WINSFORD YOUTH & COMMUNITY FORUM ---- March 2017

New Images – Youth and Community Centre

Nixon Drive Winsford Cheshire CW7 2HG

Tel 01606 593724

Email: [admin@winsfordyouthforum.com](mailto:admin@winsfordyouthforum.com)

SAFEGUARDING POLICY STATEMENT

Winsford Youth and Community Forum (WY&CF ) believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognise its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

This policy applies to all staff, including senior managers, the `Board of Trustees`, paid staff,

volunteers, agency staff, sessional staff, students, user group staff and any other person working

with or on behalf of WC&YF.

We recognise that :

The welfare of the child/young person is paramount

All children 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.

Working in partnership with children, young people, their parents, carers

and other agencies is essential in promoting young people’s welfare.

The purpose of this Policy :

To provide protection for the children and young people who receive WY&CF

services, including user groups of our centres.

To provide WY&CF 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.

Safeguarding Principles

Our Safeguarding policy and practices focuses on a proactive approach to keeping children and

young people safe from harm. By working with children and young people we recognise that we have a `Duty of Care` not only to protect them but also to promote their welfare by taking all

reasonable steps to ensure that risk of harm are minimised. This policy includes a range of practices and procedures that helps to ensure a safe environment for all, especially children and

young people.

In order to achieve our principles to keeping children and young people safe, we have adopted the

Following principles -–

1. Valuing, respecting children and young people by listening

2. Adopting and using policies which help protect children and young people, and those who

Support them, from harm and abuse. Including procedures for dealing with disclosures, sharing

Information and working with the relevant Referral Teams

3. Developing policies, procedures and training for staff, volunteers and all others who work within

Our organisation.

4. Recruiting staff/volunteers under a safe recruitment policy, which embraces the necessary

DBS checks.

5. Reviewing, changing or adding to this policy, annually.

6. Support partners via `Team Around the Family` intervention/preventative work.

We recognize abuse or maltreatment constitutes any one or more of the following-

Physical Abuse – Which may involve hitting, striking, shaking, throwing, biting, burning, drowning

or by actual physical harm

Sexual Abuse - Which could involve forcing or enticing young people/children into sexual

activities. Included in this is sexual assault, rape, buggery, oral sex or penetration.

Use of I.T/Social media is also included within this.

Emotional Abuse – Which may include inappropriate use of language, inappropriate expectations

of the young person/child, overprotection, maltreatment, bullying, isolation

or corruption.

Neglect - Which refers to the meeting of the basic needs of the child/young person, beit

food, water, shelter, clothing, medical support, protection from other forms

of abuse

WC&YF have two dedicated members of staff, details below, as being responsible for dealing with

concerns about the protection of children and young people. In the event of the first designated

Person not being available, the second should be used.

First Designated Person Second Designated Person

Name Bob Barton Kath Clarke

Role Trustee/Acting Coordinator Support Youth Worker

Base New Images New Images

Tel 01606 593724/552262 01606 593724

Mobile 07981955388 0779511445

E mail : [bbarton.wyf@gmail.com](mailto:bbarton.wyf@gmail.com) [admin@winsfordyouthforum.com](mailto:admin@winsfordyouthforum.com)

Responsible/Designated Person ( s ) Role, is to -

\* Be the first point of contact when reporting or sharing a concern or disclosure, for all staff,

volunteers and users of our facilities.

\* Investigate and record concern / disclosure - and report to the `Referral Team` within the

Councils Children’s Services, verbally and in writing.

\* Provide information and advice on Safeguarding to all within our organisation.

\* Ensure that our Safeguarding policy and procedures are followed at all times, and that any follow

up meetings, support for the young person is activated. This maybe via the `Team around the

Family ` procedure.

\* Liaise with Children’s Services and any other agency involved in the supportive process, when

appropriate.

\* Keep the Chair of WC&YF informed about any relevant actions or concerns.

\* Advise and guide the Trustees when reviewing and updating our Safeguarding Policy.

