

Child Safeguarding & Protection Policy

Introduction:

Our policy applies to all staff, management team and volunteers connected to ASD Family Help. The policy is to support staff, volunteers, trustees and committee members to create a secure and safe experience for children and young people accessing ASDFH activities and sessions.

ASDFH is committed to safeguarding and promoting the welfare of children and young people.

Safeguarding and promoting the welfare of children and young people is defined as:

- Protecting children and young people from maltreatment
- Preventing impairment of children and young people's health or development
- Ensuring children and young people are growing up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes

Safeguarding Responsibility within ASD Family Help

The Charity Manager has responsibility for Safeguarding issues for staff, volunteers, service users and their families. The Charity Manager is the Safeguarding Lead for ASD Family Help.

EVERY employee and volunteer has a responsibility to safeguard the welfare of the children, young people and vulnerable adults within our care.

ANY concerns should be addressed to the Charity Manager, without delay, for appropriate processes to be commenced.

If you are in doubt about whether something needs to be reported – don't think about it, just report it!

In the Absence of the Charity Manager all concerns should be addressed through the Volunteer/Staff Coordinator, who will contact The Chair or Trustee of the Charity immediately for advice and follow the Berkshire wide procedures (refer to link at the bottom of page).

All staff, trustees, & volunteers have a duty to take responsibility to recognise and follow the policies & procedures around safeguarding.

Complaints of Abuse reported to staff/trustees/volunteers by a member of the public, service users, staff/trustees/volunteers must:

1. Safeguarding Protection Incident Form (staff, trustee, volunteer) and/or
2. Complaints form (service user, member of the public)
3. AND must also inform the Charity Manager immediately
Working Days 07707660599 or contact@asdfamilyhelp.org
Out of hours 07952079508

We will follow the procedures set out by the Area Child Protection Committee (Berkshire West Area Child Protection Committees Child Protection Procedures) Local Safeguarding Children Board (Children & Families Act 2014) <http://proceduresonline.com/berks/>

For Pembrokeshire we will follow the guidance on <https://safeguarding.wales/> and https://www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf and <https://www.pembrokeshire.gov.uk/safeguarding-adults-and-children> and <https://www.pembrokeshire.gov.uk/safeguarding-adults-and-children/safeguarding-boards>

Legal Responsibilities:

It is the responsibility of staff, volunteers, trustees and committee members to ensure they are aware of child protection concerns relating to children with special needs and to help protect children and stop abuse of children.

Child protection awareness training is given through the volunteer and staff induction programme. This equips those working with the children with the steps to be taken if they are concerned.

Volunteers, staff, trustees and committee members must act appropriately when supporting children. They should endeavour, within reason to ensure contact with individual children can be seen by other adults and avoid one to one situations.

If a child needs assistance to the toilet, workers should encourage the child to do as much as possible by themselves and it is preferable to have another adult available to prevent a lone working situation.

All personnel working with children and young people must have an up to date enhanced DBS certificate. An up to date certificate must be sought every 2 years by ASDFH.

Personnel who do not yet have a DBS certificate and who may visit a trial session must be supervised AT ALL TIMES and escorted around the venue.

Personnel without a current DBS certificate MAY assist at a Family Session, where NO individual contact with children is required and parents/carers are responsible for supervising their children.

Parents dropping off or collecting children should wait in the entrance of the venue and should not be allowed unsupervised access within the venue.

Types of abuse:

There are four types of abuse:

Physical	Sexual	Neglect	Emotional
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In addition, all workers must be aware of the risk of:

- 'PREVENT' Radicalisation, especially in relation to vulnerable children (and adults) and
- Female Genital Mutilation.

All staff must understand their responsibility in protecting children and young people from the risk of radicalisation. Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism.

All staff must understand that they are subject to a duty under section 26 of the Counter-Terrorism and Security Act 2015 and have due regard of the need to prevent people from being drawn into terrorism. This duty is known as the Prevent Duty.

All staff must understand that if they discover that an act of Female Genital Mutilation appears to have been carried out on a girl under 18, it is a professional responsibility to report this to the police. Female genital mutilation (sometimes referred to as female circumcision) refers to procedures that intentionally alter or cause injury to the female genital organs for non-medical reasons. The practice is illegal in the UK

Online training and certification should be undertaken by all staff/volunteers working with children, young people or vulnerable adults (essential highlighted yellow):

Child Safeguarding To be completed by ALL staff & Volunteers (Over 16)	https://elearning.berkshirerwestsafeguardingchildrenpartnership.org.uk/mod/scorm/view.php?id=2 (Use guest login to complete) Takes approximately 30/45 minutes with certificate at the end.
PREVENT Radicalisation awareness To be completed by ALL staff	https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html Takes approximately 40 minutes with certificate at the end.
Female Genital Mutilation	https://fgmelearning.vctms.co.uk/ (You will need to follow the instructions to set up a simple login using an email address). Takes approximately 1 hour with a certificate at the end.

