accordingly

SAFEGUARDING REPORTING FORM

Name of staff member who identified a concern:	Date:
Name of person completing this record if different:	
Name of Child and Parent Carer (If Known)	Child/Adult Address: (If Known)
Is this Child/Young Person/vulnerable Adult on our database?	YES/NO
How has the concern come to your attention? (please tick) <ul style="list-style-type: none"> • Direct contact/observation • Disclosure • Third Party 	Do you think this issue is: (please tick) <ul style="list-style-type: none"> • Child Protection • Safeguarding • Bullying/Harassment • Equalities
What is the concern about this child/young person/vulnerable adult: (please include when and where incident occurred, what you saw/heard or what was reported)	
Who else, if anyone, was involved and how?	
If there was direct contact with the child/young person or vulnerable adult were there any obvious signs? Did they say anything?	
What action has been taken? Who have you spoken to and when?	
Is there a follow up plan? Give details:	
Do the parents/carers know that a concern has been identified?	
Has a referral been made to Children's or Adult Social Care? When and how?	
Has a referral been made to any other agency for follow up? If so who?	

Head of Service has received a copy of form:
Form stored on Charitylog?
Risk assessment updated?

HoS Signature _____ Date: _____
Signature: _____ Date: _____
Signature: _____ Date: _____

If a child/young person or vulnerable adult is at immediate risk call the Police on 999 or 101 if it is not an emergency.

Bristol Contact Details:

Organisation	Contact Details
First Response	0117 9036444 www.bristol.gov.uk/social-care-health/reporting-concerns-about-a-child-first-response
Emergency Duty Team	01454 615165 01454 618966 (text) www.bristol.gov.uk/social-care-health/emergency-duty-team
Bristol Safeguarding Adults Board	www.bristolsafeguarding.org/adults/
Care Direct	0117 9222700 (8.30am-5pm Monday-Friday – answerphone outside these hours) www.bristol.gov.uk/social-care-health/report-suspected-abuse

South Glos Contact Details:

Organisation	Contact Details
South Glos Children Safeguarding Board	01454 866000 - Monday to Thursday 9am - 5pm 01454 866000 - Friday 9am - 4.30pm 01454 615165 - Out of hours and at weekends http://sites.southglos.gov.uk/safeguarding/children/
South Glos Safeguarding Adults Board	01454 868007 - Monday to Friday 9am - 5pm 01454 615165 - Out of hours and weekends http://sites.southglos.gov.uk/safeguarding/adults/

North Somerset Contact Details:

Organisation	Contact Details
North Somerset Children Safeguarding Board	01275 888 808 – Mon-Thurs 9am-5pm, Fri 9am-4.30pm 01454 615 165 – out of hours and weekends. http://www.northsomersetsafeguarding.co.uk/children-safeguarding-board
North Somerset Safeguarding Adults Board	01275 888 801 – Mon-Fri 8am-6pm 01454 615 165 – out of hours and weekends http://www.northsomersetsafeguarding.co.uk/adults-safeguarding-board

National Organisations

Organisation	Contact Details
NSPCC 24 hour Helpline	0800 800 5000 (free from a landline)
NSPCC Asian Language Helpline	0808 800 5000 (free from a landline)
NSPCC Text Helpline	88858 (service is free and anonymous) https://learning.nspcc.org.uk/safeguarding-child-protection/