Confidentiality

All staff, volunteers and Trustees may be party to confidential information regarding Winsford Youth & Community Forum, or one or more of our clients, members or users. They are expected to maintain a high level of confidentiality whilst involved with WY&CF and at any time in the future, in accordance with the Data Protection Act of 1988. Any such concerns or disclosures must

be kept to those on a need to know basis only, all relevant reports made as a consequence of concerns or a disclosure must be kept securely.

Anybody within WY&CF hearing a concern or disclosure must ensure that the young person, or adult sharing that information, is informed that, that information will be shared with the relevant

agency, in accordance with our policy – safety of the young person at risk being the primary concern.

Recording concerns /disclosures

Will be made when – a child/young person discloses any form of abuse

Will be made by any member of staff/volunteer/user is made aware of a concern regarding a

child/young persons welfare

Will be made by a member of staff/volunteer/user if they have concerns about another adult who

works or is involved with children, young people.

The report will be made via the following Safeguarding Incident Report Form, and should use the

correct language as expressed by the person sharing the information.

WINSFORD YOUTH & COMMUNITY FORUM

SAFEGUARDING INCIDENT REPORT FORM

To be used when reporting a concern about a child, young person or an adult, and when a

disclosure is made.

Information/report to be shared only with the Responsible Designated Person ( s ) as listed in the

WC & YF Safeguarding Policy – B.Barton/K.Clarke

MADE IN COMPLETE CONFIDENCE

|  |  |
| --- | --- |
| Your Name | Your Role/Position |
|  |  |

|  |  |
| --- | --- |
| Child/Young Person/Adult – giving information | That person’s address |
|  |  |

|  |
| --- |
| Date/time/location of concern/disclosure expressed |
|  |

|  |
| --- |
| Details of concern/disclosure – record exactly what was said, and your response |
|  |

|  |
| --- |
| Any immediate actions |
|  |

|  |
| --- |
| Any other agencies involved e.g. Police, Children’s Services, Other. |
|  |

|  |
| --- |
| WY/CF Responsible/Designated Person reported to - |
| Your Signature:  Print Name:  Date: |

PTO

Initial contact regarding any concern or disclosure should be, whenever possible by phone to one of the

Designated Persons. The report must be submitted in an envelope within 24 hours or less, subject to the

expectations of the Designated Person.

Confidentiality must be maintained, do not discuss the incident/report with anyone else, except those on a

need to know basis. Please take advice on this from the Designated Person.

Recording and responding to a child/young person making a disclosure or expressing a concern.

\* Ensure whenever possible that you are in a position to talk 1 2 1 wherever you can-

\* Listen carefully to what is being said, let them talk at their own pace. Confirm what is being said

and that you are clear on the details.

\* Stay calm and reassure the child/ young person, that they were right to inform you, but don’t

make any promises.

\* Advise them that you will have to share the information with your Managers – confirm that they

understand this. Tell them what will happen.

\* Reassure them that they have done the correct thing by telling you.

\* Record as soon as possible in detail all that was said, with all the relevant support information as

per the recording form. If possible and with the child`s/ young person`s agreement take notes during

the disclosure – do not `break` the interview, but record on paper to hand, transfer to this form and

completely destroy notes taken.

Safeguarding– Welfare of the child/young person

Developing relationships with in professional boundaries is a key principle to effective youth work, within

all venues, or delivery areas within WY&CF. During this process staff/vol or others may themselves raise

concerns about individual children or young people – those who might need additional support. Whenever

this occurs we will contact the `Integrated Early Support Team` regarding the use of their `Team Around the

Family` scheme.

Team Around the Family ( TAF )

The Team around the Family is all about being proactive – by early intervention, promotion in the welfare of the child/young person, rather than later in their lives. The scheme involves working with all the family, lead organisations and any others that are involved in that child/young person`s life. The family including the child/young person must agree for that additional support prior to the TAF being implemented. WY&CF has the ability to instigate a TAF, subject to the families approval and the completion of TAF assessment.

