

SCOTTY'S LITTLE SOLDIERS

Safeguarding and Child Protection Policy and Procedures.

1. Scope:

The purpose of Scotty's Little Soldiers ('the charity') safeguarding policy is to ensure that every child within our organisation is safe and protected from harm.

We are committed to safeguarding and promoting the welfare of all children.

This means we will always work to:

- Protect children from maltreatment
- Prevent impairment of children's health or development
- Ensure that children are growing up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best possible outcomes.

This policy will give clear direction to team members, volunteers, visitors and parents/carers about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at Scotty's Little Soldiers.

2. Introduction:

Scotty's Little Soldiers' mission is to provide relief from the effects of bereavement to children and young people who have experienced the death of a parent who has served with the Armed Forces of the Crown. We fully recognise the contribution we can make in protecting children from harm and supporting and promoting the welfare of all children.

Our policy is focused on prevention, protection and support.

Our policy applies to all children, volunteers, visitors and team members.

A 'child' is defined as someone under the age of 18 years. We have a Safeguarding Adults Policy for vulnerable young adults aged 18 years and upwards. Both policies are closely intertwined to safeguard the families we work with.

Whilst Scotty's Little Soldiers is based in Norfolk, we support beneficiaries all around the UK and, in a few instances, abroad. We understand the need to adhere to safeguarding procedures relating to the area where children reside and are committed to ensuring we work in partnership with external agencies.

We are clear that the appropriate Local Authority and Police must lead any investigation into any allegation of safeguarding and child protection.

3. Our Culture:

Scotty's Little Soldiers 'Culture Code' underpins and promotes the charity's commitment to safeguarding. It enhances our message to all team members that they have a duty to protect and promote the welfare of all our beneficiaries.

The charity seeks to maintain a culture where our beneficiaries feel secure, are encouraged to talk, are listened to and are safe. Children are encouraged to talk freely to any team member or volunteer if they are worried or concerned about something. At Scotty's one of our core values is 'Families Come First' and we constantly promote this in our everyday work.

All team members and volunteers in contact with children will, through induction and training, know how to recognise a disclosure from a child and will know how to manage this. We will not make any promises to any child, and we will not keep secrets. Every child will be clear about what the adult they have spoken to will do with whatever information they have been told.

We will provide activities and opportunities that will equip our beneficiaries with the skills and knowledge they need to stay safe.

At all times we will work in partnership and try to establish effective working relationships with parents, carers and colleagues from other agencies and organisations.

4. General Procedures:

- When new team members or volunteers join Scotty's Little Soldiers they will be informed of the safeguarding arrangements in place as part of their onboarding. They will be given a copy of our safeguarding policy and told who our Designated Child Safeguarding Officer is. They will be shown the recording format, given information on how to complete it and who to pass it on to.
- Every new member of the team or volunteer will have an onboarding period that will include essential safeguarding information. This programme will include safeguarding training (appropriate to their role) relating to the signs and symptoms of abuse, how to manage a disclosure from a child, how to record this information and issues of confidentiality. The onboarding will also remind team members and volunteers of their responsibility to safeguard all children and the remit of the Designated Child Safeguarding Officer.
- All team members and volunteers will be asked to read this policy at least annually and especially after it has been reviewed and updated, as necessary. Our safeguarding message is actively promoted every day via the charity's wallet sized information card, our own guide to safeguarding and its importance.

- All regular visitors and volunteers to the charity will be told where our policy is held and they will be shown our wallet card providing information on our safeguarding procedures.
- All parents/carers will sign a permissions form at the start of their child's membership of Scotty's Little Soldiers, which includes any vital health or otherwise notable information. It requests permission for photographs to be taken for promotional purposes only. We ensure that parents are aware of our Safeguarding Policy and our legal duty to share information with external agencies if we feel a beneficiary is at risk of significant harm.
- Parents/carers will be asked to sign a service consent form confirming they have received and read our Confidentiality, Information Sharing and Safeguarding Statement when we provide individual support to beneficiaries and families. This information is also widely available on our Families Zone (our private website for our beneficiaries) which is fully accessible. Parents and carers are informed of our legal duty to assist our colleagues in other agencies with safeguarding and child protection enquiries and what happens should we have cause to make a referral to Children's Services.

