

Policy reviewed: April 2021

Reviewed by: Alice Milton-Doyle, George Turner

Date of next review: April 2022

Signed off by: Board of Trustees

Date: 3rd June 2021

Role: Trustees

1. Policy Statement

All children and young people, regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation or identity, have the right to equal protection from all types of harm or abuse and must be able to live free from fear of abuse, neglect and exploitation.

Child protection is the process of protecting individual children identified as either suffering, or likely to suffer, significant harm as a result of abuse or neglect. It involves measures and structures designed to prevent and respond to abuse and neglect.

Safeguarding, and promoting the welfare of children, is a broader term than child protection. It encompasses protecting children from maltreatment, preventing impairment of children's health or development, and ensures children grow up in safe circumstances.

At Carney's Community, working in partnership with children, young people and their parents, carers and other agencies, we aim to create a safe environment within which children and young people can thrive and adults can work confidently, with clear guidelines to reference to ensure safeguarding procedures are followed at all times and child protection measures are implemented when considered necessary.

Overall responsibility for Child Safeguarding at Carney's Community is held by the Designated Safeguarding Officer (DSO) George Turner.

2. Policy Aims

To provide protection for children and young people who use Carney's Community services.

To provide staff and volunteers with guidance on procedures that they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

The policy applies to all staff, including senior managers, board of trustees, paid staff, volunteers, sessional workers, agency staff or anyone working on behalf of Carney's Community.

3. Policy Objectives

Carney's Community will seek to safeguard children and young people by:

- Valuing, listening to and respecting them
- Adopting safeguarding guidelines through procedures and a code of conduct for staff and volunteers
- Recruiting staff and volunteers safely, ensuring all necessary checks are made
- Sharing information about safeguarding and good practice with children, parents, staff and volunteers
- Sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- Providing effective management for staff and volunteers through supervision, support and training

4. Context

Under the terms of the Children Act 2004 anyone under the age of 18 is considered to be a child/young person.

Safeguarding children is the responsibility of everyone. Carney's Community recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children's Acts 1989 and 2004. We provide compulsory biennial safeguarding training for all our staff and volunteers.

In line with Working Together to Safeguard Children 2018, Carney's Community recognises its role in the multi-agency safeguarding arrangements within Wandsworth and sits on both the Vulnerable Adolescents Operations Group and the Multi Agency Risk Vulnerability Exploitation (MARVE) Panel.

Duty of care

When children, young people or vulnerable adults are involved in organised activities and are to any extent under the care and/or control of one or more adults, the adult(s) have a duty of care to ensure their safety and welfare.

This occurs either as a legal duty of care, or a moral duty of care. Within Carney's Community the duty of care starts by ensuring all staff and volunteers are qualified for the task and that the activity is managed in a safe manner throughout. The activity undertaken has in place standards for safeguarding and protecting the participants and conforms to guidance on travel arrangements, recruitment and selection procedures, training and qualifications.

5. The role of staff, volunteers & trustees

All staff, volunteers and trustees working on behalf of Carney's Community have a duty to promote the welfare and safety of children. Please see our Duty of Care Statement for more information.

Carney's Community runs a number of sessions where we engage with participants under the age of 18, vulnerable young adults and adults (that are not DBS checked) in the same sessions. This is to help improve relations between different age and income groups and we always ensure that no adult, who does not have a DBS, is left unsupervised with a person under 18 or a vulnerable adult.

Staff, volunteers and trustees may receive disclosures of abuse and/or observe young people who display the behaviours we identify with being at risk of abuse. This policy will enable staff/volunteers to make informed and confident responses to specific child protection issues.

All child protection concerns should be acted upon immediately. If you are concerned that a child might be at risk or is actually suffering abuse, you should tell the Designated Safeguarding Officer (DSO). **The DSO for Carney's Community is George Turner.** It is the responsibility of the DSO to make themselves available for consultation by staff, volunteers, visitors, children and their families.

In the event of the DSO being unavailable, any concerns should be brought to the attention of Rory Bradshaw, Lead Youth Worker and Deputy Designated Safeguarding Officer.

6. Recognising signs of abuse

We are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to social factors that have an adverse impact upon their lives.

