



# Safeguarding Children and Young People Policy

Policy Key Contact: CEO

Approved by: Chair of Board of Trustees

Date Agreed: February 2023

Review Date: February 2024

This policy applies to all staff, including the board of Trustees, paid staff, volunteers or anyone working on behalf of RoSA.

The purpose of this policy is to provide guidance on procedures they should adopt in the event that they receive a disclosure or suspect that a child or young person may be experiencing, or be at risk of significant harm as outlined in the Children Act (2004)

Article 19 of the United Nations Conventions on the Rights of the Child states that in all respects, all measures shall be taken to:

*“Protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s) legal guardians or any other person who has the care of the child.”*

This commitment stands irrespective of race, religion, language, culture, creed, and disability, medical or psychiatric condition.

Safeguarding and promoting the welfare of children – and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise. RoSA is committed to joint working with all agencies.

Individual children, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need co-ordinated help from health, education, children’s social care, and quite possibly the voluntary sector and other agencies, including youth justice services. RoSA is committed to joint working with these services.

For those children who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote welfare of the child(ren) and – where necessary – to help bring to justice the perpetrators of crimes against children. RoSA is committed to providing the necessary support to children and their families to ensure their wishes are met.

All agencies and professionals should:

- be alert to potential indicators of abuse or neglect
- be alert to the risks which individual abusers, or potential abusers, may pose to children



- share and help to analyse information so that an assessment can be made of the child's needs and circumstances
- contribute to whatever actions are needed to safeguard and promote the child's welfare
- take part in regularly reviewing the outcomes for the child against specific plans and
- work co-operatively with parents unless this is inconsistent with ensuring the child's safety

### **Legal Framework**

This policy has been drawn up on the basis of law and guidance set out by the Care Act (2014) the Children Act (2004) and Warwickshire Safeguarding Working together (2018)

A summary of key legislation is available here:

<https://learning.nspcc.org.uk/child-protection-system/england>

The Children Act (2004) defines a child as a person under the age of 18 years. RoSA provides support to women and men, children & young people but due to the 'Gillick Competency', the 'Fraser Guidelines' and section 8 of the Family Law Reform Act (1969) young people aged 16-18 have the same rights to confidentiality as adults. RoSA will then follow RoSA's Vulnerable Adult Protection Policy and Procedures in relation to 16-18 year olds.

### **Definition of Child Abuse**

The Children Act (2004) introduced Significant Harm as the threshold that justifies compulsory intervention in the best interests of children and defined significant harm as:

- Sexual abuse/sexual violence
- CSE (child sexual exploitation)
- FGM (female genital mutilation)
- Trafficking
- Modern slavery
- Technology assisted abuse
- Physical abuse
- Emotional abuse
- Neglect

An explanation of definitions can be found here:

[www.learning.nspcc.org.uk](http://www.learning.nspcc.org.uk)

### **Child Protection Procedures**

RoSA will seek to safeguard children and young people by:

- recruiting staff and volunteers safely, ensuring all necessary checks are made
- Ensure records are recorded and stored appropriately
- sharing information about child protection and good practice with staff, volunteers and service users
- providing effective management for staff and volunteers through supervision, support and training.
- Annual up to date relevant training



### **How to respond where there is a suspicion of child abuse:**

Workers must take the issue to a line manager or the Children's Safeguarding Officers. If the discussion is with the line manager then the Safeguarding Officers must also be informed. All cases will be reviewed in consultation with the Safeguarding Lead. In considering any action the best interests of the child will always be considered. Never allow allegations, made by anyone, go unacknowledged, unresolved or be failed to be acted upon.

### **Responding Appropriately to a Child 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
- Tell the child that the matter will only be disclosed to those who need to know
- 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

### **How to respond when the abuse is by a counsellor toward a child**

RoSA has clear policies on service delivery, quality training, supervision and management. If a counsellor is suspected of abusing a child or the service receives a complaint to that effect then management (i.e. the safeguarding Officers Protection and Safeguarding Lead) will take appropriate action to safeguard the child, the counsellor and the service. If the complaint is against the Safeguarding Officers or the CEO, the matter must be passed to the Chair Person of RoSA for appropriate action.