5. Training:

Every team member will undertake appropriate safeguarding training for their role every three years. For the majority of the team, they will be expected to undertake the NSPCC 'Introduction to Safeguarding' online course. The Families Team will undertake Norfolk SAFER Training 'Introduction to Safeguarding Children'. Our Designated Safeguarding Officer and Deputy will complete the specific Norfolk SAFER Designated Child Safeguarding Officer Training.

We actively encourage all staff to keep up to date with the most recent local and national safeguarding advice and guidance. For our purposes we signpost them to the Norfolk website www.norfolkscb.org in the first instance.

The Scotty's Little Soldiers Designated Child Safeguarding Officer is used as a first point of contact for concerns and queries regarding any safeguarding concern in the charity.

6. Trustees, Team Members & Volunteers:

All adults who come into contact with our beneficiaries have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with, or on our behalf, with our children are competent, confident and safe to do so. We ensure that we adhere to the principles of safer recruitment as follows:

- Carefully consider job descriptions, person specifications and selection criteria.
- Circulate all vacancies widely.

- Prepare a New Team Member Onboarding Pack containing the above information, our culture code, core values, safeguarding procedures and general information on the charity.
- Require a completed application form for shortlisted candidates, including a written declaration with regards to criminal convictions, spent or otherwise.
- Ask for identification.
- Ask for originals of any relevant qualifications.
- Conduct interviews with at least two people present
- Ask for at least two references, including the last employer.
- Gain enhanced DBS checks.
- Organise a comprehensive onboarding period which includes familiarisation with safeguarding policies, procedures and safeguarding training requirements.

Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for our beneficiaries. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.

Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.

We will take all possible steps to safeguard our beneficiaries and to ensure that the adults in our organisation are safe to work with children.

All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from the appropriate Local Authority Designated Officer (LADO) within 24 hours of an allegation being made. In Norfolk the LADO can be contacted via the referral/consultation forms under 'how to raise a concern' at www.norfolkscb.org or a message left on 01603 223473 for ongoing cases. In other Local Authorities across the UK we will follow the relevant LADO guidance on their websites.

Staff will not investigate these matters. We will seek and work with advice that is provided. Should any allegation be made against the Designated Child Safeguarding Officer or Deputy, this will be reported by the team member or volunteer raising the concern directly to the LADO.

There are sensible steps every adult should take in their daily professional conduct with children. We have created guidance for adults within our safeguarding wallet card, which details our expectation of appropriate conduct when working with children.

7. Records & Confidentiality:

If we are concerned about the welfare or safety of any child coming in to contact with Scotty's Little Soldiers, we will record our concerns immediately on the agreed report form and give this to the Designated Child Safeguarding Officer.

Any information recorded will be kept securely on our electronic client management system with restricted access. These files will be the responsibility of the Designated Child Safeguarding Officer and the information will only be shared within the organisation on a 'need-to-know' basis for the protection of the child.

Any safeguarding information will be kept on secure files and will be added to. Copies of referrals will be securely stored electronically.

All information is confidential, however if there is a safeguarding or child protection concern about a child, then information can be shared with other agencies, namely the Police or Children's Advice and Duty Service (CADS). Reports of a concern to the Designated Child Safeguarding Officer must be in writing and signed and dated by the person with the concern.

8. Roles & Responsibilities:

Scotty's Little Soldiers Designated Child Safeguarding Officer (Deputy or other relevant team member) will liaise with the relevant Children's Advice and Duty Service, and other agencies where necessary, and make referrals using the procedure below.

- Any concern for a child's safety or welfare will be recorded and given to the Designated Child Safeguarding Officer who will be responsible for ensuring that all team members and volunteers are aware of our policy and the procedure they need to follow.
- The Designated Child Safeguarding Officer will ensure that all team members and volunteers have received appropriate safeguarding and child protection information during onboarding and have accessed relevant training.
- The Designated Child Safeguarding Officer will ensure that our safeguarding policies are in place and are reviewed annually. The content of some of our policies have been written in consultation with the Safer Programme.
- At all times the Designated Child Safeguarding Officer will ensure that safer recruitment practices are followed.
- Scotty's Little Soldiers undertakes to remedy without delay any weaknesses to our safeguarding arrangements that are brought to our attention.

