

**DRAFT Safeguarding Policy**

**1<sup>st</sup> November 2021**

**Lisa-Maree Randall – Youth Worker SSPC**

**Kommentar [BW2]:** Additional things that should be included:  
Zero tolerance of bullying  
Zero tolerance and reporting procedure for any sexual harassment or sexual assault  
Safe physical environment  
How long you will retain safeguarding information, safe storage etc  
If children use computers when with you, you would need a safer internet policy



**SAFEGUARDING POLICY**

**2021-2022**

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**1<sup>st</sup> November 2021**

### **Lisa-Maree Randall – Youth Worker SSPC**

The purpose and scope of this policy statement: -

South Swindon Parish Council aims to ensure young people can embrace several safe activities within a youth club setting. We want to give our young people a happy, secure environment.

- 1) To protect children and young people who receive support from South Swindon Youth Club services from harm. This includes the children of adults who use our services.
- 2) To provide staff and volunteers, as well as child and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of South Swindon Parish Council including Youth Workers, paid staff, volunteers, sessional workers and students.

#### **South Swindon Parish Council recognise that:**

- the welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation have an equal right to protection from all types of harm or abuse.
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare.

#### **Quick Reference Contacts Guide**

|                                                            | <b>Name</b>            | <b>Phone Number</b>                |
|------------------------------------------------------------|------------------------|------------------------------------|
| <b>Designated Safeguarding Lead</b>                        | <b>Lisa Randall</b>    | <b>01793 312006 or 07551353040</b> |
| <b>Youth Worker – Deputy Safeguarding Lead</b>             | <b>Harry New</b>       | <b>01793 312006</b>                |
| <b>Deputy Chief Executive South Swindon Parish Council</b> | <b>Matthew Leather</b> | <b>01793 312006</b>                |
| <b>Chief Executive South Swindon Parish Council</b>        | <b>Jake Mee</b>        | <b>01793 317532</b>                |

|                                 |                     |
|---------------------------------|---------------------|
| <b>Early Help/CAF Team /Hub</b> | <b>01793 466479</b> |
|---------------------------------|---------------------|

|                                                      |                     |
|------------------------------------------------------|---------------------|
| <b>Children's Social Care</b>                        | <b>01793 466903</b> |
| <b>Emergency Duty Service (Adults and Children)</b>  | <b>01793 436699</b> |
| <b>Adult's Social Care (if 18+ students on site)</b> | <b>01793 463555</b> |

|                                       |                      |
|---------------------------------------|----------------------|
| <b>Police</b>                         | <b>101/999</b>       |
| <b>NSPCC Whistle-blowing Helpline</b> | <b>0800 028 0285</b> |

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South Swindon Youth Club commitment to Safeguarding:

Our Parish and Club takes seriously its responsibility to protect, safeguard and promote the welfare of our young people in its care.

“The welfare of the young person is paramount.” (Children Act 1989.)

Our staff are committed to safeguarding our young people at the Youth Club and contribute to multi-agency working to keep our young people safe.

**Safeguarding and promoting the welfare of children is defined for the purposes of this policy as: -**

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

Adults working within South Swindon Youth Club are working and maintaining an attitude of 'it could happen here'. We recognise that all staff including volunteers, because of their contact with and knowledge of children in their care, are well placed to identify abuse, neglect and exploitation and offer support to children in **need**. South Swindon Parish Council give an induction course and training booklet to all staff when all references are formally **verified** and a position of employment is offered. All staff are expected to follow these guidelines as set in the induction manual accordingly.

