

Document: Safeguarding and Child Protection

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1. Aims

1.1 The purpose of this policy is to outline the duty and responsibility of staff, volunteers and Trustees working on behalf of CLENCHWARTON COMMUNITY FOUNDATION TRUST in relation to Safeguarding Children.

1.2 CLENCHWARTON COMMUNITY FOUNDATION TRUST has a duty of care towards children and vulnerable young people under the age of eighteen, to protect them from physical, emotional and sexual abuse or harm and ensure their well-being. We are committed to creating a safe environment in which young people can feel comfortable and secure while engaging in any CLENCHWARTON COMMUNITY FOUNDATION TRUST activity, training events or workshops. All team members should show respect and understanding for an individual's rights, safety and welfare at all times.

1.3 It is a requirement that any member of the CLENCHWARTON COMMUNITY FOUNDATION TRUST Team or those working on behalf of CLENCHWARTON COMMUNITY FOUNDATION TRUST has a responsibility to pass on information and concerns to Norfolk Children's Services. A list of contact numbers and additional resources are contained in Appendix 2.

2. Definitions

2.1 Safeguarding

2.1.1 Safeguarding legislation and government guidance says that safeguarding means:

- Protecting children from maltreatment.
- Preventing impairment of children's health or development.
- Ensuring that children 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.

"A Co-ordinated Approach - Safeguarding is everyone's responsibility. Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action." [Working together to Safeguard Children \(HM Government\)](#)

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2.1.2 Child protection is a part of safeguarding and promoting welfare. It refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

2.2. Child Abuse

2.2.1 Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing 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 a stranger. They may be abused by an adult or adults, or another child or children. The 'Working Together to Safeguard Children' guidance published by the Government defines four categories of abuse as follows.

2.2.2 Physical Abuse - This 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.

2.2.3 Emotional Abuse - This is 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, unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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, causing children 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.

2.2.4 Sexual Abuse - This type of abuse involves forcing or enticing a child to take part in sexual activities, including prostitution whether or not the child is aware of what is happening. Examples of physical contact include penetrative acts (rape, buggery or oral sex) or non-penetrative acts kissing, fondling, masturbation. It may include non-contact activities involving children in looking at or be involved in sexual online images and or encouraging children to behave in sexually inappropriate ways.

2.2.5 Neglect - This is the persistent failure to meet a child's basic physical and or psychological needs, likely to result in the serious impairment to the child's health and development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or care failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment.

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

3. Checks and Training

3.1 CLENCHWARTON COMMUNITY FOUNDATION TRUST is not an organisation that provides direct activities to children and young people.

3.2 Where workers do have direct access to children through their work with communities, a full DBS disclosure will be sought. All staff will be subject to the proper recruiting procedures. In addition, all staff will have access to appropriate training to make them aware of child protection issues and proper reporting procedures.

3.3 CLENCHWARTON COMMUNITY FOUNDATION TRUST has a designated person responsible for all matters relating to child protection whose responsibility it is to:

- Provide a single point of contact for staff on child protection issues.
- Provide internal consultation to staff and volunteers.
- Ensure that good working practice is followed by CLENCHWARTON COMMUNITY FOUNDATION TRUST staff and volunteers.
- Contact the social care services if required.
- Ensure that training is available to staff as required.

3.4 The CLENCHWARTON COMMUNITY FOUNDATION TRUST Child Protection Officer is CAROLINE COATES (SECRETARY).

4. The Role of Staff, Volunteers and Trustees

4.1 All staff, volunteers and Trustees working on behalf of CLENCHWARTON COMMUNITY FOUNDATION TRUST have a duty:

- To promote the welfare and safety of children.
- To be alert to potential indicators of abuse and neglect.

4.2 Staff, volunteers and Trustees may receive disclosures of child abuse and observe children who are at risk. This policy will enable staff/trustees/volunteers to make informed and confident responses to specific child protection issues.

4.3 If working with communities' staff, volunteers, and Trustees should:

- Treat all adults, children and young people with respect and dignity.
- Avoid being alone with children/young people for excessive amounts of time and ensure that meetings and contacts are kept as open as possible.
- If privacy is required, then staff should inform others of the location and time.
- Encourage groups to adopt safe practices and signpost to relevant support for help on child protection.
- Provide access to relevant information regarding safeguarding wherever appropriate.

