



Safeguarding Policy

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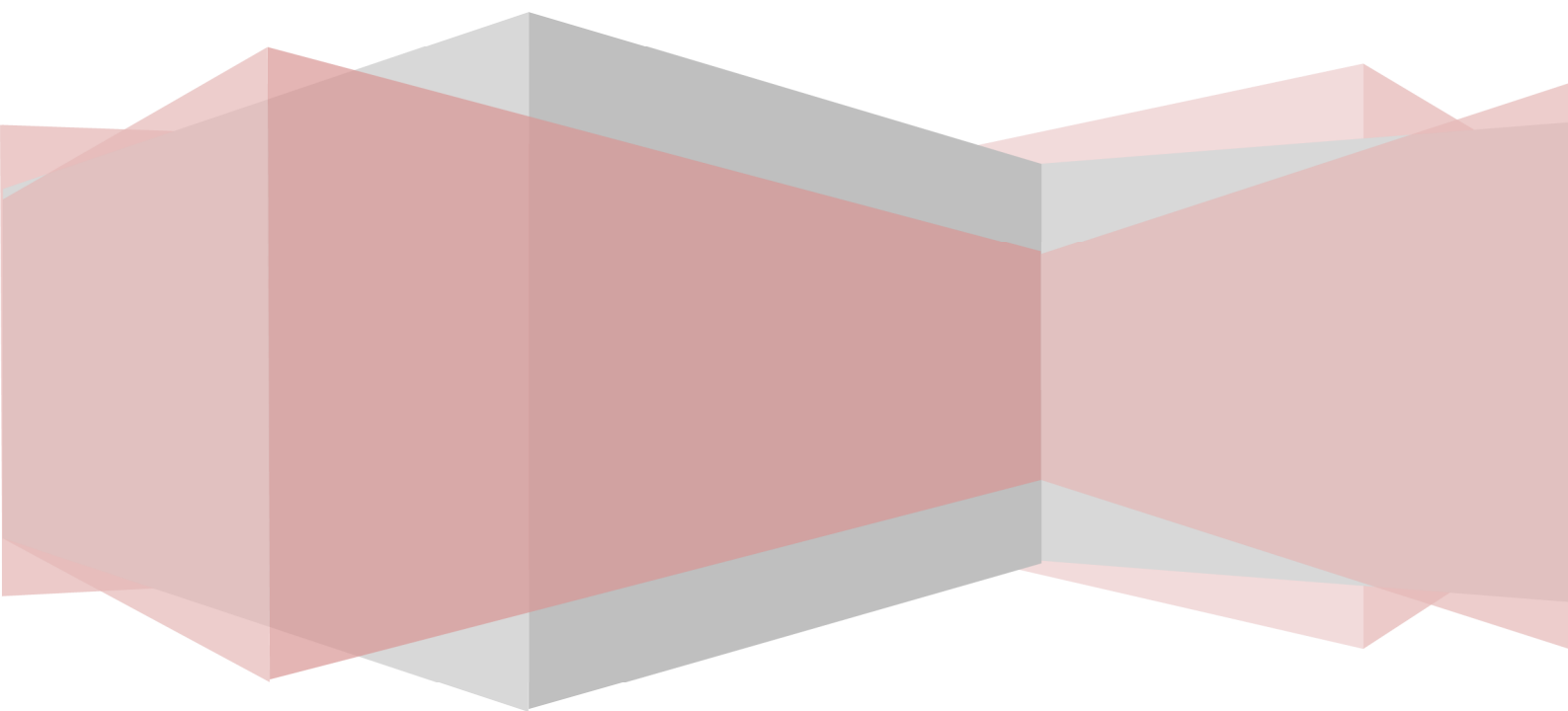
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Approved by Trustee: Date:
(E. Cameron)

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(A.D. Webb)