**Kommentar [BW3]:** Do you have any other policies that can link to this, for example behaviour, staff code of practice if so name them and link to the policy

**Kommentar [BW4]:** Be clear that this policy applies to **all staff** including volunteers

**Kommentar [BW5]:** Include a statement about equality and non-discriminatory practice

**Kommentar [LR6]:**

**Kommentar [LR7]:**

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SSPC always follow a non-discriminatory practice that is for the protection of an individual's:

- **Age-** This is when you are treated differently because of your age in one of the situations that are covered by the Equality Act.
- **Gender Reassignment-** This is when you are treated differently because you are transsexual, in one of the situations covered by the Equality Act.
- **Married and Civil partnership-** In the Equality Act marriage and civil partnership means someone who is legally married or in a civil partnership. Marriage can either be between a man and a woman, or between partners of the same sex. Civil partnership is between partners of the same sex.
- **Disability** -Disability discrimination is when you are treated less well or put at a disadvantage for a reason that relates to your disability in one of the situations covered by the Equality Act.
- **Race** -In the Equality Act, race can mean your colour, or your nationality (including your citizenship). It can also mean your ethnic or national origins, which may not be the same as your current nationality. For example, you may have Chinese national origins and be living in Britain with a British passport. Race also covers ethnic and racial groups. This means a group of people who all share the same protected characteristic of ethnicity or race.
- **Religion or Belief-** Religion refers to any religion, including a lack of religion. Belief refers to any religious or philosophical belief and includes a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.
- **Sex-** This is when you are treated differently because of your sex, in certain situations covered by the Equality Act 2010.
- **Sexual orientation-** This is when you are treated differently because of your sexual orientation example you are heterosexual, gay, lesbian or bisexual.

**Pregnant and Maternity Leave-** it is unlawful discrimination (which cannot be justified) for an employer to treat a woman unfavourably because of her pregnancy, because of a pregnancy-related illness, for breastfeeding in a public place, or because of maternity leave during the "protected period"

Section 1

**Policy Statement**

South Swindon Parish Council is firmly committed to the belief that all children and young people have a fundamental right to be protected from harm, and fully recognises its responsibility for safeguarding and child protection. The safety and protection of all children and young people that South Swindon Parish Council supports is paramount and has priority over all other interests.

The purpose of this Safeguarding Policy is to always ensure, the maximum protection from any kind of harm for all children, (up to the age of 18) which includes young people and vulnerable persons involved in any way with South Swindon Youth Club. For the purposes of this policy South Swindon Youth Club have listed defined harm as:

- **Abandonment** - leaving a child alone and unattended in circumstances that are inappropriate for their age/level of ability.

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- **Emotional/Psychological abuse** – persistent emotional ill treatment that has a severe adverse effect on the emotional development of a young person. It may involve conveying to them that they are not wanted, not loved, useless, worthless. It may involve inappropriate expectations (such as taking on the responsibility of an adult within the family) being placed on the young person leaving them feeling frightened and unable to cope. It may also involve the exploitation or corruption of young people.

- **Neglect** – the persistent failure to meet the basic physical and physiological needs of a young person that results in the serious impairment of their health and development, including the failure to provide adequate food, clothing and shelter and failure to respond to basic emotional needs, such as being cared for when sick.

- **Physical abuse** – hitting, kicking shaking, slapping, throwing, burning scalding, poisoning, drowning, suffocating or any other action intended to cause physical harm or ill-health to a young person.

- **Sexual abuse or sexual exploitation** – forcing or enticing a young person to participate in sexual activities, whether the young person is aware of what is happening. It includes child prostitution, encouraging young people to watch or participate in the production of pornographic material and encouraging young people to behave in sexually inappropriate ways. Sexual acts include penetrative and non-penetrative acts such as touching or stroking.

The **Sexual Offences Act 2003** defines 'consent' as 'if he/she agrees by choice and has the capacity to make that choice'. The Act removes the element of consent for many sexual offences for;

- Children under 16 (including under 13)
- Children under 18 having sexual relations with a person in a position of trust (e.g. teachers, police officers, youth workers, foster carers)
- Children under 18 involved with family members over 18
- Persons with a mental health disorder impeding choice or who are induced, threatened, or deceived
- Persons with a mental health disorder who have sexual relations with care workers

### **In addition:**

**South Swindon Parish Council will adhere to the following: -**

**Zero tolerance of bullying**

**Zero tolerance and have a reporting procedure for any sexual harassment or sexual assault**

**A safe physical environment**

**Safeguarding information will be stored in a locked cabinet at central office and stored for the period of whilst the child receives support from SSPC once this child/young person has left our services the information will be destroyed accordingly.**

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South Swindon Parish Youth Club will always follow the procedures listed below: -

#### **Worried About A Young Person**

You may be worried about a young person because you have seen or heard something. You may have noticed a change in their behaviour.

