



SAFEGUARDING CHILDREN & YOUNG PEOPLE POLICY

1 STATEMENT

- 1.1 The Town Council recognises the importance of its services to children and young people and its responsibility to protect and safeguard the welfare of children and young people. Making sure that all necessary steps are taken in the event of a disclosure.
- 1.2 The Organisation is committed to:
- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
 - Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers. Providing effective management for staff and volunteers through supervision, support, training, and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures, and behavior codes confidently and competently.
 - Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made.
 - Recording, storing, and using information professionally and securely, in line with data protection legislation and guidance.
 - Sharing information about safeguarding and good practice with young people and their families via leaflets, posters, group work and one-to-one discussions
 - Adopting procedure for dealing with concerns about possible abuse.
 - Supporting those affected by abuse.
 - Maintaining good links with the statutory childcare authorities and other young people's organisations.

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- Using our safeguarding and child protection procedures to share concerns and Relevant information with agencies who need to know, and involving children, young people, parents, families, and careers appropriately.
- Making sure that young people and their families know where to go for help if they have a concern.
- using our procedures to manage any allegations against staff and volunteers appropriately.
- ensuring that we provide a safe physical environment for our, young people. staff and Volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns.
- Ensuring all members of staff has access to the current legislation of Safeguarding Children.

2 ORGANISATION POLICY

- 2.1 The Town Council recognises the need to provide a safe and caring environment for children and young people. It also acknowledges that young people can be the victims of physical, sexual and emotional abuse, and neglect. It has, therefore, adopted the procedures set out in this document (hereinafter “the policy”) and recognises the need to build constructive links with statutory and voluntary child protection agencies.
- 2.2 The Town Council is committed to on-going Safeguarding children training for all youth workers and will regularly review its operational guidelines.
- 2.3 The Town Council will work in accordance with the current legislation: *What to do if you are worried a child is being abused*. (DfES 2006). *LSCB Bedfordshire, Working together to Safeguard Children* (2006).

3 WHAT IS SAFEGUARDING?

- 3.1 Safeguarding and promoting the welfare of children means:
- Protecting children from mistreatment
 - Preventing impairment of children’s health or growth
 - Ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
 - Undertaking that role to enable those children to have optimum life chances.
- 3.2 Child abuse falls into four categories

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- Physical
- Sexual
- Emotional
- Neglect

4 RESPONDING TO DISCLOSURE OF ABUSE

4.1 Under no circumstances should any Town Council Officer carry out their own investigation into the allegation or suspicion of abuse. The person in receipt of allegations or suspicions of abuse will do the following:

- React in a calm and non-judgemental way
- Never promise complete confidentiality, advising the child or young persons that the officer will have to share the information that they are given onto a third party for example to Social Services.
- Listen to what the child or young person has to say and ask appropriate and open questions, making sure not to ask leading question as this could jeopardise a police investigation.
- Never probe the child, young persons for information.
- Ensure that the child, young person/s understand what they are told by the professional, using appropriate language.
- Report concerns as soon as possible to the Manager who has undergone appropriate training to deal with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.
- In the absence of the TACTIC Manager, or if the suspicions in any way involve them, then the report should be made to the TACTIC Senior Youth Worker (SYW). If the suspicions implicate both these people, then the report should be made directly to Social Services with the support of the Deputy Town Clerk or Town Clerk. (**Tel no. 01525 631920**)
- Discuss concerns with the YP Parent/Carer if appropriate.
- Record discussion with YP in THEIR WORDS, do not elaborate or correct grammar. Maintain relationship with YP where appropriate. Record each contact for chronology.
- **Children's Specialist Services – 0300 300 8149**
- **Social Care out of hours and at weekends – 08702 385465**
- Any telephone referrals must be followed up in writing within 48 hours.

It is, of course, the right of any individual as a citizen to make a direct referral to the child protection agencies or to seek advice from Social Services should they feel it is

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appropriate. It is Social Services' task to investigate the matter under Section 47 of the Children Act 1989.

5 DISCLOSURE OF PHYSICAL, EMOTIONAL ABUSE OR NEGLECT

5.1 If a child has a physical injury, a symptom of neglect or emotional abuse, the RO/SSW will:

- Contact Social Services to seek advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Seek medical help if needed urgently, informing the doctor of any suspicions.

6 DISCLOSURE OF SEXUAL ABUSE

6.1 In the event of allegations or suspicions of sexual abuse, the RO/SSW will:

- Contact the Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct to seek their advice.
- Seek medical help if needed urgently, informing the doctor of any suspicions.

7 APPOINTMENT, SUPPORT, SUPERVISION AND TRAINING OF LEADERS AND WORKERS

7.1 The Organisation will ensure all workers will be appointed, trained, supported, and supervised in accordance with the principles set out in government guidelines *Recruiting safely, Children's Workforce Development Council (2009)*. The Organisation will also ensure that all workers paid or voluntary will have an enhanced CRB Check and work in accordance with the Vetting and Barring Scheme.

ADOPTED BY COUNCILDATE

This policy was last reviewed on:

.....(date)

Signed:

.....
[this should be signed by the most senior person with responsibility for safeguarding in your organisation, for example the safeguarding lead on your board of trustees]

Date: