



Safeguarding Policy including Child Protection Procedures

GROW-Wellbeing CIC acknowledges and accepts, its moral and statutory responsibilities in safeguarding and promoting the welfare and wellbeing of the young people engaged with its services.

The delivery of all GROW-Wellbeing CIC provision is firmly embedded in the principles of safe working practices, high levels of awareness and robust, safeguarding reporting processes.

GROW-Wellbeing CIC aims to generate an organisational culture which promotes the creation of a trust based, safe and anti-oppressive environment.

GROW-Wellbeing CIC is committed to positive collaborative working with agencies and relevant others, to ensure that risk is identified and addressed, and that positive outcomes for young people are achieved.

Safeguarding and Child Protection

Safeguarding is:

- Protecting children and young people from abuse and mal-treatment
- Preventing harm to children and young peoples' health and development
- Ensuring children and young people are provided with safe and effective care
- Taking action to enable all children and young people to have the best outcome

Child Protection is:

An integral part of safeguarding and promoting the welfare of children and young people. It refers to the steps taken in order to protect specific children and young people, suffering or likely to suffer, significant harm.

Legislative and Guidance Framework

- Children's Act 1989
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children's Act 2004
- Safeguarding Vulnerable Groups Act 2014
- Working Together to Safeguard Children 2015 (Updated 2017)

GROW-Wellbeing CIC believes that:

- the welfare and wellbeing of the child or young person is paramount, as expressed in the Children's act 1989
- all children and young people have the right to a safe and supportive home environment
- all children and young people have the right to equal protection from all types of harm and/or abuse
- that this right is an absolute, and is regardless of sexual identity, sexual orientation, racial heritage, belief system, disability, or socioeconomic background. This includes all protected characteristics as defined in the Equalities act 2010.
- some children and young people have additional vulnerabilities as a result of the impact of past experiences, levels of dependency, communication needs or other issues
- all children and young people should be valued, respected and their voice heard

- working in partnership is essential in promoting the welfare and wellbeing of each young person

Means of Achievement

To maintain and ensure effective delivery of Safeguarding processes GROW-Wellbeing CIC will:

- prioritise and promote the safety and wellbeing of young people
- operate young person-centred practices which place the individual at the centre of all work
- identify a Designated Safeguarding Officer- this role should receive NSPCC training
- maintain a robust recruitment process, supported by an effective induction process
- ensure that all those engaged in the work of the organisation understand their role and responsibilities
- provide appropriate learning opportunities for all staff to develop and deliver best practice
- create and maintain a safe and anti-oppressive environment
- provide appropriate support and guidance to all staff
- implement robust and effective Safeguarding Child Protection practices and procedures
- establish and operate within, effective, transparent information sharing protocols
- maintain, monitor and review effective reporting and recording processes
- address Safeguarding as an ongoing element of staff supervision and team meetings
- address any allegation made against a member of the organisation, effectively, with transparency and following due procedure
- work collaboratively with all professionals and relevant individuals
- ensure currency of all processes and training

- operate an accessible young person’s complaint process
- implement an organisational Whistle Blowing Policy
- review Policy annually or in light of any legislative and/or guidance changes

Related Policies and Procedures:

- Complaints Procedure
- Diversity and Equalities Policy
- Health and Safety Policy
- Whistle Blowing Policy

This Policy relates to Working Together to Safeguard Children 2015 (amended 2017). This document is held within the office.

Further information and guidance are drawn from the relevant Local Children Safeguarding Board’s interagency procedures.

Section 1: Designated Safeguarding officer

The Designated Safeguarding Officer for GROW-Wellbeing CIC is Tony Mathewson (a Director)

Designated Safeguarding Officer: Role and Responsibilities

- to undertake accredited training through NSPCC, and to renew this on a 2 yearly basis
- to maintain currency in Safeguarding and Child Protection matters
- to provide information and advice to staff and the wider organisation on Safeguarding matters

- to ensure all staff and volunteers receive relevant training in safeguarding
- to ensure all staff are aware of their role and responsibilities
- to develop and deliver programmes of training
- to support and promote best practice
- to act as a locus for all staff re: safeguarding concerns
- to assess information submitted by staff, and to undertake appropriate actions
- to ensure compliance with relevant Local Children’s Safeguarding Board procedures
- to maintain confidentiality in line with the Data Protection Act and best practice
- to maintain accurate records of all Safeguarding matters
- to undertake monitoring and review of Safeguarding matters and to make appropriate recommendations re: developing and improving practice
- to coordinate Safeguarding action re: specific individuals
- to liaise with relevant LCSBs/Police/other organisations as deemed necessary and appropriate
- to consult, where appropriate, with Children’s Social Care re: advice, information etc.
- to ensure GROW-Wellbeing CIC’s Safeguarding Policy and Procedures are current and comply with all relevant legislation and guidance
- to ensure any internal safeguarding allegations are addressed in line with procedure and reported appropriately to the Local Authority Designated Officer
- to ensure that all information is shared in line with best practice protocols
- to contribute to the development of the Staying Safe element of the ILP