Allegations against volunteers or staff members:

Where an allegation of abuse is made against a volunteer or member of staff, ASDFH will follow the guidance set out in Keeping Children Safe in Education published by the DFE in March 2015, the last update being September 2016, <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

This guidance lays out how to manage allegations that might indicate that a person is unsuitable to continue to work with children in their present position, or in any capacity. It will be used where it is alleged that a member of staff has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child or
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

If the allegation is made against a volunteer or staff member by a parent, this should immediately be notified to the ASDFH Safeguarding Lead who will discuss a plan of action with a committee member. ASDFH will ask the complainant if they have reported their concerns to social services. If not, they may advise them to do so.

The ASDFH Safeguarding Lead will, with the ASDFH committee:

- Gather the facts and makes an initial assessment.
- Temporarily suspend the volunteer/staff member (without prejudice) from the programme while an investigation is carried out.
- Keep records of all information relating to the allegation.
- If, following investigations, it is considered there is sufficient cause for concern to warrant a child protection enquiry then the ASDFH Safeguarding Lead will refer the matter to Social Services Children's and Families Team.
- *Wokingham & West Berkshire - Child Protection Duty Officer: 0118 9445360. Out of Hours Emergency team 01344 786543.*
- *Pembrokeshire Child Care Assessment Team: 01437 776444
Adult Safeguarding Team: 01437 776056
Social Services out of Hours: 0300 333 2222*
- Current Safeguarding Staff Lead: Cathy Roberts 07707 660599
- **Police:-** In an emergency ring 999 or Non-emergency: 101

Procedure to follow:

Generally, concerns about children will arise in one of three ways:

1. Direct allegations of abuse or neglect
2. Observations or information about children that may suggest they are experiencing abuse or neglect
3. More general child care concerns

1. Direct allegations

If a child makes a direct disclosure to you:

- Tell the child you believe them and reassure them that they will not get into trouble for being honest
- Tell the child that you will do the right thing for them. Do not promise to keep this a secret. Be clear that if you feel they are not safe, that you will need to tell somebody.
- Do not ask too many questions but do let the child tell you what they need to.
- Only ask questions that start with: Who? What? Where? When? Why? How?
- Do not make assumptions and do not make the child feel guilty or embarrassed.
- Inform the child of the actions you will take.
- Inform the Activity Coordinator (or Activity Leader if Coordinator not present).
- Complete a Safeguarding Protection Incident Form as soon as possible to ensure it is as accurate as it can be. This should be given to the Activity Coordinator.
- If necessary ASDFH should contact the Social services Duty Officer as soon as possible. They will take advice from Social Services regarding what to do next.
- Activities Coordinator will communicate with the parents.
- Treat this information as confidential and only share with necessary ASDFH staff.

2. Observations

- Inform the Activity Coordinator (or Activity Leader if Coordinator not present) who may contact Social Services Duty Officer for advice.
- Complete a Safeguarding Protection Incident Form as soon as possible.
- If abuse is suspected, the Incident Forms over a period of time will show a vital pattern to Social Services.

3. General child care concerns

Where there are low levels of concerns that a child is not having their physical or emotional needs met to a satisfactory standard:

- Discuss the child's needs in the first instance with the Activities Coordinator. It can be decided on how to discuss this with the parents. There may be a case to talk to other professional like the child's Social worker if they have one.
- Record these details on a child's Target & Observation form.

ASD Family Help responsibilities for child protection.

Our policy applies to all staff, management team and volunteers connected to ASD Family Help.

- Ensure we have a Safeguarding Lead for client's protection who has received appropriate training and support for this role.
- Ensure we have a nominated committee member responsible for safeguarding.
- Ensure clients know who to talk to if they are worried.
- Establishing a safe environment in which clients can learn, develop, feel secure and listened to.
- Ensure every staff, volunteer, trustee and committee member know the name of the Safeguarding Lead.
- Ensure all staff, volunteers, trustees and volunteers understand their responsibilities in being alert to the signs of abuse, their responsibility for referring concerns and how to report concerns.
- Ensure that parents/carers have an understanding of the responsibility placed on the ASDFH for Safeguarding.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding Safeguarding matters including attendance at case conferences.
- Keep written records of concerns about clients, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely and in locked locations.
- Develop and then follow procedures where an allegation is made against a member or volunteer.
- Ensure safe recruitment practices are always followed.
- Enhanced DBS checks are completed on all staff & volunteers (including the Committee) every 2 years.
- Any staff/volunteer/committee (including new staff) member not completing the forms, within the date range, will not be permitted to work/volunteer for the charity until this is resolved.
- All staff/volunteers/committee must complete Safeguarding Training every 3 years and new staff/volunteers/committee must complete Safeguarding Training before starting work.
- Risk assessments are carried out to ensure vulnerable adults and/or children in your care are safe.