WC&YF will make the initial contact to see if a TAF is already operational, and assess to confirm need.

Three likely TAF outcomes – 1. No worries/concerns

2. Support can be meet by a single agency

3.. Support requires a multi – agency response. By having a TAF meeting,

Which includes the child/young person and the parents.

WY&CF - will continue to monitor the child/young person, if there are no concerns identified

WY&CF - will act as the single support agency if appropriate

WY&CF - will work in partnership with other agencies, if we are identified as being a key organisation

in helping that child/young person via early intervention

Code of Conduct

Although WY&CF is a Voluntary organisation, we apply the same principles as per professional agencies

and organisations to all our adults working in whatever capacity under our name, to ensure that a `Duty

of Care` is maintained.

We do this by - \* working in a safe environment

\* setting a good example, as adults with appropriate language, behaviour and actions

\* by wearing clothing appropriate for the role, not smoking or being under the

influence of alcohol/drugs

\* by working as a team – each member of staff in sight of the other

\* treating each child/young person with respect and dignity

\* being aware that any physical contact with a child/young person might be

misinterpreted . However challenging behaviour might incur some physical contact

as a defence of oneself or to prevent injury to a third party. In which case a full

incident report must be made, along with any witness statements and handed

involvement needs to be recorded.

\* working within WY&CF policies and procedures particularly around Safeguarding

Safer Working Practices

1. Safe Environment – Each venue will have its own independent Risk Assessment, beit joint

use building, or one directly controlled by WY&CF

1. Joint use – regular meetings are held with owners, with H/S issues on the agenda

2. WY&CF – venues are constantly reviewed, and any requirements implemented,

as soon as possible, or immediately, if needed. H/S is an agenda item at all

Trustees meetings.

Individual activities have to Risk Assessed independently as a prerequisite for

insurance cover. Staff supervision/team meetings and planning sessions will pre

determine whether the activity falls into this area of need.

2. Adult Involvement – All adults involved in direct delivery of services will be subject to the Safer

recruitment policy, undertake an induction process, probation period, induction

process, workplace training and supervision, to ensure `standards` are

maintained.

3. Team work/lone working – planning and recording for each session are key elements for each

team, with periodical `Full Team ` meetings, to share ideas and concerns.

Lone working is not encouraged, but we recognise that there will be times when

this cannot be avoided, e.g escorting a child/young person, as an emergency

out of sight of a colleague ( building restraints )

1- 2-1 situation while listening to a concern/disclosure

detached/outreach situation.

In these cases and others that may occur, we expect the person involved to advise

their colleague of what/why this is happening, so that one can check on the other,

when able. An immediate verbal risk assessment of the situation needs to be

made and agreed on.

When it is known that lone working is to take place – a risk assessment in advance

of that happening needs to be completed e.g Youngster on work placement

planned escort/trip

residential situations

alone in a building

Risk assessment and actions to support that situation have to be approved and

any appropriate safeguards implemented. If the situation cannot be considered

safe, other staff/vol will have to be considered.

The primary risk to members of staff/vol when lone working is in relation to

allegations of sexual/physical abuse of a young person. Risk assessments are

used to minimise that risk when lone working, and used to ensure positive out-

comes for the child/young person and for the adult

Additionally Risk assessments must be made on any new activity, or event, being planned and checked against our insurance policy. In some cases we will have to notify and register the activity

and apply additional conditions to meet their requirements. Other supportive actions may also be identified and implemented prior to the activity taking place.

Photography, Videos, Website, DVD`s

Use of the above by WY&CF is useful for our reports, evidence for funders and for promotional

work. Whenever we plan to incorporate this into a project, activity or an event we will always

consider the privacy, dignity and safety of the child/young person(s) involved. We will always gain

permission from the child/young person and then seek signed permission from their parent/career,

and be clear with them as to why and for what purpose we will use their image. ( or not if

permission is not given.)