RoSA is committed to undertaking effective, impartial investigations into all allegations against adults in a supporting role.

### **Record Keeping**

- Record accurately, and as soon as possible; use RoSA's Child Record form (RCR) to record all details; note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated
- Record in writing what was said, using the child's own words; **Do not** paraphrase, interpret or assume
- Store records securely with RoSA's Safeguarding Officers
- It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional child protection agencies, following a referral from the designated child protection person in the organisation
- RoSA's Safeguarding Officers are responsible for making the onward referral using the appropriate Multi Agency Contact form (MAC)



- Safeguarding Officers share updates of actions taken with key staff, the child or appropriate adult
- Safeguarding Officers are responsible for reviewing internal processes, outcomes achieved, updating records, disseminating recommendations and ensuring client/staff receive appropriate support

### **Recruitment and Training**

RoSA operates a rigorous safer recruitment and selection process for staff, volunteers and trustees including, verification of identity and taking up validated references.

All volunteers and staff are required to undergo an Enhanced DBS Check to ensure their suitability of involvement with RoSA before they begin work. Trustees will have an Enhanced DBS checks carried out prior to commencing their role, however they will not be working directly with clients.

All new staff, including temporary staff, sessional workers and volunteers, are provided with induction training, which outlines the legality and importance of child protection before embarking on their role.

All new staff, including temporary staff, sessional workers and volunteers will attend RoSA's Child Protection training course on induction. New Staff will attend Warwickshire Safeguarding Children's Board Child Protection training as soon as is practicable.

RoSA's Child Protection Training is reviewed and updated every six months. All staff, including temporary staff, sessional workers and volunteers receive regular updates to procedure changes and are required to attend training once a year. Staff members also follow the guidance of 'keeping children safe in education 2002'

### **Monitoring and Review**

It is important to monitor and review the effectiveness of this Child Protection Policy to determine that it is being operated effectively and whether there are any aspects where improvements might be made. The Child Protection Policy is to be reviewed annually, unless there are aspects that mean earlier review is required.

### **Referral for new or immediate concerns**

**For urgent concerns** - if you have an urgent child protection concern contact Warwickshire Front Door on **01926 414144**.

Lines are open:

- Monday to Thursday - 8.30am – 5:30pm
- Friday - 8.30am – 5:00pm

You will then need to complete and return a [Multi-Agency Contact Form \(MAC\)](#) and send via email to the Front Door team:

Please email - [TriageHub@Warwickshire.gov.uk](mailto:TriageHub@Warwickshire.gov.uk)

Outside of these times where there is an immediate concern about the safety of a child, the police should be contacted.



## RoSA's Child Protection Recording Sheet

This form should be completed if someone discloses a child protection issue to you, or if you are concerned about possible child protection issues. The information you are asked to record is in line with RoSA's Child Protection Policy and Procedures. The record should be clear and factual as it may be used for any subsequent investigation or as evidence in court. You should not ask leading or probing questions and should record any disclosure in the words used by the person making the disclosure.

Name of Child:

Address:

Date of Birth:

Name of parent/carer:

Phone Number:

Your Name:

Your Position:

Nature/reason for RoSA providing a service:

Are you recording:

- 1) A disclosure made directly to you by the child?
- 2) A disclosure passed on by someone else?
- 3) Your suspicions or concerns?

Date of disclosure:

Time of disclosure:

Date of incident:

Time of incident:

What was said or done during the disclosure, or to have raised concerns?

Are there any physical or behavioural signs that raise concerns?

Have you spoken to the parent/carer or consulted anybody else yet? Yes / No  
If yes please give details:

Name of the person you have reported it to within RoSA:

Date of report: