

SCOTTY'S LITTLE SOLDIERS

Charity Policy: Safeguarding Children Policy (MP07)

1. Scope:

This policy has been agreed by the Trustees of Scotty's Little Soldiers ('the charity') to ensure that every child within our organisation is safe and protected from harm.

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 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 about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at Scotty's Little Soldiers.

A 'child' is someone under the age of 18 years. Please see our Safeguarding Adults Policy for 18 years and upwards. Both policies are closely intertwined to safeguard the whole family.

2. Introduction:

Scotty's Little Soldiers fully recognises the contribution it can make in protecting children from harm and supporting and promoting the welfare of all children. The charity is exclusively focused on providing support to children and young people and it is our ambition to set the industry benchmark when it comes to their safeguarding. Our policy is focused on prevention, protection and support.

We will establish and maintain an ethos where our children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any team member or support volunteer if they are worried or concerned about something.

All team members and support volunteers in contact with children will 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 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.

3. General Procedures:

- When new team members or support volunteers join Scotty's Little Soldiers they will be informed of the safeguarding arrangements in place. They will be given a copy of our safeguarding policies and told who our Designated Child Protection Officer for safeguarding is. They will be shown the recording format, how to complete it and who to pass it on to.
- Every new member of the team or support 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 support volunteers of their responsibility to safeguard all children and the remit of the Designated Child Protection Officer.

- All team members and support volunteers will be asked to read this policy yearly and after it has been reviewed and updated if necessary.
- All parent/carers will be asked to confirm they have seen and read our safeguarding policy. They will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.
- Parent/Carers will sign a consent form at the start of their child's membership of Scotty's Little Soldiers, which includes any vital health or otherwise notable information and will be kept securely on record. It also requests permission for images to be used for promotional purposes only.

4. Training.

Every team member will undertake appropriate safeguarding training every three years. The Families team will all complete core safeguarding training and all other team members and support volunteers will complete safeguarding awareness training. The Designated Safeguarding Officer and Deputy Safeguarding officer will complete Designated Safeguarding Officer Training.

We actively encourage all staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via www.norfolkscb.org

The Designated Safeguarding Officer should be the first point of contact for concerns and queries regarding any safeguarding concerns in Scotty's Little Soldiers.

5. Safer Team Members & Support Volunteers.

All adults who come into contact with our children 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 per our Recruitment Policy and also the guidance from Norfolk Children Safeguarding Children Board.

We will ensure that we:

- Carefully consider the job description, person specification and selection criteria.
- Circulate all vacancies widely.
- Prepare a New Team Member Information Pack containing the above information, our safeguarding and recruitment policies, general information on the charity and our core values.
- Require a completed application form for shortlisted candidates including details of any criminal convictions.
- Ask for identification.
- Ask for originals of any relevant qualifications.
- Conduct interviews with at least two people present
- Ask for at least two references, one of which must be their last employer.
- Gain enhanced DBS checks.

- Organise a comprehensive onboarding period which includes familiarisation with safeguarding policies, procedures and safeguarding training.

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.

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 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.norfolklscb.org or a message left on 01603 223473 for ongoing cases. In other Local Authorities we will follow the 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 Safeguarding Officer or Deputy, this will be reported by the team member or support volunteer raising the concern directly to the LADO.

There are sensible steps every adult should take in their daily professional conduct with children. This can be found in the NSCB Safer Programme Safer Working Practice.

6. Records & Confidentiality.

If we are concerned about the welfare or safety of any child or young person 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 Protection Officer.

Any information recorded will be kept securely on our client management system with restricted access. These files will be the responsibility of the Designated Child Protection 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 in the file and will be added to. Copies of referrals will be stored in the file.

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 Services. Reports of a concern to the Designated Child Protection Officer must be in writing and signed and dated by the person with the concern.

7. Roles & Responsibilities.

Scotty's Little Soldiers Designated Child Protection Officer will liaise with the relevant Children's Services 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 Protection Officer who will be responsible for ensuring that all team members and support volunteers are aware of our policy and the procedure they need to follow.
- The Designated Child Protection Officer will ensure that all team members and support volunteers have received appropriate child protection information during onboarding and have accessed the relevant training.
- The Designated Child Protection Officer will ensure that our safeguarding policies are in place and are reviewed annually. The content of our policies has been written in consultation with the Safer Programme.
- At all times the Designated Child Protection 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.

8. 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 in ink
- Contact the designated person immediately
- Seek support

We are clear that the individual's Local Authority and Police must lead any investigation in any allegation regarding safeguarding.

Child protection and safeguarding referrals should be made to the individual's local authority Children's Services following their referral processes.

If Scotty's Little Soldiers are unsure whether to make a referral or not, they will request a professional consultation via the individual's Children's Services contact methods.

Any referral, consultation or concern must take place immediately, it is important we do not delay.

9. 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.

9. Relevant guidance & legislation

- Working together 2018.
- Children's Act 2004 & Children Act 1989.
- Framework of assessment of children in need and their families.

10. Other relevant policies.

- Safeguarding adults
- Safer Recruitment
- Bullying

- Safer Working Practice
- Code of Conduct
- Confidentiality
- Health & Safety Policy
- Complaints Procedure
- First Aid

11. Designated Children Protection Officer

The following designated staff are in post;
 Designated Protection Officer: Bev Townsend / 07392 686291
 Deputy Designated Protection Officer: Emma Peppercorn / 07801953475

12. Review:

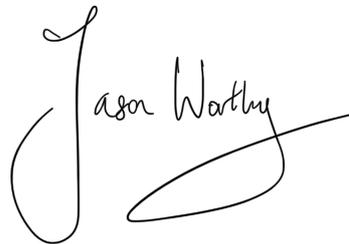
This policy is to be reviewed annually but may be updated by the board of Trustees as required.

Next review date: **31st January 2021**

13. Approved on behalf of the Trustees:

Sign Name:

Sign Name:

Print Name:

Print Name:

Simon Millar – Chair

Jason Worthy - Trustee

Date:

Date:

8th August 2020

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