

Felixstowe Youth Development Group



Policy Number 3

CHILD PROTECTION POLICY

(Issue 20 – Revised August 2023)

Approved by Trustees on_Tuesday 19th August 2023_

Registered Charity Number: 1102380

Registered Address: 2nd Floor, 54 Cobbold Road, Felixstowe IP11 7EL

LEVEL TWO YOUTH PROJECT

CHILD PROTECTION POLICY

1. PROJECT OBLIGATIONS

In accordance with Section 11 of Children's Act 2004 and The Guide to Working Together to Safeguard Children (July 2018)

We recognise that the welfare of children and young people is paramount and that they have equal rights of protection. We have a duty of care and commitment to ensure our functions, and any services that we contract out to others on site and off site, and any services accessing our premises have high regard to the need to safeguard and promote the welfare of children. We also want to protect and support our staff who work or come into contact with these groups. This policy covers young people up to their 18th birthday. After that please refer to the safeguarding vulnerable adult's policy no. 32.

Safeguarding and promoting the welfare of children is defined in Working Together 2018 (Updated 2020) as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

1.1 To our best standard we will take all reasonable action to:

- Listen to all children and treat them with equal respect, ensuring their physical, mental and emotional health is not inhibited or impaired.
- Carefully recruit and select all adults whether paid or unpaid, with DBS and safeguarding/Signs of Safety training undertaken.
- Respond to concerns and allegations appropriately, keeping the child in focus when making decisions.
- Work in partnership with families and other organisations to meet the best outcomes for the child.
- Alert to potential need for Early Help intervention, particularly those with the vulnerable characteristics. See NSPCC guidance for updates.
- Act in accordance with Suffolk Safeguarding Children Board guidance.

1.2 Safeguarding Responsibilities and procedures:

When there are concerns about the welfare of any child/young person it must be dealt with at the earliest opportunity and all staff, paid or voluntary will be expected to understand their responsibilities for safeguarding and protecting children from harm. All staff will understand and be capable of responding to child protection concerns, how to record information and make a referral to local authority children's social care or the police if necessary. All staff will be aware of all types of safeguarding issues and the appropriate referral points, including cases of domestic abuse within the home, and the Governments PREVENT strategy, which aims to reduce the risk of

radicalisation and extremism. See additional Documents for guidance on referrals. When in doubt, or staff need support they must discuss concerns with a Designated Safeguarding Lead. Whilst all information shared should comply with current data protection legislation, Safeguarding information must not be with-hold from referral agencies if it is relevant to supporting or aiding the referral process.

2. RESPONSIBILITIES OF THE LEVEL TWO YOUTH PROJECT DESIGNATED SAFEGUARDING LEADS (DSL)

The Designated Officer & alternates & the Safeguarding Trustee are listed in Appendix 1.

They carry out their safeguarding responsibilities in a way that ensures that children and young people are safeguarded from harm, and promote their welfare.

They are responsible for:-

- Monitoring of recorded concerns from all staff, ensuring safeguarding standards are met and maintained.
- With support from the Deputy Project Manager & Principal Youth Worker, ensure regular training & support are offered to staff in respect of making referrals to the appropriate organisations or agencies.
- With support from the Deputy Project Manager; Supervise staff to ensure all safeguarding and child protection policies are followed.
- Regularly check recording procedures & meet with the DSL Trustee (Annual Audit, additional checks following the recruitment of new staff or any significant concerns, at least 3 times a year.)
- When regarding Staff member referrals to the Local Authority Designated Officer (LADO) will be made without delay.
- Manage cases of poor practice or allegations
- Keeping up-to-date with current legislation.
- Reporting to the management board
- With Support from The Principal Youth Worker & Counselling Lead Professional liaise with other agencies.
- Ensuring that DBS checks are renewed in accordance with current legislation (3 years at present).

Trustees' responsibilities

- to know their duties and responsibilities under law, & request all staff, volunteers & Trustees read the Keeping Children Safe in Education (KCSIE) annually.
- Ensure appropriate health & safety, & risk assessments are carried out. Providing safe and trusted environment which safeguards everyone including staff and volunteers

- ensure adequate safeguarding policies and procedures are in place and effectively applied
- ensure policies, practice and performance are regularly reviewed Annually
- ensure serious incidents are reported to Charity Commission
- Trustees will appoint a Designated Safeguarding Trustee

3. ALLEGATIONS AGAINST PROJECT STAFF

Allegations made against Level Two Youth Project Staff, (including contractors and volunteers) must report to the Project Manager in the first instance. If the Project Manager is the alleged perpetrator, the complainant must be advised to report to another Designated Safeguarding Lead or the Safeguarding Trustee. All allegations must be dealt with at the earliest opportunity and must report the allegation to the Local Area Designated Officer (LADO) on the same day. All allegations must be treated fairly, consistently, and in a way which provides effective protection for the young person, and at the same time supports the staff member who is subject of the allegation.

Contact details for LADO's 0300 123 2044

Email: LADO@suffolk.gov.uk

4. DATA SECURITY

Any information, relating to a child protection issue, will be held electronically & password protected on the DSL Laptop. These records will be kept for 7yrs. Older paper copies will also be sorted in a locked drawer in the DSL Office.

5. CONFIDENTIALITY

Personal information about young people and their families will only be shared with third parties with consent, or if it is to safeguard with the aim to ensure young people receive the appropriate support and protection they need from abuse, harm or neglect. Staff will understand it is a requirement to share safeguarding information in order to protect young people from harm. Young people should always be informed that 'secrets' or disclosures cannot be kept and that we have a duty to put their welfare first. This is not in contradiction of Data protection law. Even where sharing of confidential information is not authorised, Level Two Staff will lawfully share it if this can be justified in the public interest.

6. POLICY REVIEW

This Policy will be reviewed annually.

7. For more information, advice & guidance please see additional documents listed below.

Documents

1. KCSIE & NSPCC guidance
2. Types of Abuse & how to respond
3. Additional notes on awareness & recognition of abuse
4. Safeguarding Code of Conduct for all Level Two Staff, Contractors and Volunteers
5. Notes on appropriate touch
6. Referral Process
7. Disclosure Flowchart
8. Allegation Management: Allegation of Abuse or Malpractice against a member of Staff, including Contractors & Volunteers
9. Action following initial consideration
10. Managing allegations and concerns about a member of staff
11. Safeguarding Notice to Young People
12. Safe use of prescription medicine

Appendix 1

LEVEL TWO YOUTH PROJECT POLICY NO. 3

Designated Safeguarding Lead (DSL)

Shez Hopkins, Project Manager (07724356723)

The Trustee with DSL Responsibility

Rosie Smithson, Trustee (07388814978)