- Be aware of a range of resources available and where to obtain them - such as the NSPCC [Safeguarding for Voluntary and Community Groups learning resources](#) and the [Charity Commission safeguarding guidance](#).
- Be aware that someone might misinterpret our actions no matter how well intentioned.
- Never draw any conclusions about others without checking the facts.
- Never allow themselves to be drawn into inappropriate attention seeking situations.
- Never exaggerate or trivialise child abuse issues.
- Never make suggestive remarks or gestures about, or to a child or young person, even in fun.

5. Procedure in the Event of a Disclosure

5.1 It is important that children are protected from abuse. All complaints, allegations or suspicions must be taken seriously.

5.2 This procedure must be followed whenever an allegation is made that a child has been abused or when there is a suspicion that a child has been abused.

5.3 If a child approaches you with information:

- Treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying. Don't cast doubt on what the child has told you, don't interrupt or change the subject.
- Tell the child that they are right to tell you. Don't interrogate the child or ask leading questions - The use of leading questions can cause problems for the subsequent investigation and any court proceedings.
- Reassure them that they are not to blame. Don't say anything that makes the child feel responsible for the abuse.
- Be honest about your own position, what you have to tell to others and why.
- Tell the child what you are doing and when, and keep them up to date with what is happening.
- Take further action - you may be the only person in a position to prevent future abuse - tell your nominated person immediately.
- Write down everything said and what was done within 24 hours. (See Appendix 3 for information you may need if reporting to other agencies.)
- Seek medical attention if necessary.
- Inform parents/carers unless there is suspicion of their involvement.
- Don't make promises you can't keep.

5.4 If people suspect a problem they should:

- Talk to the designated child protection person who will know the appropriate action to take and observe confidentiality. It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse

has occurred. That is a task for the professional child protection agencies, following a referral from the designated child protection officer.

- If this is not appropriate or if they are unavailable, contact the <Name and Position>, (if neither is available nor appropriate, any person can contact social care services directly, contact numbers and additional resources are available in Appendix 2.)
- If a child is clearly at risk and immediate action is necessary contact Children's Services and in an emergency call 999.

5.5 It is unlikely that CLENCHWARTON COMMUNITY FOUNDATION TRUST will have to record information but if this is the case, this information will be kept securely in an appropriate place.

6. Confidentiality

6.1 Child protection raises issues of confidentiality which must be clearly understood by all.

6.2 Staff, volunteers and Trustees have a professional responsibility to share relevant information about the protection of children with other professionals, particularly investigative agencies.

6.3 Clear boundaries of confidentiality will be communicated to all. All personal information regarding a child will be kept confidential except when; it is suspected that a child under 18 years is the victim of abuse.

6.4 If a child confides in a member of staff and requests that the information is kept secret, it is important that the member of staff tells the child sensitively that he or she has a responsibility to refer cases of alleged abuse to the appropriate agencies for the child's own sake.

6.5 Within that context, the child must, however, be assured that the matter will be disclosed only to people who need to know about it.

6.6 Where possible, consent must be obtained from the child before sharing personal information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the child is the priority.

6.7 Where a disclosure has been made, staff must let the child know the position regarding their role and what action they will have to take as a result.

6.8 Staff must assure the child that they will keep them informed of any action to be taken and why. The child's involvement in the process of sharing information must be fully considered and their wishes and feeling taken into account.

6.9 Child Protection issues are highly sensitive and staff who receive information about children or their families in the course of their work must share that information only within appropriate professional contexts. All child protection records must be kept secure.

7. Other Relevant Policies

7.1 Other relevant policies include:

- Protection of Vulnerable Adults Policy.
- Legislation relating to the protection of children and other references (Appendix 2).
- Volunteering Policy.
- Whistleblowing Policy.
- Code of Conduct for adults working with children and vulnerable adults (Appendix 5).
- Code of Conduct for young people (Appendix 6).