It can often be difficult to recognise abuse. The signs listed in these guidelines are only indicators and many can have reasonable explanations. Children may behave strangely or seem unhappy for many reasons, as they move through the stages of childhood or their families experience changes. It

is nevertheless important to know what could indicate that abuse is taking place and to be alert to the need to consult further.

Someone can abuse a child by actively inflicting harm or by failing to act to prevent harm leading to neglect. Abuse can take place within a family, in an institutional or community setting, by telephone or on the internet. Someone known to a child or a complete stranger can carry out abuse.

If you are worried about a child it is important that you keep a written record of any physical or behavioural signs and symptoms and notify the DSO at the earliest opportunity. In this way you can monitor whether or not a pattern emerges and provide evidence to any investigation if required.

6.1 Physical Abuse

Physical abuse can involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, and suffocating or otherwise causing physical harm to a child. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention; this is called fabricated or induced illness, or Munchausen's syndrome by proxy.

Symptoms that indicate physical abuse include:

- Bruising in or around the mouth, on the back, buttocks or rectal area
- Finger mark bruising or grasp marks on the limbs or chest of a small child
- Bites
- Burn and scald marks; small round burns that could be caused by a cigarette
- Fractures to arms, legs or ribs in a small child
- Large numbers of scars of different sizes or ages

6.2 Emotional Abuse

Emotional abuse happens when a child's need for love, security, praise and recognition is not met. It usually co-exists with other forms of abuse.

Emotionally abusive behaviour occurs if a parent, carer or authority figure is consistently hostile, rejecting, threatening or undermining. It can also result when children are prevented from social contact with others, or if developmentally inappropriate expectations are imposed upon them. It may involve seeing or hearing the ill-treatment of someone else.

Symptoms that indicate emotional abuse include:

- Excessively clingy or attention-seeking behaviour
- Very low self-esteem or excessive self-criticism
- Excessively withdrawn behaviour or fearfulness; a 'frozen watchfulness'
- Despondency
- Lack of appropriate boundaries with strangers; being too eager to please
- Eating disorders

6.3 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing damage to their health and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from harm or danger, or failing to access appropriate medical care and treatment when necessary. It can exist in isolation or in combination with other forms of abuse.

Symptoms of physical and emotional neglect can include:

- Inadequate supervision; being left alone for long periods of time

- Lack of stimulation, social contact or education
- Inadequate nutrition, leading to ill-health
- Constant hunger; stealing or gorging food
- Failure to seek or to follow medical advice such that a child's life or development is endangered
- Inappropriate clothing for conditions

6.4 Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact, both penetrative and non-penetrative, or involve no contact, such as watching sexual activities or looking at pornographic material. Encouraging children to act in sexually inappropriate ways is also abusive. Under the Sexual Offences Act 2003, any sexual activity – contact or non-contact – with a child under the age of 13, is a crime.

Symptoms of sexual abuse include:

- Allegations or disclosure
- Genital soreness, injuries or discomfort
- Sexually transmitted diseases; urinary infections
- Excessive preoccupation with sexual matters; inappropriately sexualized play, words or drawing
- A child who is sexually provocative or seductive with adults
- Repeated sleep disturbances through nightmares and/or wetting

Older children and young people may additionally exhibit:

- Depression
- Drug and/or alcohol abuse
- Eating disorders; obsessive behaviours
- Self-mutilation; suicide attempts
- School/peer/relationship problems

Some members of our communities hold beliefs that may be common within particular cultures but which are against the law in England. Carney's Community does not condone practices that are illegal or harmful to children. Examples of particular practices are:

- **Forced marriages.** No faith supports the idea of forcing someone to marry without their consent. This should not be confused with arranged marriages between consenting adults.
- **Under-age marriages.** In England, a young person cannot legally marry or have a sexual relationship until they are 16 years old or more.
- **Female Genital Mutilation (FGM).** This is against the law yet we know that for some in our communities it is considered a religious act and a cultural requirement. It is also illegal for someone to arrange for a child to go abroad with the intention of having her circumcised.
- **Ritualistic abuse.** Some faiths believe that spirits and demons can possess people (including children). What should never be condoned is the use of any physical violence to get rid of the possessing spirit. This is abuse and people can be prosecuted even if it was their intention to help the child.

These definitions of abuse are taken from the Working together to Safeguard Children document, produced by the Department for Education (2015).