Where a young person comes to speak to you directly and tells you information which may suggest they are at risk of abuse, neglect, or exploitation, this is known as disclosure. If a young person discloses to you, you should:

- **Reassure** the young person that they are being taken seriously and that they will be supported and kept safe
- **Listen** to what the young person is saying, without displaying any signs of shock or disbelief
- **Allow** the young person to talk freely without interrupting
- **Reassure** the young person but do not make promises about keeping the information a secret and to also reassure the young person that this is not their fault.
- **Ask** questions only if you need to clarify, take care not to put words in their mouth by asking leading questions
- **Explain** to the young person that they have done the right thing by telling you and explain what you will do next, in line with the procedures outlined below. You may not have received a direct disclosure, but you may have over-heard a conversation which worries you. You may have seen a mark on a student which worries you or noticed a change in behaviour. You may be concerned about the safety or welfare of a student who is not in school.

**Please see Appendix 1**

#### **Code of Conduct**

The Parish adheres to the following guidelines as to how young people and adults interact with each other.

- Abusive behaviour and language, violence, aggression, bullying or discrimination will not be tolerated. Leaders will respond quickly and effectively to any such reports which may result in the offender(s) being suspended from the club.

The appropriate ratios of leaders to young people will be applied: -

1:15 where the element of risk is similar, to that encountered in everyday life

1:8 for all trips

1:6 for children under 10 years, or groups with special needs

- Young people are free to leave the club activity when they wish
- *Whilst club members are encouraged to stay until the end of club sessions, staff are not able to detain members should they wish to leave earlier. This will be made clear to parents through the parental consent statement.*

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#### Section 2

#### **Personnel/Recruitment**

● ***SSPYC practices robust recruitment procedures in checking the suitability of staff and volunteers to work with children and young people, this includes:***

- ▶ All employees will complete an application form and will be interviewed.
- ▶ All employees are required to provide two references, which are always **verified**, prior to any employment with South Swindon Parish Council.
- ▶ All potential employees are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children or young people. All checks are carried out prior to commencing work with children or with South Swindon Parish Council.
- ▶ All employees have DBS checks at a level appropriate to their role. In the event of employment, any failure to disclose convictions will result in disciplinary action or dismissal.
- ▶ Staff and volunteers will not have unsupervised contact with children or young people until their suitability has been checked. All new staff and volunteers must work alongside a fully vetted and trained member of staff.
- ▶ No person disqualified under the Childcare Act 2006 will be employed by South Swindon Parish Council Youth Club.
- ▶ All employees will receive Safeguarding and Child Protection Training as part of their induction and throughout their employment at a level and frequency suitable for their role (detailed in South Swindon Induction Programme Training).

**Kommentar [BW8]:** Prior to beginning work with children?

#### **Responsibilities (Organisation)**

- South Swindon Youth Club will ensure all Safeguarding Leads are responsible for implementing all safeguarding policies and child protection policies are kept up to date and take appropriate action following any expression of concern and to make, or support other members of staff to make, referrals to the appropriate agency.
- All employees will be made aware of the named Safeguarding Leads and how to contact them.
- SSPC will ensure that all staff members receive training to update them on Child Protection and Safeguarding at a level and frequency suitable for their role.
- The Designated Safeguarding Leads will ensure that advice is sought from relevant child protection agencies when dealing with more complex issues – e.g. Swindon Social Services, Swindon Safeguarding Partnerships.
- SSPC will ensure that all employees receive regular monitoring and supervision in their work with children and young people.
- SSPC will ensure that all employees have access to and understand the Prevent Agenda in combating radicalisation.

