

# SAFEGUARDING POLICY

## Introduction

This policy outlines our approach to safeguarding children and young people.

It will be updated, added to and modified as and when new legislation comes into play.

It sets out our aims and standards to help us achieve our responsibility of safeguarding the children and young people who attend St Andrew's Club.

All employees will be given a copy of the 'Staff Induction Pack' in which all our policies are accessible. This is updated every two years (unless there is a change in legislation when the Pack will be updated to reflect the changes immediately and shared with staff).

This policy sets out the organisation and arrangements for achieving this aim.

All children and young people regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse

# Policy Statement

The abuse of children and young people - - physically, emotionally and sexually - is a sad fact of life. Children and young people may be abused regardless of their age, gender, religious belief, race, sexual orientation, culture or ability. They are usually abused by people they know and trust.

Those who work with children and young people in voluntary and community organisations may be able to provide an important link in identifying individuals who have been or are at risk of being harmed in this way.

In 1993 the Government produced 'Safe from harm', a code of practice for adults working with young people, to give youth organizations a framework on which to base their activities to minimize the chances of abuse taking place. An inter-agency document 'Working Together to Safeguard Children' was published in March 2013 which focuses on a co-ordinated approach to safeguarding reinforcing the need for all staff and volunteers to have an up to date DBS (Disclosure and Barring Service) check along with interviews, references being followed up and a probationary period completed. This is now standard practice for any organisation working with young people.

Section 11 of the Children Act 2004 places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children. Specifically Section 11 places a duty on:

*'local authorities and district councils that provide children's and other types of services, including children's and adult social care services, public health, housing, sport, culture and leisure services, licensing authorities and **youth services**'*

Safeguarding is everyone's responsibility, for this to work each member of staff should play their full part, for services to be effective a clear understanding of the needs and views of children and young people is essential

The number of people (including young people themselves) who are actively seeking to harm or abuse children is probably quite small, and staff can use the principles in this code to reduce their opportunities for access to children and young people. But there are also people with no record as abusers who offend against children and young people when tempted by finding themselves alone with a child in an isolated setting.

Opportunities for abuse can be reduced by limiting to the minimum occasions where a single adult is in the company of a lone child and where there is little or no possibility of the activity being supervised or observed by others.

Sadly, it is a common feature of situations where a young person has been abused that an adult has exploited the power that they have over them to gain submission or silence. Some of this power derives from the superior physical strength of the adult; but it also stems from the power relationship inherent in the situation, which good youth work addresses as an issue in itself.

This policy is mandatory for anybody working for or on behalf of St Andrew's meaning all paid staff, including staff working on short-term contracts and volunteers including the Board of Trustees and

Advisers. The policy must be applied whenever there is a concern about a child or young person about the behaviour of a staff member, volunteer or adult.

We will make every effort to safeguard children and young people by:

- Valuing them, listening to and respecting them
- Adopting child protection guidelines through procedures and a code of conduct for staff and volunteers
- Provide protection for the children and young people who attend St Andrew's Club
- Provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm
- Conduct robust recruitment and selection processes including the necessary safety checks in respect of references, declarations and DBS checks
- Through supervision, support and training provide effective management for staff and volunteers including guidance on what to do if an individual is worried about a child or young person

## Organisation and Responsibilities

### Trustees

The Charity Commission is clear that Trustees have primary responsibility for safeguarding in their charity. In fulfilling their duty of care to St Andrew's Club, trustees need to take steps to safeguard and take responsibility for the children with whom St Andrew's Club works.

