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REVIEWED BY JOCELYN OWENS

The Family Forge

Safeguarding Policy and Procedure

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THE FAMILY FORGE SAFEGUARDING STATEMENT

The Family Forge is committed to creating an environment in which the children and young people who use our facilities and attend our clubs are safe from abuse, where maltreatment can be identified and the children's welfare promoted. The Family Forge staff and volunteers will, at all times, show respect and understanding for the rights, safety and welfare of the children and young people they are working with.

The Family Forge is therefore committed to safe recruitment, selection and vetting of all trustees, staff and volunteers and requires that each be aware of this policy, support it and act with the interests of young people as paramount. Trustees, staff and volunteers at the Family Forge will therefore take any suspicion or allegation of abuse seriously, will treat it in confidence and deal with it promptly and appropriately. Fears about sharing information with the relevant authorities will not be allowed to stand in the way of the need to promote the welfare and protect the safety of children. Safeguarding induction training and support will be given, as per the current mandatory legislation, for Trustees and all staff and volunteers at the Family Forge to help enable them to deal with safeguarding and welfare issues effectively. (Working together to safeguard children A guide to inter-agency working to safeguard and promote the welfare of children March 2015).

All trustees, staff and volunteers will receive, read and understand this policy, which will be reviewed yearly or when legislation changes and be prepared to learn from experience.

INTRODUCTION TO CURRENT LEGISLATION

The new legislation -Working together to safeguard children- A guide to inter-agency working to safeguard and promote the welfare of children came into effect in March 2015. All organisations who commission and provide services for children and families including the voluntary and community sector must read and comply with this Government document. It states that while the lead role in safeguarding children and promoting the welfare of all children and young people in their area lies with the Director of Children's Services and Lead Member for Children's Services in local authorities, the welfare of children, safeguarding them and protecting them from harm is everyone's responsibility. Everyone who comes into contact with children and families has a role to play. Local agencies, including the police and health services, also have a duty under section 11 of the Children Act 2004 to ensure that they consider the need to safeguard and promote the welfare of children when carrying out their functions.

Professionals working in agencies with these duties are responsible for ensuring that they fulfil their role and responsibilities in a manner consistent with the statutory duties of their employer.

It also States that effective safeguarding systems are those where:

- the child's needs are paramount, and the needs and wishes of each child, be they a baby or infant, or an older child, should be put first, so that every child receives the support they need before a problem escalates;

- all professionals who come into contact with children and families are alert to their needs and any risks of harm that individual abusers, or potential abusers, may pose to children;
- all professionals share appropriate information in a timely way and can discuss any concerns about an individual child with colleagues and local authority children's social care.

So

-Child safeguarding is everyone's responsibility.

-for services to be effective each professional and organisation should play their full part.

-a child centred approach should be taken based on a clear understanding of the needs and views of children.

ACTION

Ref 18 states that any professional with concerns about a child's welfare should make a referral to local authority children's social care department. Professionals should follow up their concerns if they are not satisfied with the local authority children's social care response.

The new document states in point 20 that effective safeguarding systems are child centred. Point 22 states that children want to be respected, their views to be heard, to have stable relationships with professionals built on trust and to have consistent support provided for their individual needs. This should guide the behaviour of professionals. Anyone working with children should see and speak to the child; listen to what they say; take their views seriously; and work with them collaboratively when deciding how to support their needs.

The document states that children have said that they need

- Vigilance: to have adults notice when things are troubling them
- to have understanding and action ie to understand what is happening; to be heard and understood; and to have that understanding acted upon
- Stability: to be able to develop an on-going stable relationship of trust with those helping them
- Respect: to be treated with the expectation that they are competent rather than not
- Information and engagement: to be informed about and involved in procedures, decisions, concerns and plans
- Explanation: to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive response
- Support: to be provided with support in their own right as well as a member of their family
- Advocacy: to be provided with advocacy to assist them in putting forward their views .

Assessing need and providing Early help – The document states providing early help is more effective in promoting the welfare of children than reacting later. Early help means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years through to the teenage years.

For professionals at the Family Forge this means having in place effective ways to identify emerging problems and potential unmet needs for individual children and families. This requires sharing information with other professionals to support early identification and assessment.

For the Family Forge this means we have a responsibility to identify the symptoms and triggers of abuse and neglect, to share that information and work together to provide children and young people with the help they need.

This in turn requires the continual development of knowledge and skills in this area.

Lancashire Childrens social care number for reporting concerns about a child is

Care Connect on 0300 123 6720 (8am - 8pm) or out of hours 0300 123 6722 (8pm - 8am).