7.2 For additional information on Child Protection Procedures access the Norfolk County Council Website for further information.

7.3 This information should be read by all Trustees, Staff and Volunteers.

7.4 A copy of all resources and any other relevant information will be kept in THE CHARTIABLE TRUST (CHAIRMAN) ONEDRIVE CLOUD STORAGE.

Appendix 1

The Legal and Procedural Framework for Safeguarding Children

All of the following provide the legal and procedural framework for Safeguarding children and young people:

- The Children Act 1989
- The United Nations Convention on the Rights of the Child (ratified by UK Gov.1991)
- The Human Rights Act 1998
- The Protection of Children Act 1999
- Every Child Matters 2003
- The Sexual Offences Act 2003
- What to do if you're worried about a child. DOH 2003
- What to Do If You're Worried a Child is Being Abused 2015
- The Children Act 2004
- National Service Framework for Children, Young People & Maternity Services 2004
- Common Assessment Framework for Children and Young People 2005
- Working Together to Safeguard Children 2018
- Police Reform and Social Responsibility Act 2011
- Disclosure and Barring Service 2012
- Guidance for Safer Work Practices for Adults who work with Children and Young People 2015
- Information Sharing: Guidance for practitioners and managers
- Seven Golden Rules for information sharing

Appendix 2

Contacts and Additional Resources

Local Contacts

- Norfolk County Council Children's Services - <https://www.norfolk.gov.uk/children-and-families> Telephone: 0344 800 8020
- Police - <https://www.norfolk.police.uk/advice/child-protection> In an emergency telephone: 999
- Norfolk Safeguarding Children Partnership - <https://www.norfolkscb.org/> Telephone: 01603 223409 (general matters) Address: The Woodside Centre, Witard Road, Norwich, NR7 9XD

National Contacts

- The NSPCC - <http://www.nspcc.org.uk> Helpline: 0808 800 5000 or email help@nspcc.org.uk For Safeguarding training, resources and consultancy phone: 0116 234 7246.
- Childline UK - <http://www.childline.org.uk> Telephone: 0800 1111

Resources

- A wide range of resources and training material for community groups can be obtained from NSPCC <https://learning.nspcc.org.uk>.
- The Charity Commission Guidance for Safeguarding - www.gov.uk/guidance/safeguarding-duties-for-charity-trustees

Appendix 3

Child Protection - Concern Reporting Form

Please give as much information as possible, using extra sheets if necessary.

Once completed please pass this form to the Designated Child Protection Officer.

