

Havelock Community Association **S1 Safeguarding Policy and Procedure**

Important Contacts:

ROLE/ORGANISATION	NAME	CONTACT DETAILS
Designated Safeguarding Lead (DSL)	Amy Feist	manager@havelockcc.co.uk 02392 295821
Safeguarding contact	Wendy Heyes	cashier@havelockcc.co.uk
Multi Agency Safeguarding Hub (MASH)		mash@portsmouthcc.gov.uk 02392 688793 Out of hours: 0300 555 1373
Local Authority Designated Officer (LADO)	Hayley Cowmeadow	LADO@portsmouthcc.gov.uk 02392 882500

1. Purpose and Aims

The purpose of this policy is to:

- give a definition of safeguarding, child protection and forms of abuse
- define how Havelock Community Association operates to safeguard children, young people and adults at risk of abuse or neglect
- ensure that Havelock Community Association practices safer recruitment in checking the suitability of staff to work with children, young people and adults at risk of abuse or neglect
- establish a procedure for identifying and reporting safeguarding concerns

Havelock Community Association understands that we have a duty of care and are committed to the protection and safety of everyone who enters our premises including children, young people and adults at risk involved as visitors and/or as participants in all activities and events. We also have a duty to safeguard and support our trustees, volunteers, and staff.

Havelock Community Association aims to ensure that:

- appropriate action is taken in a timely manner to safeguard and promote the welfare of children, young people and adults at risk of abuse or neglect.
- all staff, volunteers and trustees are aware of their responsibilities with regards to safeguarding
- all staff, volunteers and trustees are trained in recognising and reporting safeguarding concerns

2. Definitions

Safeguarding and promoting the welfare of children is defined as:

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

Child Protection is part of this definition and refers to activities undertaken to prevent children suffering, or being likely to suffer, significant harm.

Abuse is the maltreatment of a child which may involve inflicting harm or failing to prevent harm and is divided into four main types:

- **Physical Abuse** 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.
- **Emotional Abuse** is the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.
- **Sexual Abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.
- **Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health

These categories of abuse apply and will be relevant to adults at risk of abuse and neglect.

Children and young people are defined in The Children Act (1989) as those persons aged under 18 years old.

Adult at risk of abuse or neglect refers to someone over 18 years old who, according to Section 42 of the Care Act 2014:

- has care and support needs
- is experiencing, or is at risk of, abuse or neglect

- as a result of their care and support needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

If someone has care and support needs but is not currently receiving care or support from a health or care service, they may still be an adult at risk.

Roles and Responsibilities

Safeguarding and child protection is **everyone's** responsibility. This policy applies to:

- All trustees, volunteers, and staff.
- All those attending any activity or service that is being delivered from Havelock Community Centre.
- All visitors and contractors.

All staff, volunteers and trustees will:

- sign the document G4b Trustees Declaration of Eligibility which includes a statement that they have no convictions in relation to abuse or, in the case of staff and volunteers, be willing to undertake a DBS check if required.
- familiarise themselves with safeguarding responsibilities, undertake training where appropriate on safeguarding issues including whistleblowing where it is available and offered by their local safeguarding board/partnership or other local support organisation **and** ensure that they understand the principles set out in this policy.
- work together to promote a culture that enables issues about safeguarding and promoting welfare to be addressed.
- not have unsupervised access to children or adults at risk unless appropriately vetted.
- follow safe recruitment practices - see document HR7 Recruitment Policy
- ensure that any suspected incident, allegation or other manifestation relating to children and adults at risk is reported using the reporting procedures detailed in this policy.

Designated Safeguarding Lead (DSL):

The DSL is a member of staff who takes responsibility for Safeguarding and Child Protection. The DSL at Havelock Community Centre is Sarah Garrad and contact information can be found within this policy. The DSL will be the first point of contact for anyone reporting a safeguarding concern and their responsibilities include:

- obtaining information from anyone who has concerns about protecting children and adults at risk of abuse and neglect
- accurately recording information and asking for more details if required
- referring suspected cases, as appropriate, to the relevant body (local authority children's social care, multi-agency safeguarding hub and/or police)
- keeping this policy and any related safeguarding information up to date

- ensuring staff, volunteers and trustees are trained in safeguarding and are aware of the policies and procedures in place

For more information about this role please refer to document HR5g Job Description Safeguarding Trustee and Designated Safeguarding Lead.

