



**YOUNG PEOPLE MATTER CHARITY'S
Safeguarding Policy**

Dated: June 2023

**The Policy will be reviewed every three years
or in line with changes in government
legislation and updated guidance**

www.youngpeoplematter.org

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Charity No: 1134959 | Company No: 6418296

Safeguarding and Children's Welfare Policy

Young People Matter (YPM)

Address

Main Office - The Old Laundry, 20 Eastcote, London SW9 9BY

After school clubs:

- The Old Laundry, 20 Eastcote Street, London, SW9 9BY, UK
- Granton Primary School Granton Road Streatham London SW16 5AN
- Crawford Primary School, Crawford Road, London SE5 9NF
- Fenstanton Primary School, Abbots Park, SW2 3PW
- Elm Wood Primary School, Carmac Street SE27 9RR
- Ashmole Primary School, Ashmole Street, London SW8 1NT

Holiday Camp sites only:

- Granton Primary School, Granton Road, SW16 5AN
- Larkhall Primary School, Smedley Street, London SW4 6PH
- Additional sites will be added as and when needed.

Policy Statement

Young People Matter abides by the duty of care to safeguard and promote the welfare of children and young people and is committed to safeguarding practice that reflects statutory responsibilities, government guidance and complies with best practice requirements.

- We identify the welfare of children is paramount in all the work we do and in all the decisions we make.
- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation has an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting children and young people's welfare.

Safeguarding

Young People Matter is committed to safeguarding and promoting the welfare of children and young people, it creates a safeguarding culture whereby it is clearly expressed and shared that safeguarding is everyone's responsibility and expects all staff to share this commitment.

Young People Matter has a legal duty to recognise and respond appropriately to:

- Significant changes in the child's behaviour
- Deterioration in their general health and well-being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children make which give cause for concern

If you recognise one of the above for a child, the severity and circumstance will dictate your actions. The important thing for you is to do something and not ignore it. We will create a safe and welcoming environment whereby everyone is respected and valued. Any suspicions or allegations of abuse will be taken very seriously, and they will be acted on quickly and correctly by following the procedure set by the relevant Safeguarding Children Partnership.

Categories of Abuse – This list is not exhaustive

All Types of abuse can occur in all types of homes, across all social and income groups.

Neglect – Definition

- Longstanding and/or severe neglect
- Effect on the Child's development
- Non-organic failure to thrive

Signs/Symptoms

- Constant Hunger, Tiredness, stealing or scrounging
- Poor personal hygiene, or inappropriate clothing for weather or activities
- Untreated medical problems
- Low self-esteem, poor social relations

Physical – Definition

- Deliberate injury to the child – allowing injury.
- Beyond 'reasonable' chastisement

- Poisoning, inc. alcohol
- Withholding drugs or apparatus
- Both the use of an implement e.g. a belt or a physical strike that leave a mark are illegal

Signs/Symptoms

- Unexplained or untreated injured, especially if repetitive
- Refusal to discuss injuries, untreated injuries
- Withdrawing from physical contact
- Fear of returning home, undressing, or medical help
- **Aggression or bullying**
- Unexplained pattern of absences which may serve to hide bruises or other physical injuries

Sexual - Definition

Sexual exploitation of any kind including watching others and viewing pornographic material

Signs/Symptoms

- Sexual awareness inappropriate to the child's age, through drawings, games, vocabulary etc
- Frequent public masturbation
- Attempts to teach other children about sexual activity
- Aggressiveness, anger, anxiety, fearfulness
- This is a short summary, there are other signs, individual to certain children

Emotional – Definition

- Must be persistent
- Must undermine the child's sense of self worth
- Might reflect poor parenting skills
- Includes witnessing domestic violence of primary carer

Signs/Symptoms

- Continual self-depreciation, self-harm or mutilation
- Inappropriate response to painful situations
- Compulsive stealing/scrounging
- Air of detachment, social isolation or desperate attention seeking behaviour, depression or withdrawal. Eating problems, either overeating or a lack of appetite.

Abuse Linked to a Belief in Spirit Possession

The term 'belief in spirit possession' is defined as the belief that an evil force has entered a child and is controlling him/her.

Terms used for this evil force include: black magic, kindoki, ndoki, the evil eye, djinns, voodoo, obeah, demons and child sorcerers or a child may be described as a 'witch', meaning that they utilize evil forces to harm others.

Note - Recent guidance notes other sources of stress for children, young people and families, such as social exclusion, domestic violence, the mental illness of a parent or carer, or drug and alcohol misuse. These may have a negative impact on a child's health and development and may be noticed by an organisation caring for a child or young person. If it is felt that a child's or young person's well-being is adversely affected by any of these areas, the same procedures should be followed.

