

YLC Safeguarding and Child Protection Policy 2018/19

This policy applies to all Trustees, managers, permanent and temporary staff, sessional workers, volunteers, students on placement or anyone working on behalf of the Young Lambeth Coop (YLC).

Purpose of the policy:

- To protect children, young people and adults at risk who receive services delivered or commissioned by YLC:
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding service users and safe professional practice:
- To ensure that service users and staff are protected from predatory and abusive behaviours.
- YLC believes that a child or young person should never experience abuse of any kind; in the real or virtual world. We acknowledge our responsibility to promote the welfare and wellbeing of all children and young people and to keep them safe. We are committed to practice in a way that protects them from harm and builds their awareness and resilience and their ability to recognise and manage risk.

Legal framework:

This policy has been drawn up on the basis of legislation and Government guidance that seeks to protect children from significant harm. This includes:

- Children Act 1989
- UN Convention on the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) code of practice 2014
- Information sharing: Advice for practitioners providing services to children, young people, parents and carers HM Government 2015
- 'Working Together to Safeguard Children' 2015
- 'Keeping Children safe in Education' 2016/17
- The Care Act 2014
- The Children and Social Work Act 2017

We recognise that:

- The welfare of the child is paramount and is enshrined in the Children Act 1989:
- All children and young people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all forms of harm, abuse and neglect:
- Some children, young people and adults are additionally vulnerable because of the impact of previous experiences of abuse or neglect, their level of dependency, communications needs, the lack of Mental Capacity or other issues:
- Working in partnership with children, young people, their parents/carers and other agencies is essential in promoting young people's welfare and wellbeing.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them:
- Appointing a Designated Safeguarding Lead, (Richard Parkes) deputies and a lead Board member (Emily Collinsbeare) for safeguarding:
- Adopting child protection and safeguarding practices through procedures and a code of conduct for staff and volunteers:
- Developing and implementing an effective online safety policy and related procedures:
- Providing effective management for staff and volunteers through supervision, support, training, performance management and quality assurance measures:
- Safe recruitment practice; including all necessary pre-employment checks:
- Recording and storing information professionally, securely and in accordance with relevant legislation and guidance:
- Informing children, young people, their parents / carers, staff and volunteers about safety and safeguarding and good practice through induction processes, one-to-one discussions, leaflets, posters and campaigns.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know and involving and involving service users and their families appropriately:
- Using Local Safeguarding Children Board / Local Safeguarding Partnership procedures and the Local Authority's Designated Officer (LADO) to manage allegations against staff and volunteers appropriately:
- Creating and maintaining an anti-bullying an anti-discriminatory environment and ensuring that we have a policy and procedure to help us to deal effectively with any face-to-face or online bullying that does arise:
- Ensuring that we have an effective complaints and whistleblowing measures in place:
- Ensuring that we provide safe physical environments for our service-users, staff, and volunteers by applying health and safety measures and risk assessments in accordance with the law and regulatory guidance:

- Ensuring that our commissioning arrangements and agreements reflect these aims:
- Reviewing and updating our policy and procedures on an annual basis and in accordance with changes in local or national guidance and legislation.

Contact details: Designated Safeguarding Lead (DSL):

Richard Parkes, Manging Director YLC: 0207 884 5584

Deputy DSL: Mahomed Hashi, Advocacy Manager YLC

YLC Board member: Emily Collinsbeare

MASH Lead: 0207 926 5555

Adult Social Care: 0207 926 5555

Procedures:

- **Recognising concerns and responding to disclosures** YLC recognises that children and young people will disclose verbally but, more commonly, indirectly through changes in their behaviour or demeanour, writing, drawings or other young people - We refer you to steps described in, 'What to do if you're worried a child is being abused' (DfE 2014) <https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2>
- We will have particular regard for those children and young people with Special Educational or additional needs; including those at risk of radicalisation by violent extremists and those at risk of sexual exploitation, child trafficking, Looked After Children, the victims of 'Honour-based' violence, FGM, abuse linked to faith or belief (witchcraft / demonic possession), unreasonable chastisement and children who are Privately Fostered.
- **Over 18's** – Where concerns arise about the safety, welfare or well-being of a service user who is over the age of 18 and, where it is thought that they might be at risk of abuse, neglect or exploitation because of an impairment of the mind or brain, the DSL will raise an 'alert' with Adult Social Care's, Safeguarding Adults Manager (SAM), who will liaise with the police and relevant health professionals to initiate a mental capacity assessment or other appropriate intervention.
- **Confidentiality** YLC cannot promise secrecy and will follow the Government's Information Sharing guidance for practitioners https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419628/Information_sharing_advice_safeguarding_practitioners.pdf

Any queries relating to information sharing should be addressed to the Managing Director (Richard Parkes).

- Ordinarily, YLC will contact parents/ carers of under 18s where concerns arise and before any contact is made with the MASH; unless this might compromise the child or young person's safety.
- Consent forms from Parents/carers for activities will acknowledge YLC's Child Protection responsibilities
- **Child on child** – YLC staff and providers will be vigilant to possible signs of face-to-face or online bullying, discriminatory bullying and inappropriate / unlawful sexual activity and sexually harmful behaviours. These will be reported as appropriate to parents / carers and the Multi Agency Safeguarding Hub (MASH)

Recording:

- Concerns or disclosures relating to the possible neglect or abuse of an individual child or young person will be recorded using the standard pro forma. These records will be kept securely and only accessed by members of the safeguarding team.
- Richard Parkes is the designated senior staff member responsible for safeguarding concerns relating to the conduct of staff and volunteers. Child Protection (DSL) Logs should be used to record any incidents that we feel may be construed as contrary to the 'Safe Working Practice' guidelines (code of conduct for staff and volunteers). Incidents will be recorded on individual sheets so that the contents of the file remain confidential. He will speak to individual members of Staff and Volunteers about incidents where appropriate and, as necessary, following consultation with the Local Authority's Designated Officer (LADO).

The purpose of the Child Protection Log is:

1. To record any incident that may have occurred that could be interpreted as contrary to these guidelines (e.g. physically restraining children involved in a fight)
 2. For other adults to record incidents they may have witnessed that they consider may be a breach of practice and subject to misinterpretation.
- Any concerns relating to the conduct of the Managing Director should be reported to the Chair of YLC Board.
 - **Allegations procedure – referrals must be made to the Local Authority's Designated Officer (LADO).** The current LADO in Lambeth is **Andrew Zachariades**, Tel: 020 7926 4679, mob: 07720 828 700, email: LADO@lambeth.gov.uk (not secure) / LADO@lambeth.gcsx.gov.uk (secure) and the **Duty Manager** email is dutymanager@lambeth.gov.uk (not secure) / duty.manager@lambeth.cjism.net (secure).

DSL role:

- The designated safeguarding lead within YLC is the **Managing Director (Richard Parkes)**. In addition, all commissioned providers of services for young people must also identify an appropriate local named designated senior officer (normally the manager in charge) who is the lead for safeguarding and child protection and will oversee all safeguarding concerns and liaise with LB Lambeth's Multiagency Safeguarding Hub (MASH) and other agencies as and when identified.
- **Challenge / escalation** - Feedback will be given to staff or volunteers who report disclosures or concerns about individual service users on a 'need to know' basis. Where the member of staff or volunteer feels that their concern is not being taken seriously or is unhappy with the action that has been taken or proposed, the Deputy Designated Safeguarding Lead or Board Member will be asked to review the decision of the DSL. If the individual member of staff believes that a child or young person is at immediate risk, they can insist that the DSL makes a referral to the MASH.
- **Whistleblowing** - staff and volunteers are expected to use YLC's published 'Whistleblowing Procedure' where they fear that service users are being placed at risk because failures in the safeguarding system or the actions of senior managers or Board members.

Conduct and behaviour

- **Service Users**

YLC has published guidelines about acceptable and non-acceptable behaviours onsite, off-site and online, towards staff, volunteers and other service users. These have been influenced by young people's views about acceptable and unacceptable behaviours and what should happen when other young people behave inappropriately. Young people must be aware of and responsible for their actions and understand the consequences of inappropriate behaviour in all youth provisions. Whilst sanctions will be consistently applied, we also acknowledge that children and young people will sometimes communicate their fear, anxieties and distress through unacceptable behaviours.