This means

- acting in their best interests
- taking all reasonable steps to prevent any harm to them
- assessing and managing risk
- putting safeguarding policies and procedures in place
- undertaking ongoing monitoring and reviewing to ensure that safeguards are being implemented and are effective
- responding appropriately to allegations of abuse

### Managers and Deputy Managers

Managers and Deputy Managers are the key to the success of this policy. They are accountable for the safeguarding standards within their area of control. Specifically they are responsible for

- Ensuring the Safeguarding policy is communicated and implemented within their area of control
- Making sure they and their staff understand the safeguarding arrangements within St Andrew's Club
- Informing, instructing, training and supervising employees
- Ensuring all incidents relating to safeguarding are reported to a Club Manager
- Reporting safeguarding issues which they cannot resolve to the Club Manager

### All Employees

All employees (paid and voluntary) are responsible for

- Making sure they understand the part they play regarding safeguarding children and young people
- Co-operating with managers in following the safeguarding arrangements set out in this policy
- Reporting any suspicions of abuse or neglect to the Club Manager
- Reporting any concerns about the behaviour of any members of staff, volunteers or contractors towards children and young people

## General Arrangements for Implementing the Safeguarding Policy

### Safer Recruitment

Safeguarding the children, young people and vulnerable adults who St Andrew's Club have contact with is considered at the recruitment stage. All staff, volunteers and trustees are required to attend interview and provide references, as detailed in the St Andrew's Club recruitment policy.

A Disclosure and Barring Service (DBS) check will also be obtained for staff, volunteers and trustees recruited to certain positions. Eligibility to apply for a DBS check and the appropriate level of check is explained in the DBS Guidance document. A repeat DBS check will be obtained every three years for all eligible employees, volunteers and trustees who have not joined the DBS Update Service.

During interview all candidates will be questioned regarding their understanding of safeguarding and how that might be a consideration in the role they are applying for.

### Safer Working

All staff and volunteers working for St Andrew's Club have a responsibility to safeguard the welfare of the children and young people that they are working with to ensure their physical, sexual and emotional safety. In order to achieve this all staff and volunteers should follow the St Andrew's Club 'Code of Practice on how to behave with Young People' – Appendix A

### Physical Contact

Staff and volunteers should not have unnecessary physical contact with child or young person. There may, however, be occasions when physical contact is unavoidable or positively desirable or necessary for safety reasons, for example

- Providing reassurance for a distressed person
- When teaching sports
- Giving direct assistance when fitting outdoor activity equipment, e.g. harness
- Administering first aid

Wherever possible there should be an attempt to ask the person deemed to be at risk to agree to such contact. Where appropriate, staff should explain their actions. This should be conducted openly

and ideally with another member of staff or volunteer present. Staff should be aware of their positioning so that, where possible, others can clearly see the assistance being given. However if the abuse disclosed is of a severe or dangerous nature (to the young person) seeking this permission should be disregarded as the safety of the individual supersedes that consent.

Staff and volunteers should avoid doing things of a personal nature that the person can do themselves.

In very rare circumstances there may be a need to physically restrain a young person for their own or other's safety. See Appendix B for further guidance about restraint.

## **Social Media**

As technology develops, the internet and its range of services can be accessed through various devices including mobile phones, computers and game consoles. Although the internet has many positive uses, it provides the key method for the distribution of indecent images of children.

Social networking sites, chat rooms and instant messaging systems are increasingly being used by online predators to "sexually groom" children or young people. It is also a major source of recruitment for groups seeking to radicalise children and young people. (See Appendix C)

In addition, electronic communication is being used more and more by young people as a means of bullying their peers and distributing inappropriate images.

St Andrew's staff should be vigilant and discuss digital safety with members.

## **Photography**

Photos of young people taking part in St Andrew's Club programs and activities are frequently taken and may be used on our website or in a publication provided the consent section of the membership form has been completed or a separate consent form has been completed by a parent or guardian. Staff are advised to try and ensure that no personal or identifying information is evident in the photographs as it can put the club member's safety at risk and compromise their privacy.

## **Responding to Safeguarding Concerns**

Staff and volunteers may become concerned about a person in a number of ways

- A child or young person may tell (disclose) that s/he or someone else has been or is being abused
- There may be concerns due to the person's behaviour or presentation
- Concerns may be raised about the behaviour of an adult, who may be a member of staff, volunteer, another professional or a member of the public
- A parent, carer, relative or member of the public might share their concerns about a child or young person.