Child Sexual Exploitation CSE

Involves exploitative situations where a child, male or female, receives something from an adult as a result of engaging in sexual activity. This can be seemingly 'consensual' relationships to serious organised crime gangs. There will be an imbalance of power where the perpetrator holds power over the victim. Technology is often used. This is a serious crime.

Female Genital Mutilation FGM

This is illegal and a form of child abuse. It involves a procedure to remove all or some of the female genitalia or any other injury to these organs. It is a legal duty to report known cases to the police.

Forced Marriage

Forced marriages are illegal and a form of child abuse. A marriage entered without the full and free consent of one or both parties, where violence, threats or coercion is used.

Peer on Peer Abuse

Children can be vulnerable to abuse by their peers. Such abuse should be taken as seriously as abuse by adults and should be subject to the same child protection procedures.

Dealing with a Disclosure

- Listen and stay calm. Do not condemn the abuser, do not judge, do not make promises you can't keep
- Reassure them. Tell them that you believe them. Tell them that it happens to others and that they are brave to tell you.
- Stay with them. If you can 'ground' them ("grounding" means to draw the child back to a more comfortable state of mind through things like normal conversation e.g. what activities have you done today, what's your favourite TV program).

- Accurately record the child words. Make it clear whether it is a fact, opinion or hearsay.
- Report it to your relevant manager or head office as soon as possible; they will know the right procedure to follow. In some cases, they will speak to the parents first or report to the local safe guarding children's board.
- If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that Young People Matter is obliged to, and the incident will be logged and dealt with accordingly.
- If you have any concerns about a child's welfare within you're after school club setting, do not keep it to yourself. Write it down and take advice. Only speak with your relevant manager or directly to the qualified designated safeguarding lead.
- If you are not satisfied with an outcome or anything related to how YPM have conducted themselves, you will find Ofsted contact details on the parents noticeboard within the after school clubs and can report directly to them.

Protecting yourself

Part of safeguarding is also to protect yourself from allegations and to ensure your actions are not misinterpreted by anyone. Do this by observing the following:

Avoid being alone with a child

- Take a register of which children are with you for each session, noting the time of the session.
- If you take a child somewhere e.g. an empty room, do not enter with them, wait outside. If you have to enter the room, it's vital you keep all doors open.
- Do not play-fight
- Children should not be encouraged to sit on your lap
- Challenge any child using 'bad' language
- Never let children touch themselves or others inappropriately in any form
- Never let a child's allegation go unchallenged, unrecorded or not acted on
- Never do personal things for children that they are capable of doing themselves. Encourage children to help each other.
- Do not build 'special' relationships with individual children
- You must not, before, during or after your employment make or accept any contact with a child or a friend of a child you know through your work with YPM or through social networking websites.
- Any images of children taken on site must only be of those children whose parents allow photos to be taken. Staff should not take any photos off site.
- Any images taken must be appropriate.
- Only Young People Matters work phone/camera will be used to take photographs of children.
- Images must not be published elsewhere without the authorisation of a company director.

Whistle Blowing

YPM will not accept or condone any behaviour by Staff or other adults associated with Young People Matter that is contrary to our Aims and Objectives or Policies and Procedures. We will actively encourage and fully support the reporting of such behaviour. We will do this by:

- Promoting an environment of mutual respect, trust and open communication.
- Promoting an environment that is free from bullying, harassment and discrimination.
- Treating everyone equally and fairly, with dignity and respect and by valuing individual differences.
- Ensuring that the quality of the work of each staff member/volunteer is effectively monitored as well as the work of the after school club as a whole.
- Ensure that procedures are in place for reporting unacceptable behaviours/practices.
- Provide staff with a number of ways to report concerns.
- Actively supporting staff/volunteers that 'blow the whistle' both during the investigation and after, and in line with the relevant legislation.

Allegation against a person within Young People Matter

If there is a serious allegation of abuse made against you, YPM will have to suspend you whilst the investigation is carried out. This is to protect all parties, including you. You should:

- Stay calm.
- Follow the manager's instructions.
- Co-operate with questions and enquires.
- Seek advice – head office or citizens advice bureau.
- Not confront the accuser.
- Not speak with your 'victim'.
- Be supported through the process by a designated person at head office and/or your manager.
- We take all allegations seriously and will seek advice from the LADO (Local Authority Designated Officer) as and when needed.
- Young People Matter has a legal duty to inform the Disclosure and Barring Service of any suspicions of any allegations even if a staff member leaves before an investigation has started or completed.

