

Safeguarding policy



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1. Aims

This policy sets out Inspire South West’s approach to safeguarding and promoting the welfare of children and young people we support, this policy applies to all ISW practitioners, including senior managers, CEO, paid staff, volunteers, sessional workers, agency staff, students or anyone working on behalf of Inspire South West.

Inspire South West (ISW) believes that everyone has a responsibility to safeguard children/young people, it is never acceptable for a child or young person to experience abuse of any kind. ISW recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

2. Legislation

This policy has been developed in accordance with the principles established within the Children Act 1989/2004 and in line with Government publications:

- Working Together to Safeguard Children 2018
- The United Nations Convention on the Rights of the child 1989
- What to Do If You’re Worries A Child Is Being Abused 2015
- Safeguarding Children in Education DFES Guidance 2015
- Devon Safeguarding Children Board (DCSB) Online Multi Agency Child Protection Procedures Section 11 Act 2004

- The data protection act GDPR May 2018
- The Prevent Duty, DfE February 2015
- Counter-terrorism strategy (CONTEST)
- Equal opportunity act 2010
- Safeguarding Vulnerable group Act 2006
- Health and social care Act 2012
- Mental Capacity Act 2005
- Equality Act 2010
- Human Rights Act 1998
- Public Interest Act 1998

3. Purpose

- To Safeguard the children and young people supported by Inspire South West’s services, including the children of adult service users, Through effective safeguarding practice and code of contact
- To provide staff and volunteers with guidance regarding procedures they should implement in the event that they suspect a child or young person may be suffering, or be at risk of harm or abuse
- To uphold safer recruitment practices to **prevent** those intent on harming children from representing Inspire South west.
- To make sure we effectively **recognise, respond, record and report** safeguarding concerns or disclosure so that those who engage with us access the safeguards they need if at risk of harm or abuse

Inspire South West safeguard children and young people by:

- valuing them, listening to and respecting them,
- Adopting child protection guidelines through procedures and a code of conduct for anyone representing ISW,
- Recruiting staff and volunteers safely, ensuring all necessary checks are made, Including a SCR regularly updated by trained professional
- Sharing information about child protection and good practice with children, parents, Carers, staff and volunteers,
- Sharing information about concerns with agencies on a “need to know” basis and involving parents/carers and children if considered appropriate,
- Providing effective management for staff and volunteers through supervision, support and training

3.1 Introduction to policies and procedures that support Safeguarding

These Policies and Procedures listed below have been designed to ensure that the safeguarding protection of any child and/or young person who accesses the services provided by Inspire South West. ISW is committed to the belief that protecting children and young people is everybody’s responsibility and therefore the aim of this policy is to provide guidelines to enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

Inspire South West is committed to equal opportunities and cultural diversity. We promote relationships with our diverse partners. Inspire South West does not tolerate discrimination for any reason including religion, background, gender, age, sexual orientation or race. For further information please refer to our equal opportunities statement.

4. Confidentiality

We recognise that all matters relating to child protection are confidential in accordance with GDPR 2018. All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

Practitioners/volunteers representing ISW are aware that they cannot promise a child, young person, parent/carer confidentiality when the information/disclosure could compromise a child's safety or well-being, or that of another. We will always undertake to share our intention to refer a child to Multi Agency Safeguarding Hub (MASH)/Social care with their parents/carers unless doing so could put the child at greater risk of harm or impede a criminal investigation.

If in doubt, we will always consult with MASH for additional support.

5. Supporting staff

We recognise that some practitioners supporting children and their families who have suffered harm, or appear to be likely to suffer harm, may find the situation distressing or challenging. All practitioners have regular supervision and an opportunity to talk through any anxieties. ISW support all practitioners to seek further support if required. This could be provided by, for example, Wellbeing at Work and/or trade union representative.