In all cases the procedures in the Safeguarding document (Appendix B) must be followed.

If the child, young person or vulnerable adult has communication difficulties or English is not their first language, pass this information on so that an appropriate interpreter can be identified.

### **Training**

All St Andrew's Club staff and volunteers will be given safeguarding training. Staff are required to attend the arranged training course and attend regular updates. Volunteers will be given safeguarding training relevant to the position in which they are volunteering, this could be their manager talking through the St Andrew's Club Safeguarding policy with them or they may need to attend St Andrew's Club Safeguarding training .

### **Confidential Information and Retaining Records**

All children, young people and their families, are entitled to their privacy. Where there are concerns about the safety or welfare of a child or young person these concerns and necessary personal information may need to be shared with those who can make decisions about action to safeguard the child or young person.

There is no legislation that prohibits the sharing of confidential and personal information where there are concerns about the safety or welfare of a child or young person or where a criminal act might have been committed.

Written notes should be made as soon as possible and these should be passed to the Club Manager. The Club Manager must keep all written documents relating to a safeguarding issue in a secure place.

This record should be held for 50 years. (More information can be found in the government document Working Together to Safeguard Children)

Where concerns have been raised about a member of staff or a volunteer and these relate to behaviour that has harmed, or may have harmed a child or young person or possibly committed a criminal offence against or related to a child or young person; or behaved in a way that shows they are unsuitable to work with children or young people, then:

- The Club Manager must be informed.
- A clear and comprehensive summary of any allegations made, details of how the allegations were followed up and resolved, and of any action taken and decisions reached will be recorded
- This record will be kept in the person's confidential personnel file and a copy should be given to the individual
- Such information will be retained on file, including for people who leave the organisation, at least until the person reaches normal retirement age, or for ten years if that is longer

The purpose of the record is to enable accurate information to be given in response to any future request for a reference. It will provide clarification in cases where a future DBS disclosure reveals information from the police that an allegation was made but did not result in a prosecution or a conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time.

St Andrew's Club have a duty to refer to DBS any employees or volunteers who have been dismissed, resigned or retired where St Andrew's Club believe that this person has either:

- Engaged in inappropriate conduct or
- Satisfied the harm test or
- Received a caution for, or been convicted of, a relevant offence

(As defined in the Safeguarding Vulnerable Groups Act 2006).

The Club Manager is responsible for making this referral to DBS and for informing the Trustee with responsibility for Safety and Safeguarding.

The Trustee with responsibility for Safety and Safeguarding is responsible for notifying the Charity Commission of any serious incidents relating to safeguarding in line with the Charity Commission's Reporting Serious Incidents Policy.

## Appendix A

### A CODE OF PRACTICE ON HOW TO BEHAVE WITH YOUNG PEOPLE

Good management and careful planning will go a long way to make your meetings and activities safe for both you and young people in your care. For this reason we would suggest you observe the following guidelines:

- Do not assume your “good name” will protect you.
- Do not, for one moment, believe “it could never happen to me”.
- Observe a sensible ratio of adults to young people.
- Check out any hazards on the site and record your observations.
- While respecting the need for privacy and confidentiality try never to be alone with a young person. When it is appropriate to work one-to-one or if a disclosure by a young person is being made, make sure that others are able to observe the meeting.
- Never touch a young person in a way that could be misunderstood.
- Make sure young people stay in sight of workers where possible.
- Think carefully about your site. Avoid sites where children can get lost easily and activities which involve a lot of hanging around waiting. St Andrew’s aims to:
- Equip employees with the skills, knowledge and confidence to provide services in a flexible and sensitive manner encouraging good communication between staff and members.
- Avoid stereotyping by making inappropriate assumptions, or other categorisations, based on gender, sexual orientation, age, marital status, disability, race, colour, religion, ethnic or national origin and creed.
- Increase understanding of different needs of all people in the community.