Allegation against an Adult Outside of YPM

If you have any concerns about an adult's behaviour, even if they do not work for YPM, for example a parent, other provider on a school site, a member of school staff, etc. you have a duty to report your concerns using our normal procedure of escalating to your manager or the companies/schools safeguarding lead.

Promoting awareness among staff

- Young People Matter promotes awareness of child abuse issues through its staff training. Young People Matter ensures that:
- The DSL (Designated Safeguarding Lead) has relevant experience and receives appropriate training.
- Safe recruitment practices are followed for all new staff members.
- All staff has a copy of this Safeguarding Policy and can access it on site if needed, staff understand its contents and are vigilant to signs of abuse or neglect.
- All staff is aware of the 'Safeguarding Children Procedure for staff'.
- All staff is aware of their statutory requirements with regards to the disclosure of information or discovery of child abuse.
- Staffs are familiar with 'Site specific' Safeguarding information (Local Authority).
- Procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)' and that staff are familiar with what to do using the "Reporting a concern form".

Good practice guidelines

All staff members should be encouraged to demonstrate exemplary behaviour in order to promote children's well-being and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all children, including those with disabilities equally and with respect and dignity.
- Always putting the well-being of each child first, before winning or achieving goals.
- Building balanced relationships based on mutual trust and respect which empowers children to share in the decision-making process.
- Making activities fun, motivating, enjoyable and promoting fair play.
- Being an excellent role model –children who have good, strong role models to follow have a better chance of developing a positive lifestyle.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of the individual child, including those with disabilities avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Make sexually suggestive comments to a child, even in fun.

- Reduce a child to tears as a form of control.
- Fail to act upon and record any allegations made by a child.
- Do things of a personal nature for children or disabled children that they can do for themselves.

Incidents that must be reported/recorded

If any of the following occur, you should report this immediately to the DSL (Designated Safeguarding Lead) and record the incident. You should also ensure the parents of the child are informed:

- If you accidentally hurt a child.
- If he/she seems distressed in any manner.
- If a child appears to be sexually aroused by your actions
- If a child misunderstands or misinterprets something you have done.

Use of mobile phones and cameras

Photographs will only be taken of children with their parents' permission. Only Young People Matters camera will be used to take photographs of children within the setting, except with the express permission of the manager. Please see our mobile and camera policy for full information.

Parents and visitors must not use their mobile phones or any camera devices whilst at the after school club. This includes making or receiving calls.

Changing

Under 8's – Ensure there is always 2 members of staff in the changing area and that you can see each other at all times. Staff should not dress or dry children but support them in doing so themselves. Wait until child is fully clothed before returning to session.

Over 8's – Staff should wait outside of the changing rooms. If there is a disturbance that warrants entry, avoid entering alone and never enter alone if there are less than 3 children changing.

Toilet Supervision

Children in KS1

Children will be escorted to the toilets and staff will remain outside the toilet facilities to assist if help is required.

Children in KS2

All children will be required to ask to use the toilet facilities.

Staff will monitor numbers accessing the toilet and ensure children return within an appropriate time frame to the appropriate location.

Prevent Duty

The Prevent duty became law in 2015. This is a duty on all schools and registered early years providers to have due regard to preventing people being drawn into terrorism. In order to protect children in your care, you must be alert to any reason for concern in the child's life at home or elsewhere.

Young People Matter recognises their duty to prevent children and families being drawn into terrorist or extremist behaviour and employ the following methods:

- Provide staff with information to identify children who may be at risk of radicalisation.
- We will build the children's resilience to radicalisation by promoting fundamental British values and enabling them to challenge extremist views (for early years providers the statutory framework for the EYFS sets standards for learning, development and care for children from 0-5, thereby assisting their personal, social and emotional development and understanding of the world).
- We will be aware of the online risk of radicalisation through the use of social media and the internet.
- As with managing other 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 seek to hide their views). We know our key children well and so we will notice any changes in behaviour, demeanour or personality quickly.
- We will not carry out unnecessary intrusion into family life but we will take action when we observe behaviour of concern. Young People Matters staff builds rapport with our families so we will notice any changes in behaviour, demeanour or personality quickly.
- We will build up an effective engagement with parents/carers and families. (This is important as they are in a key 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 sign post them to the right support needed.
- We will ensure that our Managers and staff members of each setting undertake Prevent awareness training every 2 years so that they can offer advice and support to families when needed.

- Young People Matter follows the guidance in the government document 'Prevent duty guidance for England and Wales 2015'
- Staff has access to Prevent training
- We value all children and their families equally
- We promote the development of positive attitudes and behaviours to all people, whether they are different from or similar to themselves

- We have a commitment to challenging prejudice views or behaviours

Training and Awareness

Young People Matter will ensure an appropriate level of safeguarding training is available to its Trustees, Employees, Volunteers and any relevant persons linked to the organisation who requires it (e.g. contractors).

