

Community Action Norwich

SAFEGUARDING VULNERABLE YOUNG PEOPLE

1. INTRODUCTION

Community Action Norwich recognises that they have a duty of care towards children and young people under the age of eighteen if ever they are in our charge to protect them from physical, emotional and sexual abuse or harm and ensure their well-being. Community Action Norwich seeks to comply with Norfolk's local Safeguarding Children's Board in promoting good working practices that safeguards children and promotes their welfare.

It is a requirement that any member of Community Action Norwich staff or any volunteer working on behalf of the Community Action Norwich has the responsibility to pass on information and concerns regarding a child or young person who may have been or is likely to be harmed or abused.

The designated Young Persons Protection Officer is: Gwilym Davey

Community Action Norwich's Young Persons Protection Officer is responsible for:

- * Monitoring & recording concerns
- * Making referrals to Social Services without delay
- * Liaison with other agencies
- * Arranging appropriate training for all staff

2. VETTING AND TRAINING

All Community Action Norwich staff are interviewed, referenced and undergo criminal record checks to an enhanced level under the Disclosure and Barring Service for roles that come into contact with children and young persons.

Appropriate training is available to staff and volunteers undertaking direct work with children and young people to make them aware of child protection issues and proper reporting procedures. This is reviewed at regular intervals.

Community Action Norwich has recruitment policies for both staff and volunteers which seek to ensure that the well-being of children and young people is maintained.

Community Action Norwich acknowledges and accepts the U.N. Convention on the Rights of the Child, the principles of the Children Act 1989 and the Human Rights Act 1998.

We will:

- * treat all children with respect and celebrate their achievements
- * carefully recruit & select all adults whether paid or voluntary
- * respond to concerns and allegations appropriately

When any adult has concerns about the welfare of any child/ young person then he/she is expected to share those concerns with the Young Persons Protection Officer. Please refer to Appendix A in the event of a disclosure.

3. CONFIDENTIALITY

In cases of disclosure of abuse, by either children or parents, we are obliged to share the information and refer our concerns to Social Services.

4. STAFF ALLEGATIONS

Concerns about the behaviour of adult/ s in our organisation will be referred without delay to the Young Persons Protection Officer who will contact Social Services or the police as appropriate.

5. WHAT TO DO IN THE EVENT OF A DISCLOSURE

- Never guarantee absolute confidentiality, as Child/Young Person's Protection will always have precedence over any other issues.
- Listen to the child/young person, rather than question him or her directly.
- Offer him/her reassurance without making promises, and take what the young person says seriously.
- Allow the young person to speak without interruption.
- Accept what is said – it is not your role to investigate or question.
- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that you will try to offer support, but that you must pass the information on.

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- Explain what you have to do and whom you have to tell.
- Use the child/young person's words or explanations – do not translate into your own words, in case you have misconstrued what the child/young person was trying to say.

5.1 Record any discussion or actions taken within 24 hours. Details must include as far as practical:

- Name of child or young person
- Age
- Home address (if known)
- Date of Birth (if known)
- Name/s and address of parent/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details.
- What has prompted the concerns? Include dates and times of any specific incidents.
- Has the child or young person been spoken to? If so, record details
- Has anybody been alleged to be the abuser? If so, record details.
- Who has this been passed on to, in order that appropriate action is taken? E.g. designated Child/Young Persons Protections Officer within the School or Social Services etc.
- Has anyone else been consulted? If so, record details.

All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet. Only the designated persons will have access to these files.

The designated person/s will inform the relevant outside organisation of the incident.

Norfolk Police	101
In an emergency please call	999
Children's services	0344 800 8020
Norfolk Children's Safeguarding Partnership	01603 223409

Local Authority Designated Officer – see the website (www.norfolkscb.org/people-working-with-children/how-to-raise-a-concern/local-authority-designated-officer-lado/) for the correct form or email LADO@norfolk.gov.uk

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Appendix A

1. RECORDS, REPORTING PROCESS AND MONITORING

1.1 If we are concerned about the welfare or safety of any child who has come into contact with our organisation we will record the concern on the agreed report form and give this to the Young Persons Protection Officer or either Deputy.

1.2 The Young Persons Protection Officer or Deputy will report the matter to the Local Authority Designated Officer (LADO) via email LADO@norfolkk.gov.uk

1.3 If an allegation involves the Young Persons Protection Officer, the Deputy will be contacted. If the Young Persons Protection Officer or the Deputy are involved, the staff member or volunteer will liaise with the Local Authority Designated Officer (LADO) direct.

1.4 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's file. These files will be the responsibility of the Young Persons Protection Officer and information will only be shared within the organisation on a need to know basis for the protection of the child.

1.5 Any safeguarding information will be kept in the file and will be added to. Copies of referrals will be stored in the file.

1.6 Reports of a concern to the Young Persons Protection Officer must be made in writing and signed and dated by the person with the concern.

2. ROLES AND RESPONSIBILITIES

2.1 Our Young Persons Protection Officer will liaise with Children's Services and other agencies where necessary, and make referrals to Children's Services.

2.2 Any concern for a child's safety or welfare will be recorded in writing and given to the Young Persons Protection Officer who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

2.3 The Young Persons Protection Officer will ensure that all staff and volunteers have received appropriate child protection information during induction and if necessary have been trained by the Safer Programme.

2.4 The Young Persons Protection Officer will ensure that our safeguarding policy is in place and is reviewed annually. The content of our policy has been written following consultation with the Safer Programme.

2.5 At all times the Young Persons Protection Officer will ensure that safer recruitment practices are followed.

2.6 Safer procedures ensure our recruitment practices are safe and compliant with statutory requirements.

2.7 We require evidence of any qualifications staff or volunteers hold. We do not accept testimonials and insist on taking up references as part of our appointment process. We will question the contents of application forms if we unclear about them. We will undertake enhanced Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with children. We will use the recruitment and selection process to deter and reject unsuitable candidates.

2.8 Our organisation undertakes to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.

3. DATA PROTECTION

In the implementation of this policy, the organisation may process personal data and/or special category personal data collected in accordance with its GDPR and data protection policy. Data collected from the point at which this policy is invoked will only inform the organisation for the benefit of implementing this policy. All data is held securely and accessed by, and disclosed to, individuals only for the purposes of this policy. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's GDPR and data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the organisation's disciplinary procedure.