WY&CF Consent Form for Images - (Appendix No 1 )

Bullying

WY&CF will not accept or condone any form of bullying which itself is seen as abusive. It is the

responsibility of every member of staff/vol/user to report and to help deal with any issue

perceived as bullying. Any issue must be reported on to the `Incident Report Form` ( Appendix No 2 )

We define bullying as being –

Physical – actual bodily contact via hitting, scratching, kicking- and we include theft in this.

Verbal – name calling, verbal abuse of parent/family member, constant teasing, racist, sexist remarks,

derogatory remarks re – disability, learning ability, any form of discrimination or threats and

gestures.

Emotional – Includes, ignoring, ridicule, humiliation, isolating and anything sent via texting, or social

media. Cyberbullying – as a means of carrying out such actions is covered in the social

media policy.

No one deserves to be bullied, everybody has the right to be treated with respect and dignity. WY&CF

Will ensure that such incidents are challenged, recorded and acted anon regardless of who the

perpetrator maybe, and that includes adults.

Racist remarks – Seperate Guidelines and Reporting Form ( Appendix No 3 )

Social Media Policy – ( see Appendix No 4 )

Safer Recruitment Policy

WC&YF will in the first instance ensure that all Staff and Volunteers are recruited via a robust

recruitment, selection and Induction process, followed by a Probation period confirming suitability

to the post and work involved. If successful, further training and supervision will be implemented.

In all cases applicants must complete a successful enhanced D.B.S check, prior to commencing any role. D.B.S checks for all staff/vol will be renewed every 3 years

However Induction could start immediately subject to sufficient staff being on duty at the same time

So that that person `partners` a member of staff at all times. No lone working permitted.

Prior to the commencement of any role, two positive references have to be received from two

Independent referees and successfully pass an interview process.

All staff/vols will receive an `Induction Booklet` which needs to be worked through with the Senior

Member of staff or Trustee. This includes working practices and a list of Policies and Procedures.

Mandatory training is given to all staff/vol on our Safeguarding, Health and Safety Policies and

Youth Work skills.

Whistleblowing

Whistleblowing is the term used when someone has a concern about another member of staff/vol

Or user within WY&CF. It may involve a young person or be concern with mal practise or misconduct

Whatever the situation the immediate contact for this will be the Chair of WY&CF, who will carry

Out his/her own investigation, involving the appropriate organisations. If it involves a concern about

Safeguarding then it should be via the Local Safeguarding Board ( LSGB ) if it is about work related

Issues it should be via the Trustees.

Any young person having a concern about any adult within our organisation ( or external )could also

Use the LSGB or report, if appropriate to a senior member of staff. ( Details attached )

Complaints

Any complaint by an adult or youngster regarding poor practice or disappointment with a decision

Must be made in writing to one of the Trustees. A written acknowledgement of the compliant must be given immediately and a full investigation launched by the Board of Trustees. The outcome of which must be relayed to all parties concerned. If it involves a member of staff/volunteer we will refer to our Staff Handbook and its employment procedures. If it involves a breach of our procedures

Regarding a duty of care then we will apply the Safeguarding procedures for guidance.

In all cases it is hoped that WY&CF could resolve the issues and give appropriate reassurances to the

Complainant If the complainant is dissatisfied with the outcome, the incident/report will be referred

To CWAC Children`s Service.

Local Contacts and Helplines

CWAC Children`s Services Integrated access and referral team

Wyvern House, The Drumber, Winsford CW7 1AH

8.30am – 5pm -Mon / Thurs 8.30am – 4.30pm Fri

Tel 0300 123 7047 email [i-ART@cheshirewestandchester.gov.uk](mailto:i-ART@cheshirewestandchester.gov.uk)

& 01606 275099

Emergency duty team ( out of hours )

After 5pm Mon/Thu after 4.30 Fri, weekends and bank/hols

01244 977277 email [edt@cheshirewestandchester.gov.uk](mailto:edt@cheshirewestandchester.gov.uk)

NSPCC Child Protection 0808 800 5000

Child Line 0800 1111

Parentline Plus 0808 8002222

REVIEW DATE - March 2018