For all employees who are working or volunteering with children, this requires them as a minimum to have awareness training that enables them to:

- Understand what safeguarding is and their role in safeguarding children.
- Recognise a child potentially in need of safeguarding and take action.
- Understand how to report a safeguarding Alert.
- Understand dignity and respect when working with children.
- Have knowledge of the Safeguarding Children Policy.

Safe Recruitment & Selection

Young People Matter is committed to safe employment and safe recruitment practices which reduce the risk of harm to children from people unsuitable to work with them or have contact with them.

Young People Matter has policies and procedures that cover the recruitment of all Trustees, employees and volunteers. Please refer to **Recruitment and Selection Policy**.

Social Media:

All employees and volunteers should be aware of Young People Matters Social media policy and procedures and the code of conduct for behaviour towards the children we support.

Reporting allegations or suspicions of abuse

If you have any concerns about a child being abused you should inform the designated persons detailed below.

Important Contacts:

Designated Safeguarding lead

Name: Kemi Folarin

Tel: 0207-274-4503/07985-499236

Email: K.folarin@youngpeoplesmatter.org

Deputy Child Protection Lead

Name: Tracey Donnelly

Tel: 0207-274-4503/07944-668-172

Email: T.donnelly@youngpeoplesmatter.org **Reporting an allegation against a staff member.**

Contacting LADO

Discuss your referral with Lambeth's Designated Officer, Andrew Zachariades on

0207-926-4679/07720-828-700

Download the "Allegations Referral Form" and email to LADO@lambeth.gov.uk

In an *out of hours emergency* please call: **020 7926 5555**.

You can also talk to a teacher, doctor or health visitor or call your local police station - Brixton, Vauxhall, or Streatham on: **0207 326 1212** Important contacts outside the organisation

Making a referral to social care when you are concerned about a child's safety or welfare

Lambeth's Integrated Referral Hub – 0207-926-3100

Alternatively download the Multi-agency Referral Form

(MARF) and send to Help.protection@lambeth.cjsm.net

[Crawford Primary School - Southwark](#)

Making a referral to social care when you are concerned about a child's safety or welfare

[Southwark's LADO for advice and guidance - 020 7525 3297](#)

Alternatively if you have an immediate safeguarding concern regarding a child or young person you must complete the Southwark Multi-Agency Safeguarding Hub referral form and send it to mash@southwark.gov.uk or call 0207-525-1921 to discuss further with a professional.

NSPCC (National Society for Prevention of Cruelty to Children).

0808-800-5000



REPORTING CONCERN

Name of Child :..... **Age**

Date:..... **Time**.....

Location.....**Activity**.....

Details of concern: (Please use the body map if necessary)

What exactly was seen, heard, smelt or said that has raised a concern?

Staff action(s) taken:

Team Leader in charge:.....

Staff present:.....

Date received by office:.....

Reported to: (please print name):.....

Action if any.....

PLEASE NOTE – The details recorded on in this form will be stored in a confidential file. Details included in this recording sheet will be shared when necessary for the protection of the child.

In the event of a disclosure, all staff should behave in the following way:

- Stay calm.
- Do not press for information by questioning the child. Encourage the child to talk, listen and remember what they say.
- Do not express disbelief, anger, embarrassment, shock or fear.
- Reassure the child and tell them you are glad they are speaking to you and that you know it is not their fault.
- Never promise to keep a secret.
- When appropriate write down what has happened on the safeguarding incident form and where possible, recount any conversations precisely.
- Inform your Safeguarding lead at the earliest opportunity and hand in this form to them.

Details of concern:

- *Which child is the concern about?
Were any other children or staff present?*
- *What exactly was seen, heard, smelt or said that has raised concern?*
- *Record direct disclosures/statements/comments using child or adult's exact words within quotation marks*
- *As far as it is possible to identify, if a child or adult is reporting an incident that occurred previously, who was involved and where and when did it take place?*

Professional opinion where relevant (how and why might this have happened?)

- *Facts for which there is demonstrable evidence should be recorded as such,*
- *The child was crying, the child said "....." the child has a bruise on the left cheek of her/his face.*
- *It is important and reasonable to record professional opinions, impressions and worries that fall short of facts but these must be recorded as such,*
- *"I formed the impression that the child was frightened because....."*
- *"In my opinion", the child was not provided with adequate care before coming to school because"*
- *"I was concerned that mum had been drinking alcohol and should not be driving the children home because I could smell alcohol and her speech was slurred"*

Updated June 2023

Tracey Donnelly

Review June 2024