

POLICY DOCUMENT

SAFEGUARDING CHILDREN & VULNERABLE ADULTS POLICY

1. INTRODUCTION

The purpose of this Policy is to enable the Kibworth Band and its associations staff & volunteers to become familiar with their safeguarding duties and responsibilities towards children and young people. The Kibworth Band and its associations (the organisation) is committed to safeguarding all children and young people whom it comes into contact with and is committed to promoting their welfare by working in partnership with staff, volunteers, parents & carers and statutory partners.

2. PRINCIPLES OF SAFEGUARDING

Safeguarding refers to the proactive approach to keeping children and young people safe from harm. All agencies working with children and young people have a legal 'Duty of Care' not only to protect children but also to promote their welfare by taking all reasonable steps to ensure risks of harm are minimised. Safeguarding includes a range of practices from adopting policies and procedures such as child protection and code of conduct to creating a safe environment or recruiting staff and volunteers.

In order to fulfil our committed to keeping children and young people safe the organisation has adopted the following safeguards:

- Valuing, listening and respecting young people
- Adopting policies which help protect children & young people from harm and abuse
- Developing guidance and training for staff and volunteers
- Establishing procedures for dealing with concerns and sharing information with statutory agencies
- Recruiting staff and volunteers safely ensuring all necessary checks are made

3. CODE OF CONDUCT

In order to protect children, young people, staff and volunteers all those working within the organisation are required to adopt the following practices:

- treat all children and young people with respect
- provide an example of good conduct you wish others to follow
- ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing of others
- respect a young person's right to personal privacy/encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- remember that someone else might misinterpret your actions, no matter how well intentioned
- be aware that even physical contact with a child or young person may be misinterpreted
- recognise that special caution is required when you are discussing sensitive issues with children or young people
- operate within the organisation's principles and guidance and any specific procedures ² challenge unacceptable behaviour and report all allegations/suspicions of abuse.

You must not:

- have inappropriate physical or verbal contact with children or young people

- allow yourself to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people
- jump to conclusions about others without checking facts
- either exaggerate or trivialise child abuse issues
- show favouritism to any individual
- rely on your good name or that of the organisation to protect you
- believe “it could never happen to me”
- take a chance when common sense, policy or practice suggests another more prudent approach.

4. CHILD PROTECTION POLICY, PROCEDURE & SYSTEMS

Policy Statement

The Kibworth Band, its associations and its Staff believe that it is always unacceptable for a child or young person to experience abuse of any kind and recognise its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

We recognise that:

- the welfare of the child/young person is paramount.
- all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity have the right to equal protection from all types of harm or abuse.
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people’s welfare.

The purpose of the policy:

- To provide protection for the children and young people who receive the Kibworth Band and its associations services, including the children of adult members or users.
- To the Kibworth Band and its associations 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 applies to all staff, including senior managers and Board of Trustees, paid staff, volunteers and part time sessional workers, agency staff, students or anyone working with or on behalf of the Kibworth Band and its associations.

4.1 *SAFEGUARDING CHILDREN & YOUNG PEOPLE*

The Kibworth Band and its associations endeavours to put children and young people first by adopting the following safeguards:

- Valuing them, listening to and respecting them.
- Adopting child protection 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 child protection 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.
- Providing effective information, advice and guidance to affiliated groups and other voluntary organisations.

4.2 DEFINITIONS OF ABUSE

Child abuse is defined as:

'Actions taken or knowingly not prevented which cause a child to suffer significant harm or death' (NSPCC, 2008)

Abuse can consist of anything individuals, institutions or processes do or fail to do which directly or indirectly harms children or damages their prospect of safe and healthy development into adulthood.

Physical Abuse – This may involve hitting, shaking, throwing, poisoning, burning scalding, drowning or otherwise causing physical harm to a child.

Emotional Abuse – May involve conveying to children they are worthless, inadequate, unloved. It may feature inappropriate expectations overprotection or exploitation and involve seeing or hearing maltreatment of others.

Bullying and corruption also reflect common sources of abuse under this category.

Sexual Abuse – Involves forcing or enticing a child/young person into sexual activities including prostitution. Activities involve physical contact penetrative sex (rape, buggery oral sex). Other activities may involve children watching and being involved in the production of sexual images or pornography or encouraging children to behave in sexually inappropriate ways.

Neglect – This involves the persistent failure to meet a child's basic needs likely to result in serious impairment or development. Neglect can occur during pregnancy as a result of maternal substance abuse. Other examples include failure to provide adequate food, clothing and shelter, adequate supervision, access to medical attention, protection from physical or emotional harm.

4.3 THE DESIGNATED PERSON

The organisation has designated the person(s) named below as being responsible for dealing with concerns about the protection of children. In the event of his/her absence or the Designated Person being unavailable the Deputy should be contacted.

Designated Person

Name: Sam Haigh

Job Title: Youth Group Coordinator

Deputy

Name: David Bingham

Job Title: Band Manager

The role of the designated person is to:

- Provide information and advice on child protection within the organisation.
- Ensure that the organisation's child protection policy and procedures are followed and particularly to inform Social Services within the appropriate Trust of relevant concerns about individual children.
- Ensure that the appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover.
- Liaise with Children's Services and other agencies, as appropriate.
- Keep relevant people within the organisation, particularly the Chief Executive, informed about any action taken and any further action required.
- Ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and any outcomes.
- Advise the organisation of child protection needs.

The designated person is responsible for acting as a source of advice on child protection matters, for co-ordinating action within the organisation and for liaising with Health and Social Services and other agencies about suspected or actual cases of child abuse.

4.4 CONFIDENTIALITY

In most cases information held by agencies that work children and young people will be kept private and confidential in accordance with the Data Protection Act 1998.

However all staff need to be aware of not promising to keep secrets especially where a young person's safety is at risk. If in any doubt about passing on information staff should speak to a senior colleague or designated officer.

4.5 CHILD PROTECTION PROCEDURES: RECORDING AND REPORTING OF CONCERNS

In order to deal with concerns about children and young people who are being abused or at risk of being abused the organisation will follow the procedures described below. In many cases the statutory duty to investigate abuse will lie with Social Services Children's Departments of the Police.

4.6 WHEN TO RECORD

All staff has a duty to record concerns in the following instances:

- When a child/young person discloses abuse
- When a member of staff has or is made aware of a concern about a young person's welfare
- When a member of staff has or is made aware of a concern about an adult who works with children or young people

The process is the same:

- Record concerns
- Speak to a senior colleague or designated officer
- Pass the information on confidentially
- Monitor the situation

Responding to a child or young person making a disclosure of abuse

- Stay calm
- Listen carefully to what is said
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
- Allow the child to continue at her/his own pace
- Ask questions for clarification only, and at all times avoid asking questions that suggest a particular answer
- Reassure the child that they have done the right thing in telling you
- Tell them what you will do next and with whom the information will be shared
- Record in writing what was said using the child's own words as soon as possible – note date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- Contact your designated person.

REMEMBER: It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them of concern about a child.

Information Sharing: Practitioners guide

Six key points on information sharing:

- You should explain to children, young people and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement. The exception to this is where to do so would put that child, young person or others at increased risk of significant harm or an adult at risk of serious harm, or if it would undermine the prevention, detection or prosecution of a serious crime including where seeking consent might lead to interference with any potential investigation.
- You must always consider the safety and welfare of a child or young person when making decisions on whether to share information about them. Where there is concern that the child may be suffering or is at risk of suffering significant harm, the child's safety and welfare must be the overriding consideration.
- You should, where possible, respect the wishes of children, young people or families who do not consent to share confidential information. You may still share information, if in your judgment on the facts of the case, there is sufficient need in the public interest to override that lack of consent.
- You should seek advice where you are in doubt, especially where your doubt relates to a concern about possible significant harm to a child or serious harm to others.
- You should ensure that the information you share is accurate and up-to date, necessary for the purpose for which you are sharing it, shared only with those people who need to see it, and shared securely.
- You should always record the reasons for your decision – whether it is to share information or not.

5. SAFER WORKING PRACTICE

It is important that all adults working with children and young people understand the nature of their work and the responsibilities related to it place them in a position of trust. This section provides guidance on appropriate safe behaviours for all adults working with children in a paid or unpaid capacity.¹

Principals of safer working practice:

- The welfare of the child is paramount
- It is the responsibility of all adults to safeguard and promote the welfare of children and young people
- Adults who work with children are responsible for their own action and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions
- Adults should work and be seen to work in an open and transparent way
- The same professional standards should be should always be applied regardless of culture, disability, gender language, racial origin, religious belief or sexual identity
- Adults should continually monitor and review their practice and follow guidance provided by their employer.