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### Responsibilities (Employees)

- All employees, whether paid or unpaid, working on behalf of South Swindon Parish Youth Club have a duty of care and a responsibility for the welfare of the children and young people that they work with in relation to their employment.
- A duty of care is defined as the duty which rests upon an individual or organisation to ensure that all reasonable steps are taken to ensure the safety of a child or young person involved in any activity or interaction for which that individual or organisation is responsible. Any person in charge of or working with children and young people in any capacity is considered, both legally and morally to owe them a duty of care.
- South Swindon Parish Council have a code of conduct in place which all staff and volunteers must adhere to.
- All employees, whether paid or unpaid, have a duty to ensure that any suspected incident, allegation, or other manifestation relating to child protection or radicalisation is reported using appropriate documentation.
- SSPYC will seek consent of any photographs being taken prior to working with any child. This consent will be stored correctly and strictly in confidence. This is to protect the young person and that of SSPC staff.
- No personal devices should be used to take photographic evidence – only SSPC devices will be used. Should any personal device be used – the staff member could face disciplinary action as per SSPC staff policy. This also refers to mobile phones or any electronic device.
- All photographic evidence will be stored on an SSPC device – none of any personal use to staff. After a period of 12 months these will be deleted accordingly. Photographic evidence will only be used to highlight work undertaken within the local community.
- SSPYC may take photographs of children and young people participating in activities and events. At all times written permission from parents will be obtained before any photographic material of young people under the age of 18 is used in the public domain.

### Mobile Phones

- When working within a centre or base, all staff must ensure that their personal phones are stored in the office (or other suitable location) when there are children/young people on site; they may have work mobile phones with them but only to be used in an emergency.
- It is recognised that it is necessary for staff to take their organisational phones on offsite activities; when working with young people, phones are only permitted to be used for emergency situations or to communicate with your head office/base staff.
- Staff are encouraged to share contact numbers with colleagues in case of any emergency.
- Under no circumstance should a member of staff take photographs of young people with **any** mobile phone (personal or work) unless specifically authorised to do so.
- Photographs of young people may only be taken with SSPYC cameras unless specifically authorised to use a personal camera or phone. Photographs should be

**Kommentar [BW9]:** I would suggest to protect your staff that any consent to take photographs is gained as a child starts to engage with you. Seeking consent only when you intend using in the public domain leaves your staff vulnerable to accusation. Also consider the use of personal devices to take photographs as another area of vulnerability, always use Parish Council devices and storage. Consent needs to details where photographs will be stored and how they will be used. Add this to your staff code of conduct. Ensure this aligns with the statements below.

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uploaded to a computer as soon as possible and then deleted immediately from the camera.

- All SSPYC cameras and mobile telephones can be checked by Wiltshire Police if concerns have been raised accordingly and within the deemed appropriate timescale.

***Any staff member or volunteer found to be non-compliant with all the above policies may face disciplinary action.***

#### Reporting Procedures

- Any suspicion, allegation or disclosure must be reported immediately (as soon as practicably possible on the day of the occurrence) to one of the Designated Safeguarding Leads (DSL). Disclosure or evidence for concern may occur in several ways including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.
- The employee must record the concern using the Safeguarding Form, which must remain confidential and be given to one of the Designated Safeguarding Leads immediately. An Incident Accident and Safeguarding folder has been created on the secure cloud server and shared with Delivery Managers and Project Leads to enable these forms to be scanned in and accessible to SMT, as soon as possible. This form must be stored securely following the Data Protection Procedures.
- Whenever an incident, accident or safeguarding form has been saved into the Incident Accident and Safeguarding folder. The lead worker must inform a member of SMT that a form has been saved. A Senior Manager must move the form into a secure folder with restricted access; review the form, investigate and undertaken actions, if necessary.
- The Designated Safeguarding Lead is responsible for making the decision as to whether further referral is necessary. This will either be to Children's Services, the MASH (Multi-agency Safeguarding Hub), or the Police. If the immediate safety of the child is in any doubt, then the Child Protection Unit must be informed. (See Appendix 1 for contact details).
- The Designated Safeguarding Lead will make a necessary referral is to ensure child safety at all times. Any child who is considered at risk of immediate danger – the Police will be called immediately.
- It is the responsibility of the Chief Executive and Designated Safeguarding Lead to inform the employee who reported the concern of any action taken and any outcome. It is the responsibility of the Designated Safeguarding Lead to ensure that any partner agencies involved with the young person are made aware of the disclosure and the action taken.
- All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely following the procedures laid out in the Data Protection Policy.

