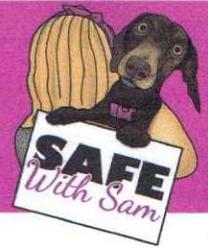


Safe Guarding Children Policy



1.0 Introduction

Safe With Sam fully recognises its responsibilities for safeguarding children. Our policy applies to all staff, Trustees and volunteers working on behalf of the charity. There are five main elements to our policy:

- Ensuring we practice safer recruitment in checking the suitability of staff and volunteers to work with children;
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe;
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Supporting charity beneficiaries who have been abused.
- Establishing a safe environment in which children can receive guidance and support.

We recognise that because of the opportunity of contact with children, staff and volunteers are well placed to observe the outward signs of abuse. The charity will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to;
- Ensure children know that there are adults in their school and other organisations whom they can approach if they are worried;

2.0 Procedures

We will follow the procedures set out by the Worcestershire Safeguarding Children Board (WSCB) and take account of guidance issued by the Department for Education (DfE).

The charity will:

- Ensure it has a Senior Designated Person for Safeguarding (SDP) who will undertake regular, appropriate training for this role;
- Ensure it has a nominated Trustee responsible for safeguarding children;
- Ensure every member of staff (including temporary, Trustees and volunteers) knows the name of the SDP and their role;
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the SDP;
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding safeguarding;
- Keep written records of concerns about children, even where there is no need to refer the matter immediately;
- Ensure all records are kept securely in locked locations;

- Be aware of and follow procedures set out by Children's Services where an allegation is made against a member of staff or volunteer;
- Ensure safer recruitment practices are always followed;
- Our procedures will be reviewed annually and up-dated in accordance with current legislation.

3.0 Training

When volunteers and trustees join our charity they will be informed of the safeguarding children arrangements in place. They will be given a copy of this policy and told who the SDP is.

The induction programme for trustees, staff and volunteers who have direct contact with beneficiaries, will include basic safeguarding information relating to signs and symptoms of abuse, how to manage a disclosure from a child, when and how to record a concern about the welfare of a child.

All staff, trustees and volunteers will receive training in child protection and safe working practice, updated every three years.

4.0 Responsibilities

The Trustees will nominate a member to be responsible for Safeguarding Children and liaise with the SDP in matters relating to Safeguarding. It will ensure that Safeguarding Policies and procedures are in place, and reviewed annually.

The SDP will co-ordinate action on safeguarding and promoting the welfare of children ensuring that all staff, volunteers and trustees know who the SDP is, they are aware of their responsibilities in being alert to the signs of abuse and of their responsibility to report and record any concerns.

5.0 Managing a Disclosure

If a child discloses directly to a member of staff, the following procedures will be followed:

- Listen carefully to what is said.
- Ask only open questions such as:
 - 'Tell me what happened'
 - 'Please explain what you mean when you say...'
 - 'Can you describe the person?' or 'Can you describe the place?'
- Do not ask questions which may be considered to suggest what might have happened, or who has perpetrated the abuse, e.g. 'Did your Dad hit you?'
- Do not force the child to repeat what he/she said in front of another person.
- Do not begin an investigation.
- Report immediately to the SDP and complete a written record, using the child's words as far as possible.

6.0 Information Sharing & Confidentiality

We recognise that all matters relating to Child Protection are confidential.

The SDP will disclose any information about a young person to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child to keep secrets.

7.0 Record Keeping

Any member of staff receiving a disclosure of abuse from a child or young person, or noticing signs or symptoms of possible abuse, will make notes as soon as possible (within the hour, if possible) writing down exactly what was said, using the child's own words as far as possible. All notes should be timed, dated and signed, with name printed alongside the signature. Concerns should be recorded using the charity's safeguarding children recording system.

All records of a child protection nature should be passed to the SDP including case conference minutes and written records of any concerns.

8.0 Supporting Children

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self worth. They may feel helplessness, humiliation and some sense of blame. The charity will endeavour to support the student through:

- The charity will ensure that the young person knows that some behaviour is unacceptable but they are valued and not to be blamed for any abuse which has occurred;
- Liaison with other agencies where appropriate, that support the young person such as Children's Services, Child and Adult Mental Health Service (CAMHS), education welfare service and educational psychology service and those agencies involved in the safeguarding of children;
- Notifying Children's Social Care immediately there is a significant concern.

9.0 Supporting Staff

We recognise that staff working for the charity who have become involved with a child who has suffered harm, or appears to be likely to suffer harm, may find the situation stressful and upsetting. We will support such staff by providing an opportunity to talk through their anxieties with the SDP and to seek further support as appropriate.

In order to reduce the risk of allegations being made against staff, and ensure that staff are competent, confident and safe to work with children, they will be made

aware of safer working practice guidance and will be given opportunities in training to develop their understanding of what constitutes safe and unsafe behaviour.

10.0 **Safer Recruitment and Selection of Staff**

The recruitment process is robust in seeking to establish the commitment of Trustees and volunteers to support the charity's measures to safeguard children and to deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

The charity will follow a robust recruitment and selection procedures and includes the following statement in all job advertisements, publicity material, recruitment websites, and candidate information packs:

'Safe With Sam is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.'

The recruitment process will seek to establish the commitment of candidates to support the charity's measures to safeguard children and to deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

11.0 **Contacts**

Internal

Samantha Morris: Senior Designated Person for Safeguarding

Anita Stephenson: Trustee responsible for safeguarding children

Adopted by the Trustees 15th April 2014

Date of Review: April 2015

Signed:



Chair of Trustees