¹ Developed from 'Guidance for safer working practice for adults who work with children and young people' DCSF 2007

5.1 PROFESSIONAL BOUNDARIES

The following categories give guidance on expectations of staff volunteers and adults commissioned or contacted to work with children and young people on behalf of the organisation.

5.2 POWER AND POSITIONS OF TRUST

- Staff should not use their position of trust to intimidate, bully, humiliate, threaten, coerce or undermine children or young people
- Staff should maintain appropriate professional boundaries at all times and avoid behaviour which might be misinterpreted by others
- Staff should not use their status to form or promote relationships which are of a sexual nature or which may become so.

5.3 COMMUNICATIONS (INCLUDING USE OF ICT)

- Communications with children and young people should take place within clear explicit and agreed professional boundaries
- Staff should ensure all communications are transparent and open to scrutiny
- Staff should not give out personal details to young people or communicate through web based communications for personal purposes

5.4 SEXUAL CONTACT

- Intimate or sexual relationships between staff and children/young people are not acceptable and will be deemed as gross misconduct
- Staff should ensure relationships with children and young people take place with clear boundaries of a respectful relationship
- Staff should not discuss their own sexual relationships or make any sexual remarks to, or about a child/young person

5.5 PHYSICAL CONTACT

- There are occasions where it is appropriate for adults to have some physical contact with a child/young person however it is crucial that in all circumstances adults should only touch children in ways which are appropriate to their professional or agreed role and responsibilities
- Staff should never touch a child in a way that could be misinterpreted or considered indecent
- Treat children with dignity and respect and avoid contact with intimate parts of the body
- Conduct activities where they can be seen by others
- Avoid restrictive physical interventions where possible and only use as a last resort to prevent personal injury or serious damage to property

5.6 ONE TO ONE TEACHING & LONE WORKING

Where possible one-to-one lessons will be avoided, however in the case of instrumental lessons this is not always practical, although timetables will be arranged for group tuition where possible, it is recognised that higher pupils may require individual tuition and under these circumstances instrumental teachers should following points:

- The use of rooms without windows for instrumental lessons should be avoided wherever possible. In circumstances where this is unavoidable, doors should be left open. Ideally the type of room required for instrumental lessons is one that is well lit, ventilated and with windows (including the door).
- Posture, breathing, bowing, fingering, grip and other physical aspects of playing a musical instrument should be demonstrated by the instructor and should not normally involve touching the pupil in any way. Should physical contact be required, i.e. adjusting a hand or finger on an instrument for the correct position, the instructor should explain this to the pupils and first seek their permission to do so.
- All one to one or lone working should take place with prior planning and agreed with a senior manager and/or parents/careers
- Avoid meetings with a child/young person in remote or secluded areas
- Ensure appropriate risk assessment have been carried prior to planned work
- Meetings with children/young people outside agreed working arrangements should not take place without agreement of seniors managers

5.7 PHOTOGRAPHY & VIDEOS

- Be clear about the purpose of the use of images and gain parental carer permission for use of images
- Any use of images should consider the privacy, dignity and safety of children/young involved
- Gain permission from children young people and explain how images may be used

5.8 CHILDREN NOT COLLECTED AFTER SESSIONS

- At the failure of a parent or guardian to arrive to pick up a child from a workshop, the workshop leader should wait for a period of ten minutes and then phone both contact numbers given by the parent / guardian. The worker should also inform the main office.
- If, after half an hour, no contact has been made by the parent, the workshop leader should inform the Designated person or his/her Deputy. At no time should the workshop leader be alone with the child.
- It will be the policy of the organisation to write to the parent explaining the sequence of events and actions taken and keep a copy in the Safeguarding Log in the office.

5.9 TRANSPORTING STUDENTS

- Should it be necessary to transport a young person for a workshop you should ensure you have an accompanying member of staff with you at all times, preferably of the opposite sex.
- If it is not possible for you to be accompanied you should contact the parent / guardian of the young person and explain the situation and seek permission to transport the young person alone. You should record this in the Safeguarding Log in the office.

5.10 WHISTLE BLOWING

- All staff can report concerns to senior management about conduct of other (see organisation's whistle blowing policy)
- Any allegation against staff will be dealt via child protection procedures and where appropriate through the Local Safeguarding Board (LSCB)

6. SAFER RECRUITMENT POLICY

The organisation, as an aware employer, is committed to safeguarding and protecting the welfare of children and young people as its number one priority.

The Directors are committed to robust Recruitment, Selection and Induction procedures and will take all reasonable measures to ensure that staff and volunteers recruited to work with children and young people undergo all relevant checks.

6.1 STANDARDS

As an organisation we will:

- Ensure that all appointments will be subject to an Enhanced CRB Disclosure Check
- Strive to our recruitment and selection procedures offer the best standards of Safe recruitment practices
- Revise all application forms to ensure that they meet the Bichard Recommendations standards and assist safe and robust recruitment systems

6.2 RECRUITMENT & VETTING

- Create a rolling programme of Enhanced Disclosure checks and renew these every three years
- Ensure that when a positive CRB check is received the judgements made are at the appropriate level and consistent
- References and past work histories are taken up before an employment offer

6.3 INDUCTION & TRAINING

- Ensure that the robust Recruitment and Selection processes we rely on are communicated to all who provide services on our behalf: e.g. contractors, music tutor
- Ensure that the protection of children and vulnerable adults is a condition of awards/grants and service level agreements
- Ensure that an appropriate training programme is undertaken to ensure that those undertaking Recruitment and Selection processes are aware of safe and robust Recruitment and Selection procedures and the Bichard Recommendations

7. FURTHER INFORMATION & SUPPORT

7.1 LOCAL CONTACTS

- Leicester Safeguarding Children's Board
<http://www.leicester.gov.uk/your-council-services/social-care-health/young-peoplefamilies/child-protection/>
- Leicester City Council Children's Team 0116 252 7004
- Out of Hours (Emergencies) 0116 255 1606
- Leicestershire Police 0116 222 2222

7.2 HELPLINES

- Childline 0800 111

- NSPCC Child Protection Helpline 0808 800 5000
- Parentline Plus 0808 800 2222

7.3 WEBSITES

- Department for Children Schools and Families (DCSF) www.dcsf.gov.uk
- Safeguarding Children and Safer Recruitment in Education
<https://www.education.gov.uk/publications/eOrderingDownload/Final%206836-SafeGuard.Chd%20bkmk.pdf> Safer Practice, Safer Learning
http://shop.niace.org.uk/media/catalog/product/S/a/SaferPractice_1.pdf OFSTED – FAQs on Safeguarding <http://www.ofsted.gov.uk/adult-learning-and-skills/> Every Child Matters www.everychildmatters.gov.uk Disclosure & Barring Service
- <https://www.gov.uk/government/organisations/disclosure-and-barring-service> NSPCC www.nspcc.org.uk
- Public Services Direct www.direct.gov.uk

8. GLOSSARY & DEFINITIONS

<i>Child/Young Person</i>	Used interchangeable for the purposes of Child Protection/Safeguarding refers to children who have not yet reached their 18 th birthday
<i>Staff</i>	Adults, volunteers or employees who are employed/ commissioned/contracted to work with children or young people in either a paid or unpaid capacity
<i>Duty of Care</i>	The duty which rests on an individual or organisation to ensure all reasonable steps are taken to ensure the safety of a child or young person involved in any activity or interaction for which the individual or organisation is responsible
<i>Safeguarding</i>	Process of protecting children from abuse and neglect preventing impairment of their health and development and ensuring they grow up in circumstances consistent with the provision of safe and effective care that enables children and young people to have optimum life chances and enter adulthood successfully
<i>Child Abuse</i>	Anything which individuals’ institutions or processes do or fail to do which directly or indirectly harms children or damages their prospects of safe and healthy development into adulthood
<i>Child Protection</i>	The prevention of neglect, physical injury sexual or emotional abuse

9. LEGISLATION

We recognise and adhere to the statutory requirements within the following important and relevant pieces of safeguarding legislation;

- Working Together to Safeguard Children (2010)
- Childrens Act (1989, 2004)
- Safeguarding Children and Safer Recruitment in Education (2007)
- Safeguarding Vulnerable Groups Act SVGA (2006 amended 2012)
- Protection of Freedoms Act (2012)
- Disclosure and Barring Service Code of Practice (2012)
- Sexual Offences Act (2003)
- Every Child Matters (2004)
- Equality Act (2010)