9. Procedures for Handling Disclosures:

A child may decide to disclose information that may indicate they or another child are suffering from abuse or neglect. A child chooses to speak to an adult because they feel

they will listen and that they can trust them. The adult needs to listen to what the child has to say and be very careful not to 'lead' the child or influence in any way what they say.

It is important that the adult remembers to:

- Stay calm
- Listen and be supportive
- Not ask any leading questions, interrogate the child, or put ideas in the child's head, or jump to conclusions
- Not to stop or interrupt a child who is recalling significant events
- Never to promise the child confidentiality – it must be explained that the information will be passed on to help keep them safe
- Avoid criticising the alleged perpetrator
- Tell the child what must be done next (the safeguarding process must be followed)
- Record what has been said immediately as close to what has been said as possible. Also record what was happening immediately before the child disclosed. Be sure to sign and date the record
- Contact the designated person immediately
- Seek support

This information forms part of our safeguarding wallet card issued to all team and volunteers.

Child protection and safeguarding referrals will be made to the individual's local authority Children's Services, following their prescribed referral processes. If Scotty's Little Soldiers are unsure whether to make a referral or not, they will request a professional consultation via the relevant Children's Advice and Duty Service.

In Norfolk, if we have a concern about a child or children we will telephone the Children's Advice and Duty Service (CADS) on 0344 800 8021 immediately. We will be put through to a Social Worker who will take all of the relevant details. We will make sure we are prepared with full details of the child and family, plus what our concerns are, details of any support we have provided to the child/family and what we would like to happen. We will ensure we gain consent from the parent/carer unless to do so would place the child at further risk of harm or undermine a criminal investigation. If we have not sought consent from the parent/carer we will inform the CADS worker of this and the reason for this.

The CADS worker will agree a way forward with us and keep us informed. They will send us a written record of our conversation within 5 working days. The outcomes could include a full referral to the Multi Agency Safeguarding Hub (MASH) for further investigation, the Police, or for work with Early Help. We will not investigate and will be led by the Local Authority and/or the Police.

We will make careful records of all conversations including the dates and times of who we spoke to, the information shared and the action agreed. We do not need to send a written referral.

Full details on this process can be found at www.norfolkscb.org under 'How to Raise a Concern'. Any referral, consultation or concern must take place immediately, it is important we do not delay.

10. Working Together 2018:

What is abuse and neglect?

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Physical abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- a. Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- b. Protect a child from physical and emotional harm or danger;
- c. Ensure adequate supervision (including the use of inadequate care-givers);
- d. Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

11. Relevant guidance & legislation:

- Working Together 2018.
- Children's Act 2004 & Children Act 1989.
- Framework for the Assessment of Children in Need and their Families.

12. Other relevant policies and documents:

To underpin our values and culture, and ensure our beneficiaries are appropriately protected, we have the following documents which include reference to our commitment to safeguarding:

- Culture Code
- Safeguarding wallet card & posters (professional conduct code)
- Safeguarding Vulnerable Adults
- Safer Recruitment and Onboarding
- Data Protection and Confidentiality
- Health & Safety Policy (including First Aid)
- Crisis Management and Serious Incident
- Whistleblowing
- Complaints Policy and Procedure

13. Designated Child Safeguarding Officers:

The following designated team are in post:

Designated Child Safeguarding Officer: Lorna Vyse 07919 583234

Deputy Designated Child Safeguarding Officer: Emma Peppercorn 07801 953475

14. Review:

This policy is to be reviewed annually but may be updated by the Board of Trustees as required. We will always make immediate changes to our procedures in line with national guidance on safeguarding.

Next review date: January 2023

15. Approved on behalf of the Trustees:

Sign Name:



Print Name:

Simon Millar

Date:

13th January 2022

Sign Name:



Print Name:

Jason Worthy

Date:

13th January 2022