Useful documents consulted in the writing of this policy, taken into consideration for our induction training or for further information /reading:

Children Act 1989	http://www.legislation.gov.uk/ukpga/1989/41/contents
Children Act 2004	http://www.legislation.gov.uk/ukpga/2004/31/contents
Safeguarding Vulnerable Groups Act, 2006	https://www.legislation.gov.uk/ukpga/2006/47/contents
Working Together to Safeguard Children, March 2015	https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
What to do if you're worried a child being abused: Advice for practitioners, March 2015	https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2
Channel Duty Guidance: Protecting vulnerable people from being drawn into terrorism, April 2015	https://www.gov.uk/government/publications/channel-guidance
Multi-agency statutory guidance on female genital mutilation, April 2016	https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation
NSPCC: 'How safe are our children?' 2014	https://www.nspcc.org.uk/services-and-resources/research-and-resources/2014/how-safe-are-our-children-2014/
Spotting signs of abuse in children (Wokingham)	http://proceduresonline.com/berks/wokingham/index.html
Signs of abuse in children (West Berkshire)	http://proceduresonline.com/berks/west_berk/index.html
	http://www.wokinghamlscb.org.uk/Worried_about_a_person_working_with_children
WALES - Pembrokeshire	https://www.legislation.gov.uk/anaw/2014/4/pdfs/anaw_20140004_en.pdf
	https://safeguarding.wales/
	https://www.pembrokeshire.gov.uk/safeguarding-adults-and-children
	https://www.dewis.wales/SearchResults.aspx?q=protection+of+vulnerable&loc=sa61+1tp&d=5&c=
	https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

**Information and contact numbers for Child Safeguarding Lead
(or deputy in absence):**

Report a concern about a child

If you have any worries about a child or young person who you feel is being ill-treated, you should contact us immediately. Children and their parents may need help urgently.

Who to contact - WOKINGHAM

- Referral and Assessment Team (Children's Safeguarding and Social Care Team): Telephone **0118 908 8002** or email: triage@wokingham.gov.uk

Who to contact – WEST BERKSHIRE

- Referral and Assessment Team (Children's Safeguarding and Social Care Team): Telephone **01635 503090** or email: child@westberks.gov.uk

Who to contact – WALES Pembrokeshire

- Referral and Assessment Team (Children's Safeguarding and Social Care Team): Telephone Child Care Assessment Team: **01437 776444**

Alternative points of contact:

- Emergency Duty Team – **BERKSHIRE** out of office hours: 01344 786 543. **WALES** out of hours Social Services: 0300 333 2222
- Police: telephone 101 FREE
- NSPCC (National Society for the Prevention of Cruelty to Children) 24 Hour Helpline: 0808 800 5000 FREE
- **Other Useful Telephone Numbers / Links :**

NSPCC	0808 800 5000
Childline	0800 1111
Care Inspectorate Wales	0300 790 0126
Hourglass	0808 808 8141
Age UK	0800 169 6565
Ann Craft Trust	0115 951 5400
Respond	0808 808 0700
Victim Support	0808 168 9111
Hafan Cymru (WALES)	01267 225 555
Welsh Women's Aid (WALES)	0808 801 0800

Call 999 in an emergency if you believe a child is in immediate danger

<http://www.wokingham.gov.uk/children-and-families/child-protection-and-family-support/report-a-concern-about-a-child/> **WOKINGHAM**

<http://proceduresonline.com/berks/wokingham/index.html> **WOKINGHAM**

http://proceduresonline.com/berks/west_berk/index.html **WEST BERKSHIRE**

<https://safeguarding.wales/> **WALES (Pembrokeshire)**

Responsibilities:

LADO information for safeguarding lead:

http://www.wokinghamlscb.org.uk/contents/documents/LADO_WBC.PDF

This link gives easy-read access to safeguarding & what to do:-

<https://knowhow.ncvo.org.uk/safeguarding/safeguarding#>

Risks to be aware of

Risks you must be alert to include:

- sexual harassment, abuse and exploitation
- criminal exploitation
- cyber abuse
- modern day slavery
- negligent treatment
- self-neglect
- physical or emotional abuse
- bullying or harassment
- health and safety
- commercial exploitation
- extremism and radicalisation
- forced marriage
- human trafficking
- female genital mutilation
- discrimination on any of the grounds in the Equality Act 2010
- people may target your charity
- a charity's culture may allow poor behaviour and poor accountability
- people may abuse a position of trust they hold within a charity
- data breaches, including those under General Data Protection Regulations (GDPR)