Safeguarding Trustee:

A member of the committee will be appointed to be responsible for child and adult at risk safeguarding matters. The Safeguarding Trustee at Havelock Community Centre is Terry Hall and contact information can be found within this policy. For more information about this role please refer to document HR5g Job Description Safeguarding Trustee and Designated Safeguarding Lead.

3. Policy Principles

There can be no excuses for not taking all reasonable action to protect children and adults at risk from abuse or neglect. All citizens of the United Kingdom have their rights enshrined within the Human Rights Act 1998. People who are eligible to receive health and community care services may be additionally vulnerable to the violation of these rights by reason of disability, impairment, age, or illness.

Havelock Community Association has a zero-tolerance approach to abuse.

Havelock Community Association recognises that under the Care Act 2014, it has a duty for the care and protection of adults who are at risk of abuse. It also recognises its responsibilities for the safety and care of children under the Children Act 1989 and 2004.

Havelock Community Association is committed to promoting wellbeing, harm prevention and to responding effectively if concerns are raised.

Havelock Community Association is aware of the work of their local safeguarding Board/Partnership and other support organisations on the development and implementation of procedures for the protection of children and adults at risk. The policy is about stopping abuse where it is happening and preventing abuse where there is a risk that it may occur.

Havelock Community Association is committed to the following principles:

- The welfare of the child, young person or adult at risk is paramount.
- All children, young people and adults at risk have the right to protection from abuse.
- Safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and

- All suspicions and allegations of abuse must be properly reported to the relevant internal and external authorities and dealt with swiftly and appropriately.

4. Procedures

The procedural section of the policy will be divided into:

- Prevent - what we do to reduce the risk of abuse occurring on our premises
- Recognise - how to recognise forms of abuse
- Respond - how staff should respond to a disclosure of abuse or a suspected safeguarding concern
- Report - how the DSL will report and record information shared

Prevent

Havelock Community Association is firmly committed to providing a safe and caring environment for children and adults at risk from abuse or neglect. We have therefore adopted the following procedures to reduce the risk of abuse occurring on our premises:

Safer Recruitment:

- At least one person conducting any interview for a role at Havelock Community Centre will have undertaken 'Safer Recruitment' training
- The Designated Safeguarding Lead will have an up to date DBS certificate
- Two references will be required from any person applying for staff or volunteer roles
- All trustees will sign G4b Trustees Declaration of Eligibility

For more details about Safer Recruitment please refer to document HR7 recruitment procedure.

Room Hiring Procedures:

- Any children's group or group which includes adults at risk, which does not have parents/guardians/carers in attendance will be required to provide a copy of an up to date DBS certificate
- Havelock Community Association will follow 'best practice' of requesting up to date DBS checks every 3 years
- The DSL will maintain an up to date Single Central Register of DBS certificates
- Children's groups or groups including adults at risk will be required to either produce a copy of their own Safeguarding Procedures or confirm they have understood and will adhere to Havelock Community Association's principles and procedures on Safeguarding.

Visitors/Contractors:

All contractors/visitors to Havelock Community Centre who are not attending a group will:

- be asked to sign in and out of the centre
- be asked to read our Safeguarding Poster displayed in reception
- not be permitted to be alone with children or at risk adults

Risk Assessments:

The DSL and Safeguarding Trustee will:

- Identify possible risks, including risks to our centre users or to anyone else connected to the Community Centre and any emerging risks on the horizon
- Have a risk assessment process in place for people which do not qualify for a DBS check, but who still have contact with children or adults at risk.

Recognise

The following signs may or may not be indicators that abuse has taken place, but the possibility should be considered:

PHYSICAL SIGNS OF ABUSE

- Any injuries not consistent with the explanation given for them
- Injuries which occur to the body in places which are not normally exposed to falls, rough games.
- Injuries which have not received medical attention
- Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care
- Reluctance to change for, or participate in, games or swimming
- Repeated urinary infections or unexplained tummy pains
- Bruises, bites, burns, fractures etc which do not have an accidental explanation*
- Cuts/scratches/substance abuse*

INDICATORS OF POSSIBLE SEXUAL ABUSE

- Any allegations made by a child concerning sexual abuse
- Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age-inappropriate sexual play
- Sexual activity through words, play or drawing
- Child who is sexually provocative or seductive with adults
- Inappropriate bed-sharing arrangements at home
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations
- Eating disorders - anorexia, bulimia*