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Review Record

| Reviewer | Trustee Approved | Changes Made | Version No. | Date |
|---------------------------|------------------|---|-------------|-------------|
| Alan Webb | | Change wording to Safeguarding, update numbering, clarify procedures | 2.0 | |
| Alan Webb | | Inclusion of Safe Environment section | 3.0 | |
| Alan Webb | | Change of CRB to DBS and change of Chair's contact details. Change of wording from YDW to Senior Youth Worker | 4.0 | 02 May 2014 |
| Alan Webb | | Remove SYW for generic Remove bus for generic Add new categories from NSPCC | 5.0 | Oct 2017 |
| Andrea Cowley & Alan Webb | | Minor corrections Change in definitions. Logging training and policy understood separately | 6.0 | Mar 2023 |

1.0 Terminology and Cross Reference

- 1.1 The term “staff” refers to employees, volunteers and trustees.
- 1.2 The term “lead youth worker” (LYW) refers to youth worker responsible for that session.
- 1.3 The term “Charity” refers to The Connection Bus Project.
- 1.4 The term “designated safeguarding officer” (DSO) refers to the Project Manager or other employee who are trained for the role.
- 1.5 The term “workers” refers to those employed as youth workers.
- 1.6 The term “volunteers” refers to those that are formally contracted to assist youth workers.
- 1.7 This document should be read in conjunction with the charity’s:
 - Confidentiality Policy (002)
 - Data Protection Policy (003)
 - Staffing Policy (016)

2.0 Policy

- 2.1 The Connections Bus Project believes that young people have the right to:
 - Be healthy
 - Stay Safe
 - Enjoy and achieve
 - Make a positive contribution
 - Achieve economic well-beingFrom “Every Child Matters (2005)” aims.
- 2.2 The Connections Bus Project will ensure that:
 - 2.2.1 its staff are aware of the abuse that goes on in our society
 - 2.2.2 all staff see it as part of their duty of care to be alert to signs of abuse
 - 2.2.3 prompt and appropriate action is taken where there’s concern that a young person’s well-being may be threatened
 - 2.2.4 the charity provides a safe environment, staffed and visited by those that young people can trust
 - 2.2.5 all staff are suitably and regularly trained in safeguarding and have confirmed understanding this policy (spreadsheet to be kept by Project Manager)

3.0 Definitions of Child Abuse (The Children Acts 1989 and 2004 and NSPCC)

3.1 Neglect - is the persistent or severe neglect of a child, or the failure to protect a child from exposure to any kind of danger, including cold and starvation, or extreme failure to carry out important aspects of care, resulting in the significant impairment of the child's health or development, including non-organic failure to thrive.

3.2 Physical injury - is the actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child.

3.3 Sexual abuse -is the actual or likely sexual exploitation of a child, or adolescent. Including online using images, webcams, and threatening behaviours.

3.4 Emotional Abuse - is the actual or likely severe adverse effect on the emotional and behavioural development of a child caused by persistent or severe emotional ill treatment or rejection.

3.5 Domestic Abuse – is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. Witnessing domestic abuse is child abuse, and

teenagers can suffer domestic abuse in their relationships

3.6 Online Abuse – is any type of abuse that happens on the web, whether through social networks, playing online games or using mobile phones.

3.7 Child Sexual Exploitation – is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.

3.8 Female Genital Mutilation – is the partial or total removal of external female genitalia for non-medical reasons.

3.9 Bullying and Cyberbullying – is a behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

3.10 Child Trafficking and Modern Slavery – are child abuse. Children are often recruited, moved or transported and then exploited, forced to work or sold.

3.11 Grooming – is when someone builds an emotional connection with a child to gain their trust for the purposes of sexual abuse, sexual exploitation or trafficking.

3.12 Harmful Sexual Behaviour – includes using sexually explicit words and phrases, inappropriate touching, using sexual violence or threats, or sexual activity with other children or adults.

3.13 Radicalisation – exposure to views considered radical and extreme that can result in person being drawn into terrorism and harm.

More detail on these can be found at: <https://learning.nspcc.org.uk/research-resources/briefings/definitions-signs-child-abuse>

4.0 Procedures for Reporting concerns, suspicions, and disclosures

Always seek supervision and support from a DSO. Dealing with child abuse can be one of the most difficult and distressing areas of youth work. Do not underestimate how it may make you feel.

4.1 If you have any concern or suspicion that a young person is or has been abused:

4.1.1 Discuss concerns immediately during the session with the LYW and if possible, make brief notes or more for later use (Logging Concern Form).

4.1.2 At end of session contact a DSO giving a brief outline of the concern. The DSO will then advise on which course of action should be taken.

4.1.3 Record any facts and discussions which support the concern or suspicion, and the action taken. Sign, date and forward the paperwork, sealed and marked “Confidential” to the DSO as soon as possible and in any event within 24 hours, using the forms provided in the staff folder and on the charity’s website (Logging Concern Form).

4.1.4 Courses of actions that may be indicated by the DSO:

- a. Contact Social Services directly (see section 7) giving full details of the concern. They will then take responsibility, or
- b. Leave for a DSO to take any further action the next day once they have received the LYW’s report, or

4.1.5 In the absence of a DSO, the NSPCC confidential advice line for youth workers (see section 7) should be used and any advice followed.

4.2 If a youth worker feels that a young person wishes to disclose abuse:

4.2.1 Explain clearly The Connections Bus Project Confidentiality Statement (see staff folder, notice board or Confidentiality Policy 002). Never promise that the information will

remain confidential. .

4.2.2 Allow the young person to speak, never interrupt. Even if you have an idea about the context, never put words in their mouth or finish the sentence. However difficult this may be, it is a legal requirement that the information comes direct from the young person.

4.2.3 Never question the young person, or attempt to investigate.

4.2.4 Try to alleviate their feelings of guilt and isolation, remain non-judgemental, offer support – and most importantly LISTEN.

4.2.5 What to do after a disclosure: see section 4.1 from 4.1.2 to 4.1.5

5.0 Protecting Yourself as a Youth Worker

- Avoid being alone with young people. If during your work it becomes necessary then ensure that it is in full view of others
- Do not allow young people into the premises until at least 2 youth workers are present
- Giving lifts to young people should be avoided; if possible use the phone to get parents to pick their children up. If it cannot be avoided try to give lifts to children in pairs or more, and ensure there are two members of staff in the car.
- Do not take young people to your home
- Do not make inappropriate contact with young people
- Do not leave young people unattended in the premises
- Do not leave young people in the presence of one adult, unless they are a DBS checked youth worker and are in full view of others
- Do not show favouritism to young people
- Do not give out your personal address or phone number to young people
- Be aware of young people using social media/mobile phones. Be mindful to avoid being captured in their footage, which could be shared.
- Always know where other workers are and safeguard each other.

6.0 How to Manage Allegations made against Staff

6.1 If an allegation is made, or suspicions occur regarding anyone working with young people on behalf of The Connections Bus Project, you MUST:

6.1.1 Immediately report to a DSO unless the allegation is against that person, in which case it should be reported to another DSO, or direct to the Chair of the Trustees.

6.1.2 Make a detailed factual record of the allegation and the action taken and give or send to the person you have reported the situation to, in a sealed envelope marked "Confidential".

6.2 The person receiving the report should then take the following action:

6.2.1 Suspend the person involved pending further investigation

6.2.2 Notify the following:

- Police
- Children's Social Care Services (if relating to a young person known to the charity)

6.2.3 If the report is relating to the Project Manager, the Chair of the Trustees will carry out 6.2.1 and 6.2.2

6.3 All allegations will be reported by a DSO to the Chair of the Trustees, or their deputy if the allegation is against the Chair.

7.0 Contact Details

7.1 Internal:

- Assistant Manager (Youth Clubs) 07899 904959
- Project Manager 07887 947748
- Chair of Trustees 07817 466537

7.2 External:

Cambridgeshire County Council

- Children's Social Care Services – 0345 045 5203
- Children's Social Care Services Emergency Duty Team (outside office hours) – 01733 234724

These have main responsibility for all child safeguarding cases and all concerns or disclosures must be reported to them.

Other

- Police (as per website of Cambridgeshire Constabulary):
 - 999 - to be used when lives are at risk, there is violence or serious injury, a serious crime is happening or the criminal is still at scene or nearby
 - 101 – all other calls
- NSPCC Helpline for Professionals (24-hour free confidential guidance for youth workers) – 0808 800 5000