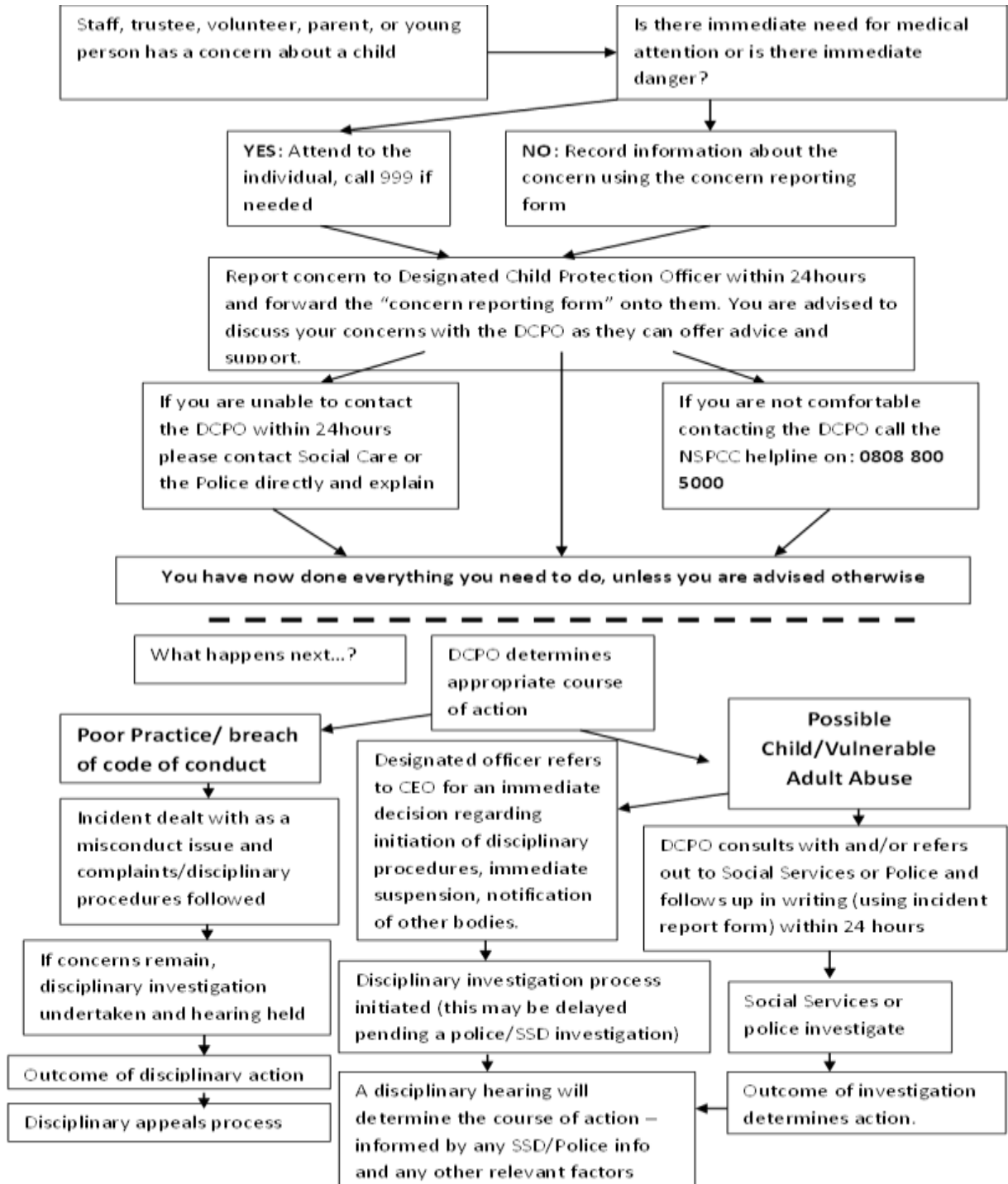
Your Details		
Name	Contact Number	Position
Details of the person at risk		
Name	Age	Gender
Home Address		Home Number
		Name of parent(s) / carer(s)
Are there any special factors relating to this individual (e.g. ethnicity, religion, language difficulties, disability)? Please give details:		
What is your concern? If you are reporting the concerns of someone else please include their details.		
Please describe what has prompted your concern. Include times, dates, and details of any specific incidents, and names of any people involved.		
Please give details of the person(s) allegedly responsible for abuse/poor practice:		
Have you spoken to the individual at risk? If so, what was said?		

Have you spoken to anybody else about your concern? If so, please give details, including any further actions agreed:	
Is there any other information you feel is relevant to this incident?	
Your signature:	Date

Thank you. Please now pass this form to the Designated Child Protection Officer.

Appendix 4

Reporting Procedure



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Appendix 5

Adult's Code of Conduct

I WILL

- Treat all children, young people and vulnerable adults with respect and dignity.
- Ensure that their welfare and safety is paramount at all times.
- Always act in a professional way and not accept bullying, swearing or other disruptive behaviour.
- Liaise openly with parents and carers.
- Adhere to Safer Working Practices at all times.
- Listen to, and act upon, any disclosures, allegations or concerns of abuse and the welfare of children/adults.
- Attend training when requested to ensure that skills are up to date and relevant.
- Make activities FUN and enjoyable.

Name:

Signed:

Date:

Appendix 6

Young People's Code of Conduct

(to be used when working with children/vulnerable adults in community settings)

I WILL

- Treat everyone how I would like to be treated.
- Arrive on time with the correct clothes and equipment.
- Help anyone, if needed.
- Be friendly.
- Respect each other - including other children, young people and all staff and helpers.
- Follow the rules.
- Speak to staff and volunteers if I have any worries.
- Join in with activities to have FUN!

Name:

Signed:

Date: