



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

Dated: March 2016

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

www.youngpeoplesmatter.org

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Charity No: 1134959 | Company No: 6418296

Name of organisation

Young People Matter (YPM)

Address

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

After school club:

1. The Old Laundry, 20 Eastcote Street, London, SW9
9BY, UK
2. Reay Primary School Hackford Road London SW9 0EN
3. Granton Primary School Granton Road Streatham London
SW16 5AN
4. Crawford Primary School, Crawford Road, London SE5
9NF

Holiday Camp sites Only

1. Hitherfield Primary School, Leigham Vale, London,
SW16 2JQ
2. Crown Lane Primary School and Children's Centre
Crown Lane Streatham London, SW16 3HX
3. Rosendale Primary School and Children's Centre
Rosendale Road West Dulwich London SE 21 8LR

Policy Statement

We at Young People Matter are committed to practice which protects children from harm. Staff and volunteers in this organisation accept and recognise our responsibilities to develop awareness of the issues which cause children harm.

This policy is based on the following principles:

- The welfare of the child is paramount;
- Child abuse is never acceptable
- We have a commitment to protecting children, with/ for whom we work
- When we work through partners, they have a responsibility to meet minimum standards of protection for children in their programmes.
- All children, whatever their age, culture, disability, gender, language, racial origin religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately;
- All staff and volunteers have a responsibility to report concerns to the Safeguarding officer

We will aim to safeguard children by:

- Adopting safeguarding guidelines through procedures and a code of conduct for staff and volunteers.
- Ensuring that staff and volunteers are clear of what steps to take where concerns arise regarding the safety of children.
- Sharing information about safeguarding and good practice with children, young people, parents, carers, staff and volunteers.
- Sharing information about concerns with outside agencies on a need to know basis, involving parents and children appropriately where necessary.
- Taking seriously any concerns raised by children, young people, staff volunteers and other adults.
- Take positive steps to ensure the protection of children or young people who are the subject of any concerns
- Offering support to children, young people, staff or volunteers who raise concerns or who are the subject of concerns
- Act appropriately and effectively in instigating or co-operating with any subsequent process of investigation
- Listen to and takes seriously the views and wishes of children and young people
- Work in partnership with parents/carers and/or other professionals to ensure the protection of children and young people.

Young People Matter

- Carefully following the procedures for recruitment and selection of staff and volunteers.
- Providing effective management for staff and volunteers through support, supervision and training.
- We are committed to reviewing our policy and good practice regularly.

This policy sets out agreed guidelines relating to the following areas:

- Responding to allegations of abuse, including those made against staff and volunteers
- Recruitment and vetting of Staff and volunteers
- Supervision of organisational activities

1. Definitions of abuse

These definitions are based on those from Working Together to Safeguard Children (Department of Health, Home office, Department for Education and Employment, 1999)

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing 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. This situation is commonly described as factitious illness, fabricated or induced illness in children or "Munchausen Syndrome by proxy" after the person who first identified this situation.

A person might do this because they enjoy or need the attention they get through having a sick child.

Physical abuse, as well as being the result of a deliberate act, can also be caused through omission or the failure to act to protect.

Emotional abuse

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 making a child feel or believe they are worthless or unloved, inadequate or valued only insofar as they meet the needs of the other person.

It may feature age or developmentally inappropriate expectations being imposed on children. It may also involve causing children to feel frequently frightened or in danger, or the exploitation or corruption of a child.

Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual abuse

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, or consents to, what is happening. The activities may involve physical contact, including penetrative acts such as rape, buggery or oral sex, or non-penetrative acts such as fondling. Sexual abuse may also 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.

Boys and girls can be sexually abused by males and or females, by adults and by other young people. This includes people from all different walks of life.

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. It may involve a parent or a carer failing to provide adequate food, shelter and clothing, leaving a young child home alone or the failure to ensure that a child gets appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any time. These four definitions do not minimise other forms of maltreatment.

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.

2. Recognising and Responding to Abuse

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered.

Physical signs of abuse

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls or games
- Unexplained bruising, marks or injuries on any part of the body
- Bruises which reflect hand marks or fingertips (from slapping or pinching)
- Cigarette burns
- Bite marks
- Broken bones
- scalds
- Injuries which have not received medical attention
- Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care
- Repeated urinary infections or unexplained stomach pains

Changes in behaviour which can also indicate physical abuse:

- Fear of parents being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example, wearing long sleeves in hot weather
- Depression
- Withdrawn behaviour
- Running away from home

Emotional signs of abuse

The physical signs of emotional abuse may include;

- A failure to thrive or grow particularly if a child puts on weight in other circumstances e.g. in hospital or away from their parents' care
- Sudden speech disorders
- Persistent tiredness
- Development delay, either in terms of physical or emotional progress

Changes in behaviour which can also indicate emotional abuse include:

- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Being unable to play
- Attention seeking behaviour
- Fear of making mistakes
- Self-harm
- Fear of parent being approached regarding their behaviour

Sexual Abuse

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal area
- Bruising or bleeding near genital/anal areas
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

Changes in behaviour which can also indicate sexual abuse include:

- Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive
- Fear of being left with a specific person or group of people
- Having nightmares
- Running away from home

- Sexual knowledge which is beyond their age or developmental level
- Sexual drawings or language
- Bedwetting
- Eating problems such as over-eating or anorexia
- Self-harm or mutilation, sometimes leading to suicide attempts
- Saying they have secrets they can not tell anyone about
- Substance or drug abuse
- Suddenly having unexplained sources of money
- Not allowed to have friends (particularly in adolescence)
- Acting in a sexually explicit way with adults

Neglect

The physical signs of neglect may include:

- Constant hunger, sometimes stealing food from other children
- Constantly dirty or smelly
- Loss of weight or being constantly underweight
- Inappropriate dress for the conditions

Changes in behaviour which can also indicate neglect include:

- Complaining of being tired all the time
- Not requesting medical assistance and/or failing to attend appointments
- Having few friends
- Mentioning being left alone or unsupervised

Abuse Linked to a Belief in Spirit Possession

Specific indicators of this abuse

- Signs of Physical abuse - marks, bruises, burns.
- Child becoming noticeably confused, withdrawn, disorientated, isolated, appearing alone amongst other children.
- Deteriorating personal care - child hungry, unkempt, unclean.
- Parent/Career lack of concern/bond with child.
- Irregular school attendance or deterioration in school performance.
- Child disclosing that they have been accused of being evil or having the devil beaten out from them.

3. What to do if you suspect that abuse may have occurred

1. You must report the concerns immediately to the designated person

1. Kemi Folarin - Head of safeguarding Officer

2. Tracey Donnelly - Deputy Head

3. All sites have a lead safeguarding office and their name will be on their parent's board

Stockwell - Milton Pinheiro

Crawford - Keisha Graham

Reay- Chezanne Carnegie

Granton - Teean Smith Robinson

Rosendale (School Holiday Only)

The role of the designated person is to:

- Obtain information from staff, volunteers, children or parents and carers who have safeguarding concerns and to record this information.
- Assess the information quickly and carefully and ask for further information as appropriate.
- They should also consult with a statutory safeguarding agency such as the local social services department or the NSPCC to clarify any doubts or worries.

- The designated person should make a referral to a statutory safeguarding agency or the police without delay.

The designated person has been nominated by Young People Matter to refer allegations or suspicions of neglect or abuse to the statutory authorities. In the absence of **Kemi Folarin** the matter should be brought to the attention of **Tracey Donnelly**. When on site if your safeguarding officer is not present please contact the head of safeguarding on 07985499236

2. Suspicions will not be discussed with anyone other than those nominated above.

3. It is the right of any individual to make direct referrals to the safeguarding agencies. If for any reason you believe that the nominated persons have not responded appropriately to your concerns, then it is up to you to contact the safeguarding agencies directly.

Allegations of physical injury or neglect

If a child has a symptom of physical injury or neglect the designated person will:

- Contact Social Services for advice in cases of deliberate injury or concerns about the safety of the child. The parents should not be informed by the organisation in these circumstances.
- Where emergency medical attention is necessary it will be sought immediately. The designated person will inform the doctor of any suspicions of abuse.
- In other circumstances speak with the parent/carer/guardian and suggest that medical help/attention is sought for the child. The doctor will then initiate further action if necessary.
- If appropriate the parent/carer will be encouraged to seek help from Social Services. If the parent/care/guardian fails to act the designated person should in case of real concern contact social services for advice.
- Where the designated person is unsure whether to refer a case to Social Services then advice from the Area Safeguarding Committee will be sought.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse the designated person will:

- Contact the Social Service duty social worker for children and families directly. The designated person will not speak to the parent (or anyone else)
- If the designated person is unsure whether or not to follow the above guidance then advice from the Area Safeguarding Committee will be sought.
- Under no circumstances is the designated person attempt to carry out any investigation into the allegation or suspicions of sexual abuse. The role of the designated person is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Social Services whose task it is to investigate the matter under section 47 of the Children Act.
- Whilst allegations or suspicions of sexual abuse should normally be reported to the designated person, their absence should not delay referral to Social Services.

4. Responding to a child making an allegation of abuse

- Stay calm, listen carefully to what is being said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be share with others-do not promise to keep secrets
- Allow the child to continue at his/her own pace
- Ask questions for clarification only, and at all time avoid asking questions that suggest a particular answer
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible, note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated

Helpful statements to make

- I believe you (or showing acceptance of what the child says)
- Thank you for telling me
- Its not your fault
- I will help you

Do not say

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure that this is true?
- Why? Who? When? Where?
- Never make false promises

5. What to do after a child has talked to you about abuse

The procedure

- Make notes as soon as possible (ideally within 1 hour of being told) you should write down exactly what the child has said and what you said in reply and what was happening immediately before being told (i.e. the activity being delivered) You should record the dates, times and when you made the record. All hand written notes should be kept securely.
- You should use the form "Reporting allegations or suspicions of abuse" This form is attached at the back of this policy. (Appendix 1)
- You should report your discussion with the designated person as soon as possible. If this person is implicated you need to report to **Tracey Donnelly or YPM board of committee** If both are implicated report to Social Services.
- You should under no circumstances discuss your suspicions or allegations with anyone other than those nominated above.

- After a child has disclosed abuse the designated persons should carefully consider whether or not it is safe for a child to return home to potentially abusive situation. On these rare occasions it may be necessary to take immediate action to contact Social Services to discuss putting safety measures into effect.

For all concerns about any child or young person being abused standard child safeguarding and safeguarding procedures apply and should be followed up in all cases. Where there are concerns and indicators that a child may be being abused, safeguarding procedures should be followed and a safeguarding referral should be made. Where concerns about and indicators of child abuse are not present, a Common Assessment Framework (CAF) assessment will help clarify and identify the children and family needs or help identify concerns about the child.

6. Recruitment and appointment of workers and volunteers

In recruiting and appointing workers we Young people matter will be responsible for the following:

- Identifying the tasks and responsibilities involved and the type of person most suitable for the job.
- Drawing up the Selection criteria and putting together a list of essential and desirable qualifications, skills and experience.
- All applicants should apply in writing and their application will cover their personal details, previous and current work/volunteering experience.
- We will always send a copy of our safeguarding policy with the application pack.
- We will make sure that we measure the application against the selection criteria
- All applicants need to sign a declaration stating that there is no reason why they should be considered unsuitable to work with children. The Rehabilitation of Offenders Act (1974) requires that people applying for positions which give them "substantial, unsupervised access on a sustained or regular basis" to children under the age of 18 must declare all previous convictions which are then subject to police checks. They can then only be offered a job subject to a successful police check.

This includes potential employees, volunteers and self-employed people such as sports coaches. They are also required to declare any pending case against them. It is important that your applicant in this particular category understands that all information will be dealt with confidentially and will not be used against them unfairly.

- We will ask for photographic evidence to confirm the identity of the applicant e.g. their passport
- We will request to see documentation of any qualifications detailed by the applicant.
- We will always interview our candidates; ask for two references and a police check.
- We will at least two people from our organisation on the interview panel.
- We will request two written references from people who are not family members or friends and who have knowledge of the applicant's experience of working with children. We will ask the referee to also comment on their suitability for working with children. We will also try and follow up written references with a telephone call.
- The same principles apply to young people who have been involved with the organisation and have become volunteers.
- We will ensure that our successful applicant obtains an Enhanced Criminal Record Certificate (ECRC) from the Criminal Records Bureau. They will need to show the ECRC before we will confirm them in post. The applicant will also need to get a co-signature from a registered body.

7. Allegations against a member of staff

We will assure all staff and volunteers that we will fully support and protect anyone, who in good faith reports his or her concern that a colleague is, or may be, abusing a child or young person. Where there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation,
- A safeguarding investigation,
- A disciplinary or misconduct investigation.

The results of the police and safeguarding investigation may well influence the disciplinary investigation, but not necessarily.

Action if there are concerns

1. Concerns about poor practice:

- If, following consideration, the allegation is clearly about poor practice; this will be dealt with as a misconduct issue.
- If the allegation is about poor practice by the Designated Person or if the matter has been handled inadequately and concerns remain, it should be reported to the Chair who will decide how to deal with the allegation and whether or not the organisation should initiate disciplinary proceedings.

2. Concerns about suspected abuse

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the Designated Person, who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- The Designated person will refer the allegation to the social services department who may involve the police, or go directly to the police if out-of-hours.
- The parents or carers of the child will be contacted as soon as possible following advice from the social services department.
- If the Designated Person is the subject of the suspicion/allegation, the report must be made to the appropriate Manager or Chair who will refer the allegation to Social Services.
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3. Internal Enquiries and Suspension

- The Designated Person will make an immediate decision about whether any individual accused of abuse should be temporarily suspended pending further police and social services inquiries. Depending on the length of the investigation the individuals pay may also be suspended, however this decision will either be made by the Operational manager or board of directors.