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

7. Contextual Safeguarding

Contextual Safeguarding is an approach to understanding, and responding to, young people's experiences of significant harm beyond their families. It recognises that the different relationships that young people form in their neighbourhoods, schools and online can feature violence and abuse. Parents and carers have little influence over these contexts, and young people's experiences of extra-familial abuse can undermine parent-child relationships.

7.1 Radicalisation and Extremism

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

Extremism is defined as "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas." (HM Government Prevent Strategy).

In line with "Prevent" we believe in safeguarding individuals from being drawn into terrorism, ensuring those vulnerable to extremist and terrorist narratives are given appropriate advice and support at an early stage. Prevent is no different to any other form of safeguarding from harm.

Symptoms that indicate radicalisation and extremism include:

- Isolation from family and friends
- Talking as if from a scripted speech
- Unwillingness or inability to discuss their views
- A sudden disrespectful attitude towards others
- Increased levels of anger

7.2 Serious Youth Violence and knife crime

Serious Youth Violence is defined as "any offence of most serious violence or weapon enabled crime, where the victim is aged 1-19" i.e. murder, manslaughter, rape, wounding with intent and causing grievous bodily harm. Knife crime refers primarily to stabbings but also to the illegal carrying of knives by young people in a public place.

Symptoms that could indicate involvement in youth violence and knife crime include:

- Being secretive about where they are, what they are doing, who they are seeing
- Having multiple mobile phones
- Coming home with items they can't afford, or they are unwilling to explain where they got them, such as phones, expensive trainers or clothes
- Going missing for periods of time or playing truant from school
- Stopping attending extra-curricular activities
- Fear of going to certain places
- Associating with older people
- Possessing weapons
- Having marks or injuries that they seem very secretive about

8. Procedure in the event of an allegation/disclosure

All complaints, allegations or suspicions will be taken seriously.

This procedure must be followed whenever an incident regarding safeguarding is suspected, observed or reported, including disclosures made by young people.

It is important to remember that the person who first reports an incident/suspicion/disclosure is **not** responsible for deciding whether abuse has occurred. This is a task for the professional child protection agencies, following a referral from the DSO.

Promises of confidentiality must not be given as this may conflict with the need to ensure the safety and welfare of the individual.

8.1 Responding to an allegation/disclosure

In the event of an incident or disclosure:

DO

- Make sure the individual is safe
- Assess whether emergency services are required and if needed call them
- Take precautions to preserve forensic evidence, if necessary
- Speak to your manager for support and guidance
- Inform parents/carers if appropriate, and if this does not put the young person involved at increased risk
- Listen
- Offer support and reassurance
- Ascertain and establish the basic facts, recording them as outlined below
- Explain areas of confidentiality
- Explain the reporting process to the person making the allegation
- Remember the need for ongoing support.

DON'T

- Ignore the allegation – if you are unsure what to do consult the DSO or refer to this policy
- Confront the alleged abuser
- Be judgmental, dismissive or voice your own opinion
- Investigate or interview beyond that which is necessary to establish the basic facts
- Ask leading questions, assume information or elaborate in your notes
- Make promises

Remember confidentiality – all information must be recorded and stored in accordance with the Data Protection Policy. Information is shared on a 'need to know' basis.

A full record must be made as soon as possible (on the same working day) detailing the nature of the allegation/incident/suspicion and any other relevant information.

This must include:

- the date, the time, the place where the incident/alleged incident happened,
- your name and the names of any others present,
- the name of the complainant and, where different, the name of the young person
- the nature of the alleged incident,
- a description of any injuries observed,
- the account of the allegation/incident, making careful notes, *in the exact words of the person making the allegation*, and obtain agreement on them when possible and appropriate to do so

The Incident Report Form is below (Appendix 1) and also available in the office, to record allegations and disclosures. It is most important to quickly and accurately record the incident/ allegation with the necessary information and the form can be filled in later if not immediately available.

Any suspicion, allegation or incident regarding safeguarding must be reported to the DSO on the same working day where possible. If the DSO is unavailable, contact the Lead Youth Worker.

If you believe the child or young person to be in immediate danger, contact the appropriate agencies yourself, starting with the MASH team as per the below. See section 11 for contact information.

In line with “Working together to safeguard children 2018” The DSO will telephone to report the matter to an officer from the Wandsworth Multi Agency Safeguarding Hub team (MASH). This officer will make a decision regarding how to proceed based on the information provided. The DSO will follow up the phone call with a written Early Help Assessment within 48 hours of the initial phone call.

See Appendix 1: Disclosure flow chart for more details about the process to follow after a disclosure.

8.2 Allegations made against staff and volunteers

Organisations that work or come into contact with children and young people need to be aware of the possibility that allegations may be made against members of their staff and volunteers. Allegations will usually be that some kind of abuse or inappropriate behaviour has taken place.

Carney’s Community seeks to minimise the risk of this happening by following safe recruitment guidelines (see Section 8) for all staff and volunteers, and ensuring all staff and volunteers are aware via their induction, training and on the job supervision of safeguarding issues and how to behave professionally and appropriately while at work.

Where an allegation or complaint is made by one staff member against another, Carney’s Community will refer to the ‘whistle-blowing’ framework created in The Public Interest Disclosure Act 1998 (PIDA) across the private, public and voluntary sectors. The Act provides almost every individual in the workplace with protection from victimisation where they raise genuine concerns about malpractice in accordance with the Act’s provisions.

In the event of an allegation being made, it should be brought to the notice of the DSO immediately (in cases where the allegation is made against this person, the complainant should approach our trustee who leads on safeguarding, Lucy Davidson lucyjanedavidson@me.com or the Chair of Trustees, Charles Gibson CGibsonQC@hendersonchambers.co.uk).

The procedure is initially the same as outlined above in section 7.1 in regards to recording and reporting the allegation/incident/suspicion.

Once an incident has been reported, irrespective of any investigation by social workers or the police, Carney’s Community will do the following:

- Follow the Disciplinary Procedure as outlined in the Employee Handbook. Where necessary the alleged abuser will be suspended from work until the outcome of any investigation is clear.
- The DSO must consider whether the person has access to young people or vulnerable adults anywhere else and whether those organisations or groups need to be informed.

All incidents should be investigated internally after any external investigation has finished, to review organisational practice and put in place any additional measures to prevent a similar thing happening again.

Employers must refer someone to the Disclosure and Barring Service (DBS) if they:

- sacked an employee because they harmed someone
- sacked an employee or changed their role because they might have harmed someone
- were planning to sack an employee for either of these reasons, but they resigned first

- an employee received a caution for, or has been convicted of, a relevant offence

It is breaking the law if you don't refer someone to DBS when you should.

DBS helpline

Contact the helpline for help referring someone to DBS. See: <https://www.gov.uk/guidance/making-barring-referrals-to-the-dbs#what-is-the-harm-test> for further guidance

Telephone: 0300 0200 190

This will be done by the DSO, after consultation with the trustees.

9. Safe recruitment

The application of rigorous procedures for the recruitment of any staff or volunteers who come into contact with children and young people, both directly and indirectly, can reduce the likelihood of safeguarding issues occurring.

Carney's Community uses the following procedures for the recruitment of staff and volunteers.

9.1a Recruitment: paid work – external applicants

- Clear person specifications and job descriptions are created for each role
- All posts are advertised
- An information pack about the job and Carney's Community is sent to any interested parties
- A standard application form is used
- Shortlisting candidates is done by more than one person
- Shortlisted candidates are invited to face-to-face interviews with a small panel of interviewers
- Carney's Community is working towards introducing a transparent scoring system for shortlisting and interviewing
- Probationary periods of at least 3 months apply to all roles

Carney's Community has a written policy on the Recruitment of Ex-Offenders. The requirement for a DBS for all staff (paid and voluntary) is made clear at the start of the application process. Checks are updated every three years for all staff.

9.1b Recruitment: paid work – internal applicants

Carney's Community actively seeks to provide paid employment opportunities for suitable participants, to provide them with work experience and life skills and to improve their employability. Often, participants are invited to interview for available roles without these roles being externally advertised. They are not shortlisted as staff and managers will have got to know them during their time as a participant and/or volunteer and will have already ascertained that they have the suitable skills and characteristics for the role. These applicants will complete an application form and attend an interview. A probationary period of at least 3 months will apply.

9.2 Recruitment: voluntary work

Potential volunteers approaching Carney's Community from outside the organisation are subject to the same process as paid applicants, outlined above in 8.1a.

