



Safeguarding Children Policy

Purpose:

To provide protection for children and young people who we may come into contact with during the delivery of PIP's services, including the children of adult users.

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

This policy follows the statutory government guidance of London Child Protection Procedures 2015, Working Together to Safeguard Children 2015; the London Child Protection Procedures: 2013 and What to do if you're worried a child is being abused: 2010.

Relevant to all Trustees, Employees and Volunteers. All amendments to be agreed by Board of Trustees. This policy will be reviewed annually.

Contents:

1. Child Protection Policy Statement
2. Safeguarding Procedures and Guidance
 - 2.1 Named /Designated persons
 - 2.2 Roles of Designated persons
 - 2.3 Recruitment
 - 2.4 Training
 - 2.5 Code of Practice
 - 2.6 Safe Practice
3. Definitions of types of abuse
 - 3.1 Physical abuse
 - 3.2 Neglect
 - 3.3 Emotional abuse
 - 3.4 Sexual abuse & sexual exploitation
 - 3.5 Discriminatory forms of abuse
 - 3.6 Radicalisation
4. How to report suspected abuse.
5. How to respond to allegations of abuse against a member of staff, other workers or volunteers.
 - 5.1 Whistleblowing procedures

6. Confidentiality Policy

7. Appendices

7.1 Legislation

7.2 Further Guidance and Information

7.3 Safeguarding Incident Form

Relevant legislation:

Children Act 2002

Children and Young Persons Act 2008

Children and Families Act 2014

Education Act 2002

Safeguarding Vulnerable Groups Act 2006

Working Together to Safeguard Children 2015

London Child Protection Procedures 2015

London Safeguarding Children 2014

1. Child Protection Policy Statement:

Parents in Partnership is a network for parents of children/young people who have disabilities. We manage a variety of activities and projects for the benefit of the families involved.

Parents in Partnership believes that the welfare of the child and family is paramount and that every child has the right to be protected from any form of abuse regardless of age, disability, racial heritage, belief, sexual orientation or identity. We adhere with key legislation on children and families including Children Act 1989/2004 and Working Together to Safeguard Children. We promote the safeguarding and wellbeing of children through our work with families and endeavour to protect them from any form of abuse.

This Policy and Procedures applies to all paid staff, trustees and volunteers who have direct contact with children below the age of 18, or older if with learning disability, or have access to children through their respective work with families.

Values for Safeguarding Children & Young People:

- The needs of the child are paramount and should underpin all child protection work working to the London Child Protection Procedures.
- Responsibility for safeguarding children and young people must be shared as they can only be protected effectively when all the relevant agencies and individuals accept responsibility and co-operate with one another. The Children Act 2004 places duties on public bodies to share information in order to safeguard the welfare of children and young people.

- All children and young people have the right to grow up in a caring and safe environment.
- Children and young people have the right to be protected from abuse of all types, and to expect that adults in positions of responsibility will do everything possible to foster those rights.
- The protection of children and young people from abuse is seen as part of the general responsibility of PIP.
- PIP has a responsibility to promote non-abusive relationships and create anti-abusive environments.
- The primary duty of staff, whatever their nominated role is to protect children and young people from significant harm.
- PIP has a responsibility to inform parents, children and young people of its duty to follow up any safeguarding concerns and report suspected cases of abuse when disclosed or observed.

We will seek to safeguard children and young people by:

- Valuing and listening to them
- Promoting and prioritising their safety and wellbeing
- Having in place a robust safeguarding policy and procedures known to all staff, volunteers, trustees and service users
- Ensuring everyone at PIP understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people
- Having in place a sound recruitment policy which includes seeking references and DBS checks to make sure that only people who are safe to work with children are employed by the organisation
- Cooperating with different agencies to provide the best support to the child and family, to share and complement resources and share best practices
- Effectively managing staff and volunteers through supervision, support and training
- Reviewing this Policy and Procedures annually to make sure that it encompasses all current legislation and development on safeguarding

2. Safeguarding Procedures and Guidance

2.1 Named/Designated persons

PIP nominates the Partnership Manager as the designated safeguarding children person. The Manager can be contacted on mobile no. 07572601406 and email, agnieszka.gebka@pipcroydon.com

In the absence of the manager, the person who will act as the designated safeguarding person will be the Chair of the PIP trustees, Julie Newton-Smith. She can be contacted on 07870105898 and email chair@pipcroydon.com .

2.2 Roles of the Designated Person

The designated person will:

- receive and record information from anyone who has concerns
- assess the information promptly and carefully, clarifying or obtaining more information when necessary
- consult initially with a statutory child protection agency such as social care teams (MASH Team Consultation Line 020 8726 6464) or the NSPCC Child Protection helpline (0808 800 5000) to talk about any doubts or uncertainty
- make a formal referral to a statutory child protection agency (MASH Team) or in emergency call The Police, 999
- make sure that all staff and volunteer receive the appropriate safeguarding training and that DBS checks are sought every three years, in coordination with the respective line managers
- make sure that the organisation's Child Protection Policy and Procedures is monitored and reviewed annually.

NB: It is not the named person's responsibility to decide whether a child has been abused or not.

2.3 Recruitment:

1. All applicants for posts, voluntary and paid will be required to complete a full application form.

2. Interviews will be held and, according to the position applied for, interview panels will be taken from Trustees with the manager and, where appropriate, external partner and/or a parent.

3. Two references will be required. All paid worker-last employer will be one.

4. Prior to employment, PIP will arrange for Enhanced DBS before commencing employment.
5. New paid staff, trustees and volunteers will have to attend the basic safeguarding training within the first three months of employment and refresher course on safeguarding every 3 years.
6. New staff will be properly inducted to the organisation including understanding and adherence to this policy and procedures.
7. Regular one to one supervision meetings and yearly appraisals will be conducted by the respective line manager with their staff and volunteers in line with the PIP HR policy (COOP004), which include, among others, identifying the training needs of the staff and volunteers.

2.4 Training

- All PIP staff Trustees and volunteers will maintain up to date knowledge of safeguarding children and young people through training.
- All PIP staff, trustees and volunteers will have access to ongoing training opportunities to promote their safeguarding knowledge. This will include basic training on the PIP Child Protection policy and procedures with access to specific training where necessary, with particular emphasis on children with special needs/disabilities and their siblings.

Croydon Local Safeguarding Children Board (CSCB) will be the provider of all relevant safeguarding training for new paid staff, if not already done a course.

Churches Child Protection Advisory Services (CCPAS) training pack is also used for training for volunteers and updating staff as a continuous training process.

CCPAS resources are also used for specific work with children with disabilities and their families.

2.5 Code of Behaviour

PIP management, staff and volunteers will promote a culture of safety for all PIP service users and visitors. In working with children and their parents and carers, the following code of behaviour will be upheld:

- Treat all children and parents with respect and equality
- Respect users' right to their privacy
- Encourage children and young people to be caring and comfortable enough to point out attitudes and behaviours they do not like
- Avoid unnecessary physical contact with children and young people

- Always challenge unacceptable behaviour and report all allegations and suspicion of abuse.

2.6 Safe Practice

- No member of staff or volunteer will be alone with a child without alerting others to the reason.
- All allegations of abuse against a worker, however minor, are reported to the Partnership Manager
- If any allegation is made against a member of staff concerning alleged abuse of a child the procedure to be followed will be in line with the London Child Protection Procedures <http://www.londonscb.gov.uk/procedures/>

3. Definitions of types of Abuse

3.1 Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child or vulnerable adult. Physical harm may also be caused when a parent/carer fabricates the symptoms of, or deliberately induces, illness in a child or vulnerable adult. Female genital mutilation is also a form of physical abuse.

Physical Abuse - Indicators	
Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> • Unexplained injuries – bruises / abrasions / lacerations • The account of the accident may be vague or may vary from one telling to another. • Unexplained burns • Regular occurrence of unexplained injuries • Most accidental injuries occur on parts of the body where the skin passes over a bony protrusion. 	<ul style="list-style-type: none"> • Withdrawn or aggressive behavioural extremes • Uncomfortable with physical contact • Seems afraid to go home • Complains of soreness or moves uncomfortably • Wears clothing inappropriate for the weather, in order to cover body. • The interaction between the child, vulnerable adult and its carer

3.2 Neglect

Neglect is the persistent failure to meet a child’s physical and / or psychological needs, likely to result in the serious impairment of the child’s or young person’s health or development.

Neglect may involve a parent/carer failing to:

- Provide adequate food, clothing and shelter
- Protect a child or vulnerable adult from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child’s or young person’s basic emotional needs.

Neglect - Indicators	
Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> • Unattended medical need • Underweight or obesity • Recurrent infection • Unkempt dirty appearance • Smelly • Inadequate / unwashed clothes • Consistent lack of supervision • Consistent hunger • Inappropriately dressed 	<ul style="list-style-type: none"> • Poor social relationships • Indiscriminate friendliness • Poor concentration • Low self-esteem • Regularly displays fatigue or lethargic • Frequently falls asleep • Frequent unexplained absences

3.3. Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child or young person such as to cause severe and persistent effects on the child’s or young person’s emotional development, and may involve:

- Conveying to children or young person that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations on children. These may include interactions that are beyond the child’s or vulnerable adult’s developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child or young person participating in normal social interaction;
- Seeing or hearing the ill-treatment of another;

- Serious bullying, causing children or young people frequently to feel frightened or in danger, or the exploitation or corruption of children or young people;

Emotional Abuse - Indicators	
Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> ▪ Poor attachment relationship ▪ Unresponsive / neglectful behaviour towards the child's or young person's emotional needs ▪ Persistent negative comments about the child or young person ▪ Inappropriate or inconsistent expectations ▪ Self-harm 	<ul style="list-style-type: none"> ▪ Low self-esteem ▪ Unhappiness, anxiety ▪ Withdrawn, insecure ▪ Attention seeking ▪ Passive or aggressive behavioural extremes

3.4 Sexual Abuse & sexual exploitation

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child or young person is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. Sexual abuse includes non-contact activities, such as involving children or young people in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children or young people to behave in sexually inappropriate ways.

Sexual Abuse - Indicators	
Physical Indicators	Behavioural Indicators
<ul style="list-style-type: none"> ▪ Sign of blood / discharge on the child's underclothing. ▪ Awkwardness in walking / sitting ▪ Pain or itching – genital area ▪ Bruising, scratching, bites on the inner thighs / external genitalia. ▪ Self-harm ▪ Eating disorders ▪ Enuresis ▪ Sudden weight loss or gain 	<ul style="list-style-type: none"> ▪ Sexually proactive behaviour or knowledge that is incompatible with a child's age & understanding. ▪ Drawings & or written work that is sexually explicit ▪ Self-harm / Suicide attempts ▪ Running away ▪ Substance abuse ▪ Significant devaluing of self ▪ Loss of concentration

3.5 Discriminatory forms of abuse

This form of abuse involves direct or indirect discrimination of children or young people because of their race, gender, sexuality, disability, religion, mental health status or age.

Discriminatory Abuse – Examples:	
	<ul style="list-style-type: none">• Lack of culturally or gender sensitivity in care practices• Access to services denied due to lack of disability awareness and access needs of members• No attempt to address language barriers• No provision of culturally sensitive food• No awareness of importance of faith festivals etc.

3.6 Radicalisation

Radicalisation is defined by the UK Government within this context as “*the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.*” There is now a duty to actively prevent radicalisation and report it.

4. How to Report Suspected Abuse

All staff need to be aware that they must treat all suspicions of abuse as a priority. Reports must be made to a manager immediately and to the borough within 24 hours.

Sometimes staff may hear about alleged abuse directly from a child or a parent. This is termed a “disclosure”. It may not be possible to consult a manager in these circumstances. The following advice is issued to members of staff in such situations:

Do:

- Stay calm. Do not appear shocked, horrified or angry
- Listen carefully and make sure that the client knows that (s)he is being taken seriously and is doing the right thing by telling you
- Show sympathy and concern, but do not make comments or judgements
- Explain what you are going to do next based on the steps laid out in the flowchart
- Make sure the client is currently safe. If not, then 999 must be called immediately
- Document carefully what the client has told you. This should be done as soon as possible but not at any location (such as the vulnerable adult’s home) where you

might meet the possible abuser. You need to be aware that the document could you used as evidence. Guidelines are:

- ✓ Stick to the facts – where there is disclosure stay as close as possible to exact words used by the client
- ✓ Avoid supposition or vagueness

Don't:

- Give false reassurances or promise to keep secrets.
- Confront the person you think is responsible for the abuse. If the alleged abuser is a colleague, tell no one but your line manager.
- Press for details. You may unwittingly interfere with a formal investigation undertaken under the inter-agency procedures.
- Destroy the evidence.
- Start to investigate the situation. It is not your job to investigate – this will be done by someone who has been trained.

NB

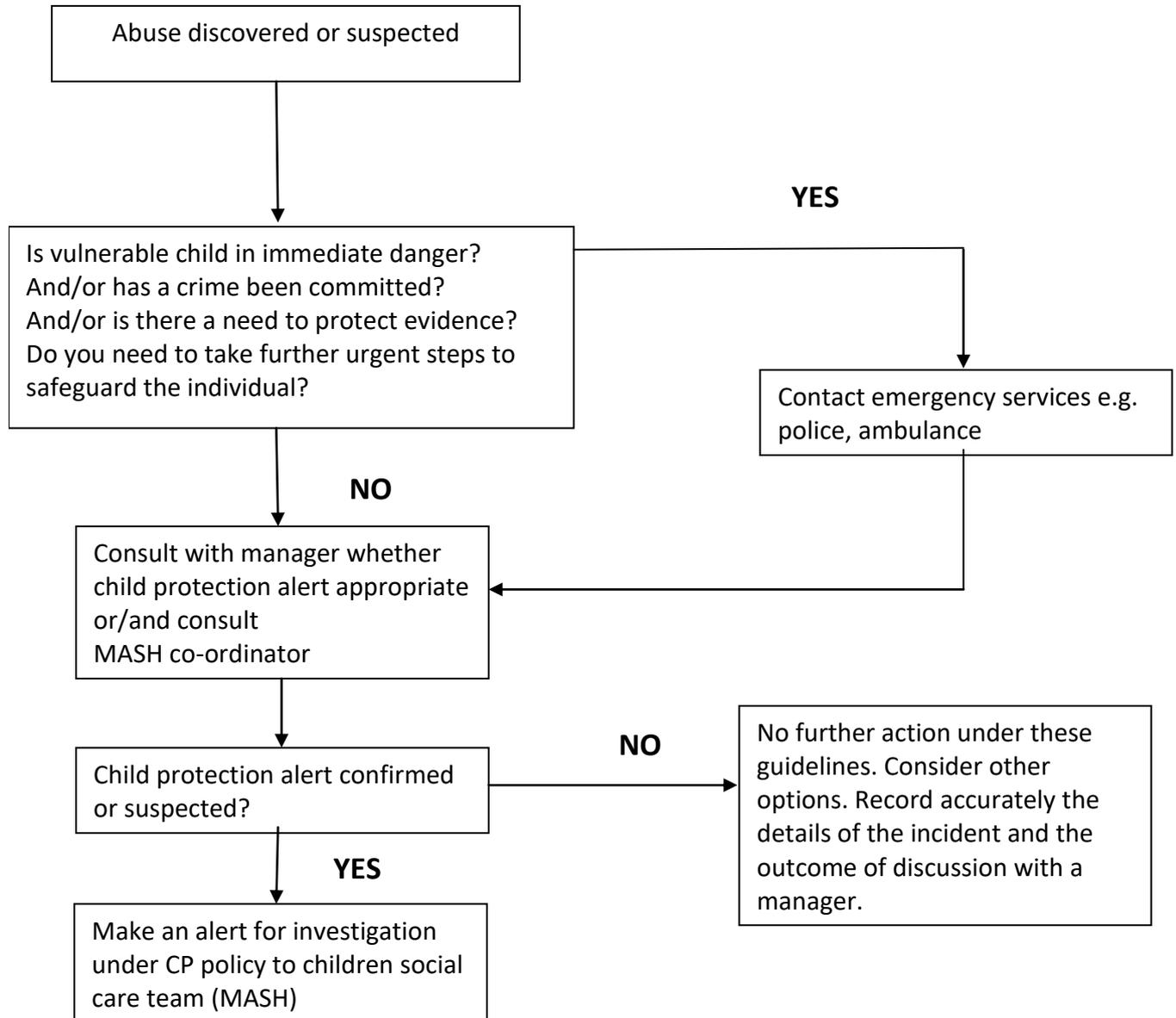
No staff and management committee member of PIP should investigate on any alleged abuse or concern. This is the role of the Police or Social Care Team. However, in the course of investigation by the relevant child protection officer, PIP staff and volunteers will need to cooperate by:

- **Providing accurate and detailed written and verbal reports**
- **Supporting the client during any further investigations or interviews, if requested to do so by the investigator**
- **Attending meetings or case conferences as requested**
- **Assisting in the implementation of any protection plan arising from the inter-agency response to the allegation**

If a member of staff suspects that abuse has taken place or is likely to take place, they must follow the flow chart and process laid out below.

FLOW CHART FOR REPORTING SUSPECTED CHILD ABUSE

An alert regarding all suspected incidents must be made immediately and within 24 hours of discovery.



1. The worker will record the facts using the form on appendix 7.3 immediately after a disclosure has been made by the child or any service user (and no longer than within 24hours).

2. The worker who completed the form will discuss the issue with his/her line manager immediately.
3. If the line manager decides that the incident is a matter of concern, the form will be given to the nominated person who will be in touch with a statutory agency for advice.
4. The nominated person will report the sign or suspicion to the Social Care Team (MASH Team on 020 8726 6464 (24 Hours) within 24 hours, and follow up with a report in writing in 48 hours with copy kept in Safeguarding Incidents file.

5. How to respond to allegations of abuse against a member of staff, other workers or volunteers

5.1 Whistleblowing Procedures

Part of the training for all concerned in PIP should include discussion on and appreciation of what abuse in all its forms could exist in the workplace as well as in connection with the families we work with. All should understand that our behaviour towards each other relates to the morale and outcomes for the organisation as a whole.

Every member of staff, paid or volunteer, or Trustee should be responsible for keeping an eye on the behaviour of their colleagues with regard to all aspects of abuse albeit a child or fellow employee. They should regard themselves as a witness and should immediately inform the Chairperson of their concerns without fear of reprisals. If it is the Chairperson who is thought to be at fault, then another Trustee must be informed and they have a duty to take advice from CCPAS or NSPCC.

All concerns should be recorded at an early stage so that it is clear what the incident was, when and who was involved.

Confidentiality must be maintained at all times and appropriate support must be given to the relevant person involved. If the Trustees upon deliberation believe that the misbehaviour of the staff, volunteer, or fellow trustee has occurred, the procedures set out in the Grievance Procedures must be followed. (See Appendix 3)

6. Confidentiality Policy

PIP trustees, staff and volunteers will maintain confidentiality of all sensitive information about the child and the family. Sharing of information about the alleged abuse is necessary only to the relevant people such as social care team and the police, and not to everyone.

Review and Updating of Policy and Procedures

This policy document is to be given out to any worker/ volunteer at initial training or induction and user of our services at the earliest point of contact.

Signed on behalf of the Trustees of Parents in Partnership, Croydon

This Child Protection Policy detailed above were agreed and minuted at a meeting of the Board of Trustees on:

Approved by: Julie Newton-Smith Chair of Trustees	Signed:	Date: Review June 2018
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APPENDIXES

1. Legislation

Every Child Matters and the Children Act 2004

In September 2003 the Government set out in the Green Paper 'Every Child Matters' its proposals for a radical reorganisation of children's services – from hospitals and schools, to police and voluntary groups. Subsequently 'Every Child Matters: Change for Children' was issued and the Children Act 2004 was passed. Every local authority will lead on integrated delivery of services for children and young people through multi-agency children's trusts.

Local authorities have a statutory Local Safeguarding Children Board which has replaced the non-statutory Area Child Protection Committees. The London Child Protection Procedures and the 'Working Together Guidance' are very useful resources when concerned about child abuse and have a section called 'What to do if?'

The Children Act 1989

This act provided legislation to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm.

2. Further Advice & Guidance

- **Croydon Children's Services** 020 8726 6400 (24 Hours)
- **MASH Team** 020 8726 6464
- **Steve Hall, Local Authority Designated Officer(LADO)**

Croydon Safeguarding Children Board 020 8726 6000

Email: steve.hall@croydon.gov.uk

- **Churches Child Protection Advisory Service** 0845 120 45 50

- **NSPCC**

Helpline 0808 800 5000

Text phone 0800 056 0566

- **Asian Child Protection Helpline** 0800 096 7719

- **STOP IT NOW helpline** 0808 1000 900

- Incidents within the confines of the Mayday Hospital Trust must be reported to the Social Worker team at the hospital.

- **Sexual Exploitation Advice Line** 020 8686 4433 ext.: 61397

- **Family Rights Group** 0800 731 1696

- **Childline** 0800 1111



Appendix 3

PIP Incident Report Form

Date of incident:

Time of incident:.....

Witnesses: (please give as much detail as possible):

Brief Description of incident:

Signed by staff member (dated)

.....

Please hand this form to the Line Manager.

Review of incident by manager:

Manager comments and further action required preventing reoccurrence?

Signature of Manager (dated)