- Irrespective of the findings of the social services or police inquiries the organisation will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; particularly where there is insufficient evidence to uphold any action by the police. In such cases, the organisation must reach a decision based upon the available information which could suggest that on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child should remain of paramount importance throughout

8. Supervisory arrangements for the management of Young People Matter activities and services.

We will aim to protect children from abuse and our team members from false allegations by adopting the following guidelines and adhering to the following code of conduct:

- We will keep a register of all children attending our activities.
- We will keep a register of all team members (both paid staff members and volunteers)
- Registers will include arrival and departure times and the names of others in the building at the time.
- We will keep a record of all sessions including monitoring and evaluation records.
- Our team members will record any unusual events on the accident/incident form.
- Written consent from a parent or guardian will be obtained for every child attending our activities under the age of 18.
- Where possible our team members should not be alone with a child, although we recognise that there may be times when this may be necessary or helpful
- Team members should escort children and of the same sex to the toilet but are not expected to be involved with toileting, unless the child or young person has a special need that has been brought to our attention by the parent/guardian.
- We recognise that physical touch between adults and children can be healthy and acceptable in public places. However our team members will be discouraged from this in circumstances where an adult and child or young person are left alone.
- All team members should treat all children and young people with dignity and respect in both attitude language and actions.

Staff and volunteers must never:

- Hit or otherwise physically assault or physically abuse children
- Develop physical/sexual relationships with children
- Develop relationships with children who could in any way be deemed exploitative or abusive
- Act in ways that may be abusive or may place a child at risk of abuse.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive

- Behave physically in a manner which is inappropriate or sexually provocative
- Have a child/children with whom they are working to stay overnight at their home unsupervised
- Sleep in the same room or bed as a child with whom they are working
- Do things for children of a personal nature that they can do for themselves
- Condone, or participate in, behaviour of children which is illegal, unsafe or abusive
- Act in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse
- Discriminate against, show differential treatment, or favour particular children to the exclusion of others.
- This is not an exhaustive or exclusive list. The principle is that staff should avoid actions or behaviour which may constitute poor practice or potentially abusive behaviour.

It is important for all staff and others in contact with children to:

- Be aware of situations which may present risks and manage these
- Plan and organise the work and the workplace so as to minimise risks
- As far as possible, be visible in working with children
- Ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed
- Ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
- Talk to children about their contact with staff or others and encourage them to raise any concerns
- Empower children - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

In general it is inappropriate to:

- Spend excessive time alone with children away from others
- Take children to your home, especially where they will be alone with you.

9. Support and Training

Young People Matter are committed to the provision of safeguarding training for all our team members and volunteers

Note

This Policy was first adopted on Monday 22nd February 2010

Last reviewed 20/05/2016

This policy will be reviewed in March 2017

Reporting allegations or suspicions of abuse

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

Organisation: Young People Matter

Address: The Old Laundry, 20 Eastcote Street, London, SW9 9BY, UK

Name: Kemi Folarin

Job role: Operational Manager for Young People Matter: Planning and delivering projects within communities and taking care of the day to day running of Young People Matter.

Tel no: 07985499236

Name: Tracey Donnelly

Job role: Manager for After school and holiday camp

Tel no: 07985499236

Important contacts outside the organisation

First response Team: 02079263344

Safeguarding manager early years universal service

Denys Rasussen

Drasussen@lambeth.gov.uk

Lambeth Safeguarding Children Board

Olive Morris House

18 Brixton Hill

Brixton

London

SW2 1RD

Tel: 0207926 3344

Out of hours emergency: 02079261000

Web: www.lambethscb.org.uk/contact_information

You can also talk to a teacher, doctor or health visitor or call your local police station in Brixton, Vauxhall, or Streatham on: 0207 326 1212

NSSPCC Child Protection Helpline: 08088005000

Reporting Suspected Abuse

Confidential Recording Sheet

Organisation

Name of person reporting

Name of child

Age and date of birth

Ethnicity

Religion

First language

Disability

Parent's/Carer's name (s)

Home address/Tel no

Are you reporting your concerns or reporting someone else's. Please give details.

Brief description of what has prompted the concerns: include date, time, specific incidents.

Any physical signs? Behavioural signs? Indirect signs?

Have you spoken to the child? If so, what was said?

Have you spoken to the parent(s)? If so, what was said?

Has anybody been alleged to be the abuser? If so, please give details?

Have you consulted anybody else? Please give details

Person reported to and date of reporting

Signature of person reporting

Today's date

Action taken

Notes