#### Allegations Against Employees

- When any form of complaint is made against an employee, it must be taken seriously, the complaint should initially be dealt with by the most senior staff member on site at the time the complaint is made. If the complaint is against the most senior member of staff on site then the Chief Executive or Deputy Chief Executive must be informed.

**Kommentar [BW10]:** Why is this here? Does this only apply to the use of mobile devices? Or the whole policy?

**Kommentar [BW11]:** Suggest you make a statement regarding if the disclosure puts the child in imminent danger or risk and the process for dealing with this – call police

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• The senior staff member must report the complaint immediately to the Chief Executive, or in his/her absence a member of the Deputy Chief Executive giving details of the circumstances.

• The Local Authority Designated Child Protection Team Officer (Duty Team) Swindon Social Services, (MASH, Hub, LADO contact LADO@Swindon.gov.uk) will be alerted to all cases in which it is alleged that a person who works with children has:

- 1) behaved in a way that has harmed, or may have harmed, a child
- 2) possibly committed a criminal offence against children, or related to a child
- 3) behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Local Authority and Relevant Agency contact numbers:

- 1) Swindon Social Services – MASH Team – 01793 466903 or out of hours 01793 436699 alternatively you can email: - [SwindonMASH@swindon.gov.uk](mailto:SwindonMASH@swindon.gov.uk)
- 2) Police 101/999
- 3) LADO@swindon.gov.uk
- 4) Childline: 0800 1111
- 5) <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/>

*This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).*

#### **Confidentiality**

SSPC operates a policy of confidentiality; however, under no circumstance will any individual in the employment of South Swindon Parish Council keep confidential any information that raises concerns about the safety and/or welfare of a young person/child.

#### **We believe that:**

Children and young people should never experience abuse of any kind

We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

This policy was review on:- .....

Signed: .....

Position: .....

**Kommentar [BW12]:** Mus tinclue LADO contact LADO@swindon.gov.uk

**Kommentar [BW13]:** You should include the NSPCC whistleblowing contact details for staff you can find details here <https://www.nspcc.org.uk/keeping-children-safe/reporting-abuse/dedicated-helplines/whistleblowing-advice-line/>

**Kommentar [BW14]:** Move this to the end, make it number 3, move up police

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**Appendix 1 – Safeguarding and Child Protection**

**Concern / Incident Form**

**CONFIDENTIAL**

|                                                                                     |  |                 |  |
|-------------------------------------------------------------------------------------|--|-----------------|--|
| <b>Date:</b>                                                                        |  | <b>Time:</b>    |  |
| <b>Name and role of person completing form</b>                                      |  |                 |  |
| <b>Name of Young Person:</b>                                                        |  | <b>Age/DOB:</b> |  |
| <b>Location (if applicable)</b>                                                     |  |                 |  |
| <b><u>What have I seen/heard/noticed which concerns me?</u></b>                     |  |                 |  |
|                                                                                     |  |                 |  |
| <b><u>What has the child told me</u></b>                                            |  |                 |  |
|                                                                                     |  |                 |  |
| <b><u>What am I worried about?</u></b>                                              |  |                 |  |
|                                                                                     |  |                 |  |
| <b>Is this concern linked to any previous concerns I have recorded or reported?</b> |  |                 |  |
|                                                                                     |  |                 |  |
| <b><u>Action I have taken</u></b>                                                   |  |                 |  |
|                                                                                     |  |                 |  |

**Kommentar [BW15]:** What has the child told me

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|                                                                                                        |
|--------------------------------------------------------------------------------------------------------|
|                                                                                                        |
| <u>Record of discussion with another professional/agency/school (Giving full name/role and agency)</u> |
|                                                                                                        |
| Has local authority threshold guidance been referred to at this point? Yes/No                          |