- **Staff and Volunteers**

It is important that all adults working and volunteering with children understand that the nature of their work and the responsibilities that are related to it, place them in a position of trust and authority which must not be abused or taken advantage of. YLC Board have published an agreed Code of Conduct: 'Safe Working Practices for the Protection of Young People', which clearly outlines acceptable behaviors and boundaries that both staff and volunteers are expected to adhere to. Any breach of this could lead to disciplinary action.

The vast majority of adults who work with children act professionally and aim to provide a safe and supportive environment which secures the well-being and very best outcomes for children and young people in their care. However, it is recognised that in this area of work tensions and misunderstandings can occur. It is here that the behaviour of adults can give rise to allegations of abuse being made against them. Allegations may be malicious or misplaced. They may arise from differing perceptions of the same event, but when they occur, they are inevitably

distressing and difficult for all concerned. Equally, it must be recognised that some allegations will be genuine and there are adults who will deliberately seek out, create or exploit opportunities to groom or abuse children. It is therefore essential that all necessary steps are taken to safeguard children and young people and ensure that the adults working with them are safe to do so.

YLC's Safer working practices will ensure that:

- Children and young people are kept safe by clarifying which behaviours constitute safe practice and which behaviours should be avoided
- Ensure that adults working with children and young people work safely and responsibly and monitor their own standards and practice
- Managers and employers are supported in setting clear expectations of behaviour and/or codes of practice relevant to the services being provided
- We will support voluntary providers in giving clear messages that unlawful or unsafe behaviour or any attempts to groom a young person is unacceptable and that, where appropriate, YLC will intervene and take action immediately.
- YLC will support safer recruitment practice
- YLC will minimise the risk of misplaced or malicious allegations made against adults who work with young people through training and our staff code of conduct

The key to this is to always enforce and promote a 'culture of vigilance' in the workplace with open and transparent working practices at all times and with all contact with children and young people recorded and documented.

There will be documented local protocols in every work environment outlining what service users can expect from YLC employees and what are and are not acceptable behaviours from the service user. These principles also apply to activities and trips occurring off site. For further information, please refer directly to guidance available on the Department for Education website www.education.gov.uk

Safer recruitment:

The key purpose of the recruitment and selection process for both paid staff and volunteers is to identify the best and safest people for the role who are aware from the outset what is expected of them in their professional capacity, supported by comprehensive pre-employment vetting checks, induction, training and regular supervision.

Young people view professional people working with them as safe and trustworthy therefore the same recruiting and vetting principles apply for volunteers as for paid staff although a degree of discretion and common sense should be used for 'one-off' volunteers, provided adequate supervision is in place.

YLC management (including the Board) and hiring managers (including those from commissioned providers) must have successfully completed safer recruitment training and commissioned providers must be able to demonstrate that they have followed stringent application, shortlist, interview and pre-employment vetting and risk assessment processes

in line with LB Lambeth’s recognised Safer Recruitment Procedures (*awaiting these to be published by the LSCB safer recruitment sub-group*).

Managers however must appreciate that thorough safer recruitment practices do not guarantee that young people will ever be 100% safe therefore best practice should not stop at the appointment stage. Expected safer working standards and practices must be fully explained and reiterated during the induction and probation period and ongoing throughout the course of employment via regular supervision.

Involvement of service users and staff in developing and updating the policy:

The YLC Board will actively consult with service users and staff in improving and updating this policy. YLC is developing a summary of this policy with appropriate language for children and young people. This will be published on our website and distributed to all voluntary youth providers

Board oversight / monitoring:

There will be a standing safeguarding item on the agenda of each Board meeting where they will receive a report from the Managing Director. On an annual basis, the Policy will be formally reviewed and updated in line with the recommendations of the Local Safeguarding Partnership and changes in national guidance. The Board will consider information relating to resourcing, training, data (trends and outcomes), staff / service user consultations, complaints and the observations / visits undertaken by Board members.

Sign-off and date of formal review

This policy will be reviewed a year after development (June 2017) and thereafter updated annually or in the following circumstances:

- changes in legislation and/or government guidance
- as required by the Local Safeguarding Partnership (LSCB)

For the Board: _____

Name: _____

Date: _____

Managing Director: _____

Date: _____