Section 2: Safer Recruitment

GROW-Wellbeing CIC's will operate a robust Safer Recruitment process to ensure the quality and appropriateness of staff and volunteers. This will include:

All applicants will receive an application pack which includes:

- a full job description including specific reference to Safeguarding responsibilities
- a person specification
- an overview of GROW-Wellbeing CIC's and of the specific job role
- GROW-Wellbeing CIC's Safeguarding statement
- GROW-Wellbeing CIC's Diversity and Equalities statement
- an application form
- monitoring and Rehabilitation of Offenders forms and information

Any formal interview should be undertaken by a panel of a minimum of 2, this should include: the Designated Safeguarding officer, a second director and, whenever possible, a young person. The young person should receive appropriate training and support throughout the process.

Questions/scenarios should address Safeguarding and Safe working Practices within the overall framework of the interview and responses assessed appropriately. The applicant's experience of working with young people and children should be explored from a range of perspectives.

Any offer of employment should be dependent on the applicant clearly satisfying the following criteria:

- Proof of identity (drawn from approved list)
- Proof of Date of Birth (drawn from approved list)
- Proof of the right to work in the UK.
- A satisfactory DBS (through GROW-Wellbeing CIC or a verified transportable version), DBS no., date of issue and issuing company to be recorded.

- The production of two written and verified references, one of which should be from the current or most recent employer (ie professional). References should not be received via the applicant.
- Evidence of any qualifications claimed.
- A satisfactory full employment history, with appropriate explanation for any gaps.

All interview records will be retained as per best practice.

Should the applicant acknowledge and indicate that specific issues would arise on any DBS, they may, if qualifying for an interview, explore the offence and its implications. Certain offences carried out in the past need not preclude an applicant from being appointed. **Reference: Safer Recruiting Policy**

Successful applicants are subject to the satisfactory completion of a six month probationary period. Throughout this period the probationer should receive structured supervision on a 2 weekly (or more frequently as required) basis. The manager should address Safeguarding within supervision as an ongoing element, and make an informed decision as to the satisfactory completion of the probationary period and of the suitability of the individual for the role.

All successful applicants will undertake a full Induction Process. New staff will access training in Safeguarding, Health and Safety.

Sessions 2-6 should be Shadow sessions, co-working with experienced practitioners and completing- an identified and verifiable task list. This work is undertaken on site.

Other training undertaken during Staff Induction includes:

- Young Person-Centred working
- Risk Assessment
- Young Person Risk Assessment and managing risk
- Safeguarding
- Missing/Absent From Home procedures – links to Safeguarding and Risk Management

- Safer working practices
- Confidentiality and Data Protection
- Equality and Diversity
- Emergency Procedures
- Professional Boundaries
- Digital and e-safety
- Anti-Bullying

Section 3: Child Protection Procedures

All members of staff should have a clear understanding of their role in the Safeguarding of young people, and of their responsibility to follow procedure and to take appropriate and timely action.

If a member of Staff has a concern:

- Complete a concern form including all relevant information, observations etc.
- Send to Designated Safeguarding Officer
- Share concern with Programme Director
- Monitor ongoing situation
- Escalate as and when appropriate, using Incident Form or a further concern form

If a young person discloses (about themselves or another young person):

- Stay calm
- Listen carefully
- Let the young person know that the information will have to be shared. Do not promise to keep secrets.

- Let the young person tell you in their own words and at their own pace.
- Ask questions for clarification only. Do not ask leading or directive questions.
- Reassure the young person that they have done the right thing in telling you .
- Inform the young person what will happen next.
- Record on an Incident Form what was said. Ensure accuracy and use the young person's words-do not interpret. Note date and time and include any names mentioned. Ensure that this record is signed and dated.
- Relay this information to the Safeguarding Officer and Social Care.
- Contact the Safeguarding officer for relevant advice.
- Ensure ongoing safety of the young person, if the young person could be considered to be in immediate danger ring 999.

The role of the staff member is not one of investigation. Any action to be taken should be decided through professional agencies with the input of the safeguarding officer.

The young person's Risk Assessment should be updated and additional safeguards identified and put in place following any expression of concern or disclosure.

If there is a suspicion that a staff member may be abusing a young person

Any staff member who suspects that a colleague may be abusing a young person or behaving inappropriately **must** act on that suspicion. Record all details of the incident, outlining concerns clearly and objectively. Sign and date.

- Pass report to line manager.
- Line manager should then ensure safety of the young person connected with the concern and of any other young person who may also be at risk.

- Concern should be passed to the Safeguarding Officer.
- Safeguarding officer will define action to be taken.
- If the concern relates to poor practice, disciplinary (misconduct) procedures should be followed.
- If the issue relates to abuse, the Safeguarding Officer should refer concerns, that meet the Threshold for reporting to the Local Authority Designated Officer, who may involve the Police.
- GROW-Wellbeing C.I.C. should then take advice and guidance from the Local Authority Designated Officer.
- If Threshold for reporting is met the member of staff concerned should be suspended from work whilst an investigation is undertaken.

GROW-Wellbeing CIC acknowledges the sensitivity of addressing these issues. As an organisation it would assure all staff that it would provide full support to any individual who in good faith reports a concern that a colleague is behaving inappropriately or abusing a young person.

Allegations against members of staff

Where an allegation has been made against a member of staff concerning young people, in which it is alleged that the individual has:

- Behaved in a way that has harmed, or may have harmed a young person.
- Possibly committed a criminal offence against, or related to, a young person.
- Behaved in a way that indicates that they are unsuitable to work with young people.

The following procedure shall apply:

- The Programme Director shall be responsible if the allegation concerns a member of staff and normal employment procedures should apply.
- If the allegation is of a Safeguarding nature the Safeguarding Officer should make any report indicated to the Local Authority Designated

Officer. This should include the nature of the allegation and any action taken to date.

- Appropriate action should be taken to ensure the safety and wellbeing of the young person involved.
- The Local Authority Designated Officer will advise how to proceed.
- If Threshold for reporting is met the member of staff concerned should be suspended from work while an investigation takes place. They should have no contact with work or other staff and communicate through official channels.

Confidentiality

The legal principle that ‘the welfare of the child is paramount’ means that the considerations of confidentiality that might apply in other situations within the organisation cannot be allowed to override the right of the young person to be protected from harm.

Every effort should be made to ensure that confidentiality is maintained for all concerned both when an allegation is made and throughout its investigation. This includes secure storage of records and contents shared only with those who ‘need to know’. Electronic communication should be identified as sensitive and sent only to the named individual(s) dealing with the case.

Section 4: Training

GROW-Wellbeing CIC recognises that it has a commitment to ensure that all staff receive appropriate training to enable them to discharge their responsibilities effectively.

This includes all staff:

- possessing a clear understanding of their role and responsibilities

- understanding the implementation of the recording and reporting processes
- developing the awareness to recognise signs of abuse, and an understanding of the appropriate actions to take
- delivering safe working practices and minimising any risk to themselves at work
- recognising any inappropriate behaviours shown by other staff members and understanding the appropriate action to deal with this

What is Child Abuse?

Physical Abuse. Physical abuse may involve actions such as hitting, shaking and burning as well as giving children alcohol, inappropriate drugs or poison. Physical abuse as well as being a deliberate act can be caused by an omission or failure to protect.

Emotional Abuse. Emotional abuse is a persistent lack of love and affection. A child may be constantly shouted at, threatened or taunted. This can make the child nervous and withdrawn. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. Some level of emotional abuse is involved in all types of ill treatment of children although it may occur alone.

Sexual Abuse Sexual abuse involves forcing or enticing the child or young person to take part on sexual activities whether or not the child is aware of, or can consent to, what is happening. Sexual abuse can involve penetrative acts or non-penetrative acts such as fondling. It may also involve non-contact activities such as showing pornographic material or encouraging children to behave in sexually inappropriate ways. This includes children who are victims of Child Sexual Exploitation or are missing or trafficked.

Neglect. Neglect is the persistent failure to meet a child's basic physical and/or psychological needs. These needs include, for example, adequate food,

warm clothing and medical care. Children may be left alone unsupervised. Emotional neglect is when children are deprived of love and affection.

Section 5: Self-Harm

NICE clinical guidance defines self-harm as **‘self-poisoning or injury, irrespective of the apparent purpose of the act’**.

Self-harm is an expression of personal distress, there may be many reasons for an individual to harm themselves. Self-harm describes a wide range of behaviours that someone does to themselves, usually in a deliberate, pre-meditated way and without suicidal intent, resulting in non-fatal injury. It may remain a secretive behaviour that continues long term without discovery.

Examples of self-harming behaviours.

- self-cutting or scratching
- burning or scalding oneself
- over or under medicating
- punching/hitting
- swallowing objects
- self-poisoning-overdoses or ingesting toxic substances

Common characteristics of self-harming behaviour:

- compulsive, ritualistic
- episodic (every so often)
- sometimes occurs with depression and anxiety, but sometimes without
- serves a purpose to the young person
- is a way of communicating to others that something is wrong

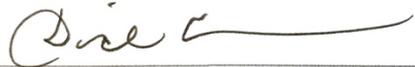
Common myths about self-harming young people:

- that they are manipulators

- that they are attention seeking
- that they do it for pleasure
- that they do it as group activity
- that they follow a specific sub culture
- that they have a borderline personality disorder
- that they are a risk to others

When dealing with a young person who self-harms:

- take seriously
- enable access
- take appropriate precautions
- record and report to the Safeguarding Officer
- address 1st Aid requirements
- Seek medical advice as appropriate

Signed:  Director Date: 12th September 2019

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