The legislation also states that when it has been felt necessary to refer a concern to the Childrens Social Care team feedback should always be given to the referrer on the decisions taken. Where appropriate, this feedback should include the reasons why a case may not meet the statutory threshold to be considered by local authority children's social care for assessment and suggestions for other sources of more suitable support should be given.

Within one working day of a referral being received, a local authority social worker should make a decision about the type of response that is required and acknowledge receipt to the referrer.

The document also states that organisations should have in place arrangements that reflect the importance of safeguarding and promoting the welfare of children, including:

- a clear line of accountability for the commissioning and/or provision of services designed to safeguard and promote the welfare of children;
- a senior board level lead to take leadership responsibility for the organisation's safeguarding arrangements;
- a culture of listening to children and taking account of their wishes and feelings, both in individual decisions and the development of services;
- clear whistleblowing procedures, which reflect the principles in Sir Robert Francis's Freedom to Speak Up review and are suitably referenced in staff training and codes of conduct, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed;
- arrangements which set out clearly the processes for sharing information, with other professionals and with the Local Safeguarding Children Board (LSCB);
- a designated professional lead for safeguarding. Their role being to support other professionals in their agencies to recognise the needs of children, including rescue from possible abuse or neglect. Furthermore these responsibilities are to be explicitly defined in job descriptions. Professionals should be given sufficient time, funding, supervision and support to fulfil their child welfare and safeguarding responsibilities effectively;
- safe recruitment practices for individuals whom the organisation will permit to work regularly with children should be in place including policies on when to obtain a criminal record check;
- appropriate supervision and support for staff, including undertaking safeguarding training;
- moreover it is incumbent upon employers to ensure that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role;

- staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare; and
- all professionals should have regular reviews of their own practice to ensure they improve over time.
- organisations should have in place clear policies in line with those from the LSCB (Local Safeguarding Childrens Board) for dealing with allegations against people who work with children. Such policies should make a clear distinction between an allegation, a concern about the quality of care or practice or a complaint. An allegation may relate to a person who works with children who has:
 - behaved in a way that has harmed a child, or may have harmed a child;
 - possibly committed a criminal offence against or related to a child; or
 - behaved towards a child or children in a way that indicates they may pose a risk of harm.

Employers and voluntary organisations should ensure that they have clear policies in place setting out the process, including timescales, for investigation and what support and advice will be available to individuals against whom allegations have been made. Any allegation against people who work with children should be reported immediately to a senior manager within the organisation. The designated officer should also be informed within one working day of all allegations that come to an employer's attention or that are made directly to the police.

Furthermore if an organisation removes an individual (paid worker or unpaid volunteer) from work such as looking after children (or would have, had the person not left first) because the person poses a risk of harm to children, the organisation must make a referral to the Disclosure and Barring Service. It is an offence to fail to make a referral without good reason.

The Family Forge Safeguarding Policy

- The Family Forge has adopted as its own these specific government requirements and adopts a childcentred approach to the safeguarding and welfare of children.
- Moreover in accord with the Equality Act 2010 we will ensure that :

No child or group of children will be treated any less favourably than others in being able to access the help they require and receive protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs.
- The Family Forge will not employ any person whether in a paid capacity or otherwise who is not certified as safe to work with children and vulnerable adults by the Disclosure and Barring Service (DBS).
- The Family Forge in accordance with government guidance will train in safeguarding and promoting the welfare of children, and review safeguarding policies annually or when legislation changes.
- The Family Forge will inform children and parents of the policies and procedures as appropriate.
- **All trustees , staff and volunteers must familiarise themselves with these government requirements for a professional approach to the issues regarding safeguarding and welfare of children and must seek to understand what safeguarding and promoting the welfare of children means in practise specifically recognising signs of**

neglect or abuse that need to be acted upon and adopting a listening approach towards those in their care.

N.B.Children include young adults up to the age of 18.

WHO is responsible for Safeguarding at the Family Forge and procedure?

In the first instance the worker who is listening and working with the children and young people has a responsibility to look out for the welfare of those children. If that person has a concern about the welfare or abuse of a child that person must fill out an incident recording form (Appendix 2) and pass it to and consult with the activity manager /teacher working with them or the day to day manager of the centre and trustee who is Jocelyn Owens at present. Teachers must pass on the incident forms and consult with the manager of the centre ie Jocelyn Owens, if they have been the first port of call.

Concerns should be reported verbally to the line manager before the concerned person leaves the centre for the day and notes taken in order to aid the memory. The incident recording form should be filled out within 24 hours of the incident or concern being raised. Record exactly what the young person said or the concern you have and when he or she said it and what was happening immediately beforehand e.g. (description of the activity). Note the time, date and place of the conversation and the name of any other person present. If the initial note is handwritten, keep it if it is subsequently typed up and attach it to the incident recording form.

The designated safeguarding officer for the charity Esperanza Arenas Arguelles- a second trustee who has overall responsibility for safeguarding at the Family Forge. She can be contacted in the absence of the Manager. All incidents received by the manager or other trustees must be reported to the designated safeguarding officer for her/ his information. In the event that the manager or the designated officer cannot be contacted, the third trustee of the Family Forge should be contacted.

Telephone	Jocelyn Owens	01257464813
	Esperanza Arenas Arguelles	07891475822
	Third Trustee	

The manager or the person with whom the concern has been raised (ie one of the trustees) must then contact ;

- **The Head of the school from which the child has been referred to the Family Forge in the first instance**
- **If it is deemed appropriate then Lancashire Childrens social care. Care Connect on 0300 123 6720 (8am - 8pm) or out of hours 0300 123 6722 (8pm - 8am).**
- **If the incidence is serious and needs to be acted on immediately contact the POLICE emergency line Tel. 999**
- **Or the POLICE non emergency Tel. no. 101**

NB: If there is a break in the reporting chain then the last person to whom the concern has been raised can report direct to Care Connect or report direct to the Police.

Exceptionally, should there be any disagreement between the person in receipt of the allegation or suspicion and the designated Safeguarding Officer as to the appropriateness of a referral to the Social Services, that person retains a responsibility as a member of the public to report serious matters to Lancashire County Council Children's Social Services, and should do so without hesitation.

Do not be tempted to try to investigate further the claims – this could lead to contamination of the evidence and could jeopardize any Police investigation and criminal prosecution activity.

FEEDBACK

The person who has raised the initial concern is responsible to ensure they receive feedback on the outcomes of their report.

- **The Manager or the designated trustee must receive feedback from the social worker the incident has been reported to, within one working day and must record the action that has been decided to be taken on the incident recording form along with the timescale. This must be relayed to the person who has recorded the original concern.**

Family Forge Strategies to minimise risks to the welfare of children in its care.

As has been stated already as regards employment or governance THE FAMILY FORGE will :

- Ensure that trustees sign a trustee declaration form to say that they have not been disqualified from being a trustee as per Charity Commission Guidelines.
- Ensuring that all FAMILY FORGE Trustees, staff and volunteers are carefully selected and know that at the Family Forge we do all we can to provide a safe place for children and young people and their families and that training will be required following FAMILY FORGE procedures and fulfilling the Governments mandatory Safeguarding induction training requirement, in accordance with the government document Recruiting Safely: Safer Recruitment guidance helping to keep children and young people safe. A trial working period will be observed also along with regular supervision and annual appraisals.
- Ensuring that all FAMILY FORGE Trustees, staff and volunteers working with young people are certified by the Disclosure and Barring Service as safe to work with children and vulnerable adults.
- Ensuring that all FAMILY FORGE trustee, staff and volunteers are aware of what constitutes appropriate and inappropriate behaviour with and towards young people.

- Ensuring that there is a culture at the Family Forge that inspires confidence in coming forward to voice concerns.
- Giving appropriate staff at all venues we may visit as part of club activities or from our collaborative work with schools, information about what we do and what can be expected from us and them and where appropriate ensuring seamlessness between their safeguarding policies and procedures and our own or clarity of process where different procedures apply between or amongst different organisations, as the need arises, where trips are organised.
- Ensure that until a DBS certificate has been received no volunteer of any age should be left unsupervised in any circumstances. 16 is the age at which DBS certificates can be obtained.
- Further provisos for young volunteers:

Volunteers under 18 years old:-

- Volunteers under 18 years old are legally classed as vulnerable and staff should be aware of this.
- A risk assessment should be completed to assess if the role the volunteer has taken on is suitable and address potential risks before they arrive.
- Any potentially dangerous activity that the volunteer is involved with should normally be supervised.

Volunteers under 16 years old:-

- Volunteers under 16 years old will be covered by the Safeguarding Children and Young People policy if any safeguarding concerns are raised.
- Volunteers under 16 years old should not be left unsupervised in any circumstances and if possible be supervised by an adult.
- Any potentially dangerous activity should always have adult supervision.

All posts working with children and young people will be exempt from the Rehabilitation of Offenders Act 1974.