6.1 recognising signs and symptoms of abuse

Inspire South West will ensure that all Practitioners whether paid or unpaid, undertake appropriate training including but not limited to advanced Safeguarding FGM and Home office PREVENT training. This supports an awareness of the signs and symptoms of child abuse and or radicalisation and recognises how concerns about a child or young person's safety can come to light. For example:

- A child or young person alleges that abuse has taken place or that they feel unsafe,
- A third party or anonymous allegation is received,
- A child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect,
- A child or young person reports an incident(s) of alleged abuse which occurred historically
- A report is made regarding the serious misconduct of a worker towards a child or young person.

Also see Appendix 1 for Definitions of Abuse

6.2 Guidance on how to respond to a person disclosing abuse

DO's:

- Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying,
- Do tell the child they are right to tell you,
- Do reassure them that they are not to blame,
- Do be honest about your own position, who you have to tell and why,

- Do tell the child what you are doing and when, and keep them up to date with what is happening,
- Do take further action – you may be the only person in a position to prevent future abuse – tell Inspire South West’s Safeguarding Officer immediately,
- Do write down everything said in their own words and what action has been taken.

DON’T’S:

- Don’t make promises you can’t keep,
- Don’t interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this,
- Don’t cast doubt on what the child has told you, don’t interrupt or change the subject,
- Don’t say anything that makes the child feel responsible for the abuse,
- Don’t do nothing – make sure you tell your Designated Safeguarding Officer immediately – they will know how to follow this up and where to go for further advice

7. Managing Allegations made against a member of staff

Inspire South West will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that that the child is safe and away from the person against whom the allegation is made,
- Inspire South West’s Safeguarding Officer should be informed immediately. In the case of an allegation involving a member of Inspire South West’s staff, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person,
- The named person should contact the local authority designated officer (LADO) on 01392 386013 for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team (0845 6000388) can give advice and/or in the event of an emergency situation arising, the police,
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or M.A.S.H.
- Regardless of whether an investigation follows, Inspire South West will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension pending further investigation and/or ultimate dismissal dependant on the nature of the incident.

7.1 Safer recruitment

Inspire South West will use the following checklist for safer recruitment:

- Write a clear job/role description (what tasks the applicant will do) and a role profile (what skills the person will be expected to have).
- Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask.
- Make it clear that Inspire South West has a commitment to safeguarding and protecting children. This will be included in a job application pack, all persons acting/working on behalf of Inspire South West are fully safeguarding trained as well as Home office prevent trained, this is to a minimum standard of advanced level.
- Have a face-to-face interview with pre-planned and clear questions. Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children, if anything is disclosed individual risk assessment would need to be carried out before applicant could work/represent ISW
- Check the candidate's identity by asking them to bring photographic ID, Successful applicants will have this uploaded onto their personal online staff file for future reference
- Check the candidate certification against their CV to ensure validation
- Apply for a Disclosure and Barring Service check for ALL persons working for or representing ISW including administration staff.
- Take up references. Ask specifically about an individual's suitability to work with children.
- Provide a copy of your organisation's child protection policy and procedures.
- Regularly update practitioner's information to ensure continuity and regular DBS checks to ensure no changes or cause for concern

7.2 induction and training

All staff and volunteers will be given details of this policy as part of their induction, all policies and procedures are available on Microsoft SharePoint in ISWs share drive. All new staff and volunteers should be adequately supervised, and their progress reviewed on a regular basis. Inspire South West will identify which staff and volunteers are required to participate in the relevant Child Protection training courses including FGM and prevent and be responsible for arranging this training and ensuring relevant updating takes place. From this training those staff and volunteers should be able to recognise signs of abuse and know the appropriate reporting systems for this. Information regarding the policy should be disseminated to all involved in the group – young people, parents and carers knowing there is a policy in place and how to utilise this. It should be the role of everyone working for or representing ISW to ensure this happens.

8. Photography and filming

We will not permit photographs, video or other images of children or young people to be taken without the consent of the parents/carers and children. Should Inspire South West require photographs, video or other images of children or young people for our own promotional purposes they will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Inspire South West immediately. Inspire South West will ALWAYS ensure correct consent is gained using specific documents intended for ISWs use only.