EMOTIONAL SIGNS OF ABUSE

- Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clingy
- Depression/aggression, extreme anxiety.
- Nervousness, frozen watchfulness
- Obsessions or phobias
- Sudden under-achievement or lack of concentration
- Inappropriate relationships with peers and/or adults
- Attention-seeking behaviour
- Persistent tiredness
- Running away/stealing/lying

SIGNS OF NEGLECT

- Poor growth or weight gain or being overweight.
- Poor hygiene.
- Lack of clothing or supplies to meet physical needs.
- Taking food or money without permission.
- Hiding food for later.
- Poor record of school attendance.

*These signs may indicate the possibility that a child or young person is self-harming, mostly by cutting, burning, self-poisoning. Approximately 20,000 are treated in accident and emergency departments in the UK each year.

Respond

If a child or adult at risk discloses a safeguarding issue to you, you should:

GENERAL POINTS

- Listen to and believe them
- Allow them to speak freely and DO NOT ask leading questions
- Keep calm and do not show that you are shocked or upset
- Look at them directly
- Tell them they have done the right thing in telling you
- Do not tell them they should have told you sooner
- Tell the child you will need to let someone else know - don't promise confidentiality
- Even when a child has broken a rule, they are not to blame for the abuse
- Be aware that the child may have been threatened or bribed not to tell
- Never push for information. If the child decides not to tell you after all, then accept that and let them know that you are always ready to listen.
- Write up the conversation as soon as possible in their own words. Stick to the facts and do not put your own judgement on it.
- Report the information to the DSL **as soon as possible**

HELPFUL RESPONSES

- You have done the right thing in telling
- That must have been really hard

- I am glad you have told me
- It's not your fault
- I will help you

DON'T SAY

- Why didn't you tell anyone before?
- I can't believe it!
- Are you sure this is true?
- Why? How? When? Who? Where?
- Never make false promises
- Never make statements such as "I am shocked, don't tell anyone else"

Report

All suspicions or allegations of abuse against a child or adult at risk will be taken seriously and dealt with speedily and appropriately. The Designated Safeguarding Lead knows who to contact and where to go for support and advice in relation to an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children or adults at risk who has:

- Behaved in a way that has harmed a child or adult at risk or may have harmed a child or adult at risk.
- Possibly committed a criminal offence against, or related to, a child or adult at risk; or
- Behaved towards a child (or children) or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk.

Anyone who has a Safeguarding concern or a suspicion or allegation of abuse must contact the Designated Safeguarding Lead **as soon as possible on the day of occurrence**. Disclosure or evidence for concern may occur in a number of ways including a comment made by a child or adult, physical evidence such as bruising, a change in behaviour, or inappropriate behaviour or knowledge.

The DSL will

- record all relevant information on an incident form
- liaise with other relevant agencies such as MASH, LADO or the local police force. This form must be kept strictly confidential and stored securely following the Data Protection Procedures.
- support the person reporting the concern

Concerns about staff, volunteers or trustees

If you have concerns or an allegation is made about a member of staff, volunteer or a trustee at Havelock Community Centre report it to the Designated Safeguarding Lead (or the Safeguarding Trustee where the allegation relates to the DSL) who will:

- deal with any allegation of abuse against a member of staff, volunteer or trustee quickly in a fair and consistent way that provides effective child protection while also supporting the individual accused of the allegation

- obtain an initial account from all relevant parties including the accused
- If necessary, suspend the accused from duties until a full investigation has been carried out
- record all relevant information on an incident form and liaise with other relevant agencies such as MASH, LADO or the local police force. This form must be kept strictly confidential and stored securely following the Data Protection Procedures.

Confidentiality

All staff, volunteers and trustees must work under the principle that confidentiality is extremely important and plays a large part in much of the work carried out with children and adults at risk. However, under no circumstances will any individual in the employment of Havelock Community Association, or acting as a volunteer, keep confidential from the relevant authorities or the DSL or Safeguarding Trustee, any information that raises concerns about the safety and welfare of a child or adult at risk of abuse or neglect.

This policy will be reviewed annually or when legislation changes or amendments are required (whichever falls first)

Approved by the Committee of Trustees at a meeting held on 02.03.2022

Chairperson on behalf of Trustees

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