## Appendix B

### SAFEGUARDING - ST. ANDREW'S CLUB

The designated Safeguarding Officer is Paul Whittle.

The assistant Safeguarding Officers are Burcin Tagman and Adrian Philips

#### WHAT TO DO IF....

##### ....a member discloses to you abuse by someone else

- Stop, stay calm, listen and offer the member immediate support, understanding and reassurance
- Explain that you cannot promise confidentiality but must tell the people who can help
- Allow the member to speak without interruption or leading questions e.g. "do not say did he/she touch you"; accept what is said
- Ask questions only to clarify your understanding of what you are being told e.g. say "what happened next"
- Alleviate the member's feelings of guilt and isolation while passing no judgement
- Use non-judgemental/supportive phrases like "I believe you" and "I'm going to help"
- Let the member know you are glad that he/she has shared this information with you.
- As soon as you can write down what the child/young person has told you in THEIR own words
- Report to the Safeguarding Officer as soon as possible

##### ....you suspect a member is being neglected or abused emotionally; physically; sexually

- Report the matter immediately to one of the Safeguarding Officers above
  - Do not tell other adults or members what you have been told – keep the loop tight
- ##### ....you receive an allegation about another member of staff
- Report the matter immediately to the Club General Manager (Paul Whittle), or Chairman of the Trustees (Elizabeth Cuffy 07813 461 776 ) if the allegation is about the General Manager (and not to anyone else) if the allegation is about the Chairman contact (Anthony Scott 07801 418 906)

#### IN ALL CASES

- Record the facts at the time (you can write your notes up later but keep the originals)
- Report the facts to Paul Whittle, who is the Club's designated Safeguarding Officer (07944 803 114) or to one of the assistant Safeguarding Officers, Burcin Tagman (07815 439 769); Adrian Philips (07983 615 514) or to The Chairman of Trustees, Elizabeth Cuffy

Reporting a young person's disclosure is not a betrayal of the young person's confidence. It is your duty and is also necessary to allow protective action to be taken in relation to the young person and any other children.

**YOU MUST LISTEN AND REFER; YOU MUST NOT INVESTIGATE**

## Appendix C – Radicalisation and Extremism

There are different forms of extremist organisations in the UK and the world. ‘Safeguarding vulnerable people from radicalisation is no different from safeguarding them from other forms of harm’ (Home Office, Prevent Strategy – June )

Radicalisation – ‘the process by which a person comes to support terrorism and forms of extremism leading to terrorism’ (Prevent Strategy)

Extremism – ‘vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect tolerance of different faith and beliefs; and/or calls for the death of members in our armed forces, whether in this country or overseas’ (Prevent)

- There is no single way of identifying a young person who is likely to be susceptible to terrorist ideology. As part of wider safeguarding responsibilities staff will be alert to:
- Disclosures by young people of their exposure to the extremist actions, views or material of others, especially where the young person has not actively sought these out;
- Graffiti symbols, writing or art work promoting extremist messages or images;
- Young people accessing extremist material online, including through social networking sites;
- Distributing extremist literature and documentation;
- Young people voicing opinions drawn from extremist ideologies and narratives;
- Changes in behaviour which could indicate that they are in need of help or protection;
- Use of extremist or ‘hate’ terms to exclude others or incite violence;
- Intolerance of difference, whether secular or religious or views based on, but not exclusive to, gender, disability, homophobia, sexual orientation, race, colour or culture;
- Attempts to impose extremist views of practices on others
- Anti-Western or Anti-British views;
- Use of extremist language for example ‘Jihad’ – means ‘struggle’ or violence’, ‘Rafidha’ – a word used by ISIL to refer to those of refuse to accept Islamic state, ‘Shahada’ – someone considered to be a martyr. These are just a few common words used by some extremists, there are many others depending upon which organisation is prominent at the time.

If a member of staff has a concern that a young person or vulnerable adult is at risk of being radicalised this should be raised to a designated person in the same way as any other safeguarding concern.