9. Internet, social media and mobile phone acceptable use

Inspire South West understands the importance of emerging technologies for children's education and personal development, however with this recognise that safeguards need to be in place to ensure children are kept safe at all times. Staff will discuss and raise awareness of internet safety, online bullying and its consequences with all young people and their parent/carers that Inspire South West engage with.

Anyone working for/representing ISW must never:

- Share any personal information with a child, young person or their parent/carers.
- Request, or respond to, any personal information, other than that which might be appropriate as part of their professional role.
- Give their personal contact details including e-mail, home or mobile telephone numbers.
- Add any service user as a contact on their personal social media websites including but not limited to Google +, LinkedIn, Facebook, Twitter, WhatsApp and Snapchat, should a client or their family member have a personal relationship with staff or elected members, social media privacy settings should be used to ensure the safety of both staff and clients.

For more information, please see separate staff handbook

10. Whistle blowing and named person (s) for child protection

Inspire South West has an appointed individual(s) who are responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers to consult with. The named Safeguarding lead within Inspire South West are:

Designated Safeguarding lead

Jenni Budd

Tel 07387 671223

Deputy Designated Safeguarding lead

Jonathan Smith

Tel 07774 006865

The role and responsibilities of the named person(s) are:

- To ensure that all persons working on behalf of and or representing ISW are aware of ISWs safeguarding procedure, what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or are at risk of harm
- Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.

- The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Local Authority designated officer contact

In order to manage allegations against childcare professionals, every Local Authority appoints a Local Authority Designated Officer (LADO). The LADO should be alerted to all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child
- possibly committed a criminal offence against children, or related to a child, or behaved towards a child or children in a way that indicates s/he may pose a risk to children. (Working Together 2018)
- Behaved or may have behaved in a way that indicates they may not be suitable to work with children.

Devon Local Area Designated Officer (LADO) 01392 384964

11. Recording and managing confidential information

If Inspire South West becomes concerned that a child/young person may be at risk of significant harm, then the organisation has a duty to refer their concerns to the relevant agencies / Multi Agency Safeguarding Hub. Where possible this should be done with the child's/young person's consent, but, if necessary, such consent should be set aside in the interests of the child/young person concerned. All persons representing ISW will be responsible for completing the incident report form (in Appendix 3). This is for recording concerns / allegations of abuse, harm and neglect. The designated Safeguarding lead has responsibility to follow up any allegations in line with government legislation.

Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.

12. Whistle Blowing Procedure

ISW understand it can be difficult to report concerns about a member of staff or volunteer, but all staff and volunteers have a duty to do this. It is important that any concerns for the welfare of the child arising from suspected abuse or harassment by a member of staff or volunteer should be reported immediately.

To raise a concern around perceived wrongdoing, that you reasonably believe has or could potentially put a child/young person at risk, in the first instance you should typically raise concerns either verbally or in writing to the designated Safeguard lead. If you do not feel that you can raise your concern with anyone up to and including executive CEO or you feel the response is inadequate, you can escalate your concern to LADO

Should any uncertainty about how to proceed if there was a whistle blowing situation and you need immediate advice contact the Devon Multi-Agency Safeguarding Hub (MASH) on 0345 155 1071 or email mashsecure@devon.gcsx.gov.uk

If you would like to know more about safeguarding procedures and the Devon Safeguarding Children Board visit <http://www.devonsafeguardingchildren.org/>

13. Prevent Duty

PREVENT

The Government's Prevent strategy focuses on stopping people becoming terrorists or supporting terrorism. It is part of the Government's counter terrorism strategy CONTEST, which is led by the Home Office. Prevent is about recognising when vulnerable individuals are at risk of being exploited for terrorist-related activities.

Everyone working on behalf of ISW know how to safeguard and support vulnerable individuals, whether service users or staff, who they feel may be at risk of being radicalised by extremists. Appropriate systems are in place for staff to raise concerns if they have concerns someone maybe at risk of this form of exploitation. All ISW practitioners are PREVENT trained and aware of the importance of reporting any uncertainties to the designated safeguarding lead.

14. Appendix 1

Definitions of Abuse

Abuse is the improper usage or treatment of a thing, often to unfairly or improperly gain benefit. **Abuse** can come in many forms, such as: physical or verbal maltreatment, injury, assault, violation, rape, unjust practices, crimes, or other types of aggression.

PHYSICAL ABUSE:

What is physical abuse?

- Physical abuse happens when a child is deliberately hurt, causing physical harm. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating.
- It's also physical abuse if a parent or carer makes up or causes the symptoms of illness in children. For example, they may give them medicine they don't need, making them unwell. This is known as fabricated or induced illness (FII).

Spotting the signs of physical abuse

All children have trips, falls and accidents which may cause cuts, bumps and bruises. These injuries tend to affect bony areas of their body such as elbows, knees and shins and are not usually a cause for concern.

Injuries that are more likely to indicate physical abuse include:

Spotting the signs of physical abuse

All children have trips, falls and accidents which may cause cuts, bumps and bruises. These injuries tend to affect bony areas of their body such as elbows, knees and shins and are not usually a cause for concern.

Injuries that are more likely to indicate physical abuse include:

Bruising

- bruises on babies who are not yet crawling or walking
- bruises on the cheeks, ears, palms, arms and feet
- bruises on the back, buttocks, tummy, hips and backs of legs
- multiple bruises in clusters, usually on the upper arms or outer thighs
- bruising which looks like it has been caused by fingers, a hand or an object, like a belt or shoe

- large oval-shaped bite marks.

Burns or scalds

- any burns which have a clear shape of an object, for example cigarette burns
- burns to the backs of hands, feet, legs, genitals or buttocks.

Other signs of physical abuse include multiple injuries (such as bruising, fractures) inflicted at different times. If a child is frequently injured, and if the bruises or injuries are unexplained or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured. or injuries are unexplained, or the explanation doesn't match the injury, this should be investigated. It's also concerning if there is a delay in seeking medical help for a child who has been injured.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Spotting the signs of emotional abuse

There aren't usually any obvious physical signs of emotional abuse, but you may spot signs in a child's actions or emotions. It's important to remember that some children are naturally quiet and self-contained whilst others are more open and affectionate. Mood swings and challenging behaviour are also a normal part of growing up for teenagers and children going through puberty. Be alert to behaviours which appear to be out of character for the individual child or are particularly unusual for their stage of development.

Babies and pre-school children who are being emotionally abused may:

- be overly affectionate towards strangers or people they haven't known for very long
- not appear to have a close relationship with their parent, for example when being taken to or collected from nursery
- lack confidence or become wary or anxious
- be unable to play
- be aggressive or nasty towards other children and animals. Older children may: use language, act in a way or know about things that you wouldn't expect for their age struggle to control strong emotions or have extreme outbursts
- seem isolated from their parents
- lack social skills or have few, if any, friends
- fear making mistakes
- fear their parent being approached regarding their behavior
- self-harm.

SEXUAL ABUSE: is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse. Child sexual abuse can involve contact abuse and/or non-contact abuse. Contact abuse happens when the abuser makes physical contact with the child. It includes:

- sexual touching of any part of the body whether the child is wearing clothes or not rape or penetration by putting an object or body part inside a child's mouth, vagina or anus

- forcing or encouraging a child to take part in sexual activity
- making a child take their clothes off, touch someone else's genitals or masturbate.
- Non-contact abuse involves non-touching activities. It can happen online or in person and includes:
 - encouraging a child to watch or hear sexual acts
 - not taking proper measures to prevent a child being exposed to sexual activities by others
 - showing pornography to a child
 - making, viewing or distributing child abuse images
 - allowing someone else to make, view or distribute child abuse images.
 - FGM

Online sexual abuse includes:

- persuading or forcing a child to send or post sexually explicit images of themselves, this is sometimes referred to as sexting
- persuading or forcing a child to take part in sexual activities via a webcam or smartphone
- having sexual conversations with a child by text or online
- meeting a child following online sexual grooming with the intent of abusing them.

Abusers may threaten to send sexually explicit images, video or copies of sexual conversations to the young person's friends and family unless they take part in other sexual activity. Images or videos may continue to be shared long after the abuse has stopped.

Spotting the signs of sexual abuse

There may be physical signs that a child has suffered sexual abuse. These include:

- anal or vaginal soreness or itching
- bruising or bleeding near the genital area
- discomfort when walking or sitting down
- an unusual discharge From Vagina or Penis
- sexually transmitted infections (STI)
- pregnancy.

Changes in the child's mood or behavior may also cause concern. They may want to avoid spending time with specific people. In particular, the child may show sexual behavior that is inappropriate for their age.

For example:

- they could use sexual language or know things about sex that you wouldn't expect them to
- a child might become sexually active at a young age
- they might be promiscuous.

NEGLECT: is persistently failing to meet a child's basic physical and/or psychological needs usually resulting in serious damage to their health and development. Neglect may involve a parent's or carer's failure to:

- provide adequate food, clothing or shelter
- supervise a child (including leaving them with unsuitable carers) or keep them safe from harm or danger
- make sure the child receives appropriate health and/or dental care
- make sure the child receives a suitable education

- meet the child's basic emotional needs – parents may ignore their children when they are distressed or even when they are happy or excited. This is known as emotional neglect.

Neglect is the most common type of child abuse. It often happens at the same time as other types of abuse.

Spotting the signs of neglect

Neglect can be difficult to identify. Isolated signs may not mean that a child is suffering neglect, but multiple and persistent signs over time could indicate a serious problem.

Some of these signs include:

- children who appear hungry - they may come to school without lunch money or even try to steal food
- children who appear dirty or smelly and whose clothes are unwashed or inadequate for the weather conditions
- children who are left alone or unsupervised
- children who fail to thrive or who have untreated injuries, health or dental problems
- children with poor language, communication or social skills for their stage of development
- children who live in an unsuitable home environment, for example the house is very dirty and unsafe, perhaps with evidence of substance misuse or violence
- Children who have taken on the role of carer for other family members.

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

15. Appendix 2

Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you either speak to your own organisations 'Designated Safeguarding Officer' or the Devon Multi Agency Safeguarding Hub (MASH) both of whom can listen to and record your concern, and then take appropriate action.

In Devon, these are the numbers that you can ring for advice and to make a referral:

- Inspire South West's Designated Safeguarding Officers,
- Devon M.A.S.H Contact Details

Multi-Agency Safeguarding Hub (M.A.S.H)

PO Box 723

Exeter

EX1 9QS

Tel: 0345 155 1071

E-mail: mashsecure@devon.gcsx.gov.uk

Fax: 01392 448951

- Devon Early Help Team 0345 1551071
- Devon Local Area Designated Officer (LADO) 01392
- Devon Emergency Duty Team 0845 6000388
- If you have reason to believe that a child is at immediate risk of harm, ring the police on 999
- NSPCC 24-hour National Child Protection Helpline on 0808 800 5000.

16. Appendix 3

Definition of Capacity for enabling and those over 18

Autonomy, capacity and ability to consent are key components in working with vulnerable adults. Unlike child protection, there is no act such as the Children Act 1989 that provides a legislative framework for agencies to take action.

The issue of capacity is crucial in determining the action to be taken in cases of alleged abuse. The 'common law' test of capacity entails that the person 'must be able to understand, in broad terms, the nature and effect of making, or not making the proposed decision and must be able to exercise choice.'

If there is uncertainty as to whether the service user has capacity or not, this should be determined in relation to the Multi-agency Procedures. Avocet support service users will usually have the capacity to make their wishes known and are likely to be assessed as having capacity to make decisions about their future.

If a person wants to remain in an 'at risk' situation and has the capacity to decide, unless there is a public interest consideration (that is, another/others at risk), they have the right to decide to do this and this should be respected. Full details should be recorded in this case, and the service user advised of whom to contact if they change their mind.

17. Appendix 4 Reporting Safeguarding

Inspire South West have a reporting Safeguarding concerns flow chart located on Sharepoint alongside policies and procedures