However, in many cases, volunteers are people already known to Carney's Community as participants. Often, participants are invited to 'step-up' as volunteers as part of their mentoring journey and/or to provide them with work experience and life skills to improve their employability. For these volunteers, the formal application process is not usually followed. In addition, some volunteers help out on a very ad hoc basis, when asked by a coach to assist.

In both cases described above, the volunteers help out in group sessions under supervision from a qualified staff member, so are never left alone with other participants.

If these volunteers are subsequently asked to engage on a more formal or regular basis, the recruitment process outlined in 8.1a/b is then followed.

9.3 Successful Applicants:

Carney's Community ensure all applicants who are offered a position (paid and voluntary) will have:

- A DBS check. This should be taken at the time of appointment. A transportable check may be used if it is at the level required, (i.e. enhanced plus children's barred list), and the person gives permission for us to access the update service
- Access to Carney's Community's policy on Employment of ex-offenders
- A formal induction meeting where they are made aware of policies and processes
- A signed self-declaration form
- An agreed probationary period
- An agreed job description
- Mandatory safeguarding training: all new staff and volunteers attend a Child and Adult Safeguarding course run by Wandsworth TPD or a similar course meeting the same standard. This is repeated every two years.
- Supervisions: All staff working at Carney Community receive regular supervision from a more experienced staff member

In addition, all new starters are asked to provide two references, proof of identity and original copies of any relevant qualifications.

Occasionally, Carney's Community offers employment to individuals who are not able to provide formal ID documents or references. In these cases, this requirement may be temporarily waived. The person concerned will only be working in group situations and will not be left alone with participants. This decision would be taken by George Turner (CEO) after consultation with other lead staff, on the understanding that the person involved will provide the documents as soon as they are able, and that enough is known about the person from other appropriate sources (e.g. Probation, Prison Services).

10. Good practice

All staff members and volunteers are responsible for children and young people while on the premises and must make sure that safeguarding guidelines are adhered to.

10.1 Group Work

There will always be at least two adults present with a group of children. It is vital that the ratio of adults to children is adequate to ensure safety. The ratio at Carney's Community is 1 adult to 8 under 18's or 1 adult to 5 under 11's.

10.2 Working 1:1

Ideally, no member of staff or volunteer will be left alone with a child or young person where others cannot observe them.

Where a staff member or volunteer must be with a child or young person on a 1:1 basis (e.g. a Studio session or 1:1 mentoring) the staff member/volunteer will be DBS cleared and either monitored by CCTV or in a room with windows so other staff can see them.

There may be exceptional circumstances when the criteria above are not met, due to the need for confidentiality for the child/young person involved (e.g. counselling sessions, which take place in a room monitored by CCTV with audio. This is switched off for the duration of the session).

Young people (under 18) may be admitted to the building outside of allocated session hours if a trained youth worker is available to monitor them.

10.3 Other

The DSO must attend safeguarding level three training every two years (not a refresher course) and records of this training must be kept on file.

Other regular users of the building should hold a DBS check and update this every three years.

Staff should be alert to strangers frequently waiting outside a venue with no apparent purpose.

This policy needs to be read in conjunction with other Carney's Community policies including:

- Confidentiality
- Disciplinary and Grievance
- Data Protection
- Safeguarding Vulnerable Adults
- Duty of Care Statement

11. Safeguarding contacts

Designated Safeguarding Officer (DSO)

George Turner

07513 384084 george@carneyscommunity.org

Deputy DSO

Rory Bradshaw

07917 343138 Rory.bradshaw@carneyscommunity.org

Wandsworth Multi Agency Safeguarding Hub (MASH)

Tel 9.00am – 5.00pm: 020 8871 6622

Tel after 5pm/weekends: 020 8871 6000

Email: mash@wandsworth.gov.uk

Website: www.wscb.org.uk

Wandsworth Initial Point of Contact (IPOC)

020 8871 6622 IPOC@wandsworth.gov.uk

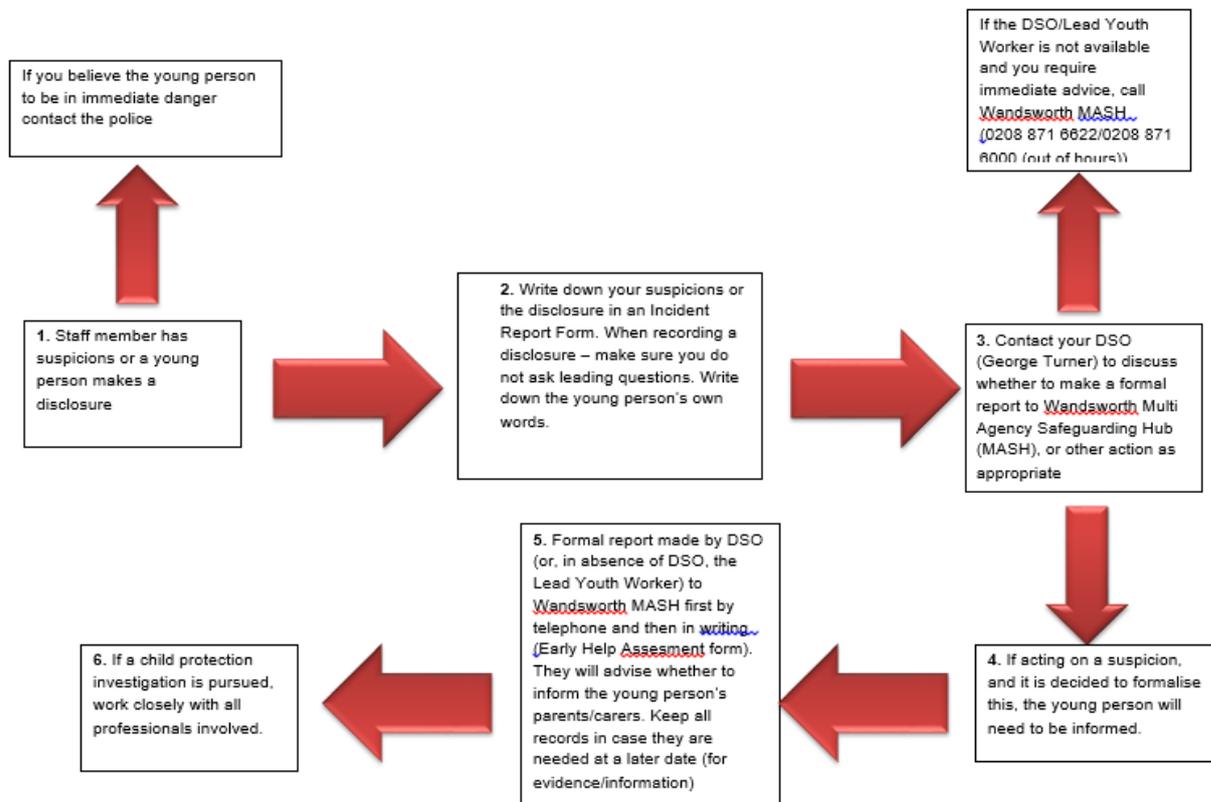
NSPCC Helpline: 0808 800 5000

Missing Persons Unit (Met Police): 0207 275 3404

OFSTED: 0300 123 4666

In an emergency dial 999

Appendix 1: Disclosure Flow Chart



Appendix 2: Incident reporting form

Incident/ Accident reporting form



Date: _____

Time: _____

Name of Staff Member: _____

Job Title: _____

Name of Young Person: _____

Date of Birth: _____ **Age:** _____

Address: _____

Names of any other people present:

Location and Project:

Nature of Incident/ Accident:

Action Taken / Decision Made:

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Were any of the following agencies notified (If yes, please circle)?

Ambulance Services/ Doctor / Police / Social Services / Family / Carer / Family Support worker/ other persons (please state):

Reason for Action Taken / Decisions Made:

Further Action (can this incident be prevented from happening again? Do other staff/ participants need to be made aware?)

I hereby state that all of the above facts are a true and accurate record of the incident/ accident.

Signed:

Name Print:

Date:

Any incidents of dealing or discussing arrangements to procure illegal substances should be challenged & recorded on this form. The Misuse of Drugs Act 1971 states it is illegal to allow premises to be used for consumption and/or supply of controlled drugs.

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Appendix 3: Thresholds for Intervention, Wandsworth Safeguarding Children Partnership
See additional document saved in Dropbox: C:\Users\Carney's Member\Dropbox\Carney's Community\Management\Policies\Current policies\Supporting documents.