Training

As regards training the Family Forge will

- Ensure that all Family Forge trustees, staff and volunteers receive **induction training** following the Governments mandatory Safeguarding induction training requirement. This will cover confidentiality and whistle blowing.
- Ensure that all Family Forge trustees, staff and volunteers are **instucted in and familiar with the symptoms of child maltreatment or negect** including possible physical, emotional and sexual signs and signs of secondary abuse and neglect.
- **Update knowledge of our trustees, staff and volunteers through the DBS.**
- **Review the training given**
- **Ensure that trustees, staff and volunteers revise safeguarding training** annually or every 2 years.

Confidentiality- Keeping appropriate records

Confidential records on young people relating to safeguarding incidents will be kept safely at the office in a secured facility. Information shall only be shared on a need to know basis to protect the confidentiality of the young person.

Support to families

THE FAMILY FORGE will provide information to parents and families via the website and on membership of the Family Forge so they understand our role and responsibilities in relation to safeguarding and promoting the wellbeing of young people we work with.

Where maltreatment or abuse at home is suspected or under investigation, we will continue to work with the young person and parents while investigations continue, with the proviso that the safety of the young person must always be paramount. The records of any concern will be kept at the office in a secured facility as already mentioned.

ESSENTIAL READING-Recognising signs or symptoms of abuse

- The young person's behaviour and / or appearance give rise to concern.
- They have physical or other injury which could possibly have been caused through abuse.
- The young person or another person makes an allegation of abuse.
- You may directly witness abuse.
- a child may tell you about something that has upset or harmed them
- someone else might report that a child has told them, or that they believe that a child has been or is being harmed
- a child might show signs of physical injury for which there appears to be no explanation
- a child's behaviour may suggest he or she is being abused
- the behaviour or attitude of one of the workers towards a child worries you
- you witness worrying behaviour from one child to another.

YOU MUST ACT ON ANY CONCERNS NO MATTER HOW SMALL

Practical Guidelines for Responding to an Allegation of Abuse from a young person

General Points

- Keep calm – do not appear shocked or disgusted
- Accept what the young person says without passing judgement (however unlikely the disclosure may sound)
- Look directly at the young person
- Be honest
- Let them know you will need to tell someone else, don't promise confidentiality

- Be aware the young person may have been threatened and fear reprisals for having spoken to you
- Never push for information or question them as this can undermine any subsequent criminal investigation. If at any point a young person decides not to continue, accept that and let them know that you are ready to listen should they wish to continue at any time.

Helpful things to say or show

- Show acceptance of what the young person says
- "I take what you are saying very seriously"
- "I am pleased that you have told me. Thank you for telling me"
- If appropriate, "it isn't your fault and you are not to blame at all"
- "I am sorry that happened to you"
- "I will help you"

Things not to say

- "Why didn't you say something before?"
- "I really can't believe it"
- "Are you sure this has happened?"
- "Why?" "Where?" "When?" "Who?" "What?" "How?"
- Don't make false promises to them – like confidentiality – be honest now, any lies will be further abuse and betrayal
- Never make statements such as 'I am shocked!' or 'don't tell anyone else'.

Concluding the conversation

- Reassure the young person that they were right to tell you
- Let them know what you are going to do next and tell them that you will let them know what is happening at each stage.

What to do after the conversation- Recording the incident

- Make notes about the conversation as soon as possible after the discussion.
- Record the incident on an incident recording form fully and accurately and as soon after the discussion with the young person as possible.(see Appendix 2).
- If you are a member of Family Forge staff you should inform your Line Manager immediately if possible of any concerns or otherwise before going off duty and always within 24 hours. You should provide all relevant written records.

Where an allegation involves a member of staff

- Where the allegation involves a member of staff/volunteer, it is preferable that 2 members of staff or a senior member of staff or a trustee is present when taking details of the allegation.
- Remember that an allegation of child abuse may lead to a criminal investigation so don't do anything that may jeopardise a police investigation such as asking leading questions or attempting to investigate the allegations of abuse.
- Remember that an allegation is different from a concern a concern about the quality of care or practice or a complaint. An allegation concerns • behaviour in a way that has harmed a child, or may have harmed a child; • possibly committed a criminal offence against or related to a child; or • behaved towards a child or children in a way that indicates they may pose a risk of harm.
- Communicate with the young person in a way that is appropriate to their age, understanding and preference. This is especially important for children / young people with special needs and when the preferred language is not English.
- Where concerns arise as a result of information given by a child / young person, it is important to reassure the young person but not to promise confidentiality.
- The Safeguarding Officer or Jocelyn Owens or the third trustee will inform the Social Services team immediately of allegations made against staff. Where the allegation is made out of hours, the report should be made to the emergency duty team or the police. If neither the Safeguarding Officer nor Jocelyn Owens is available and the matter is urgent the member of staff or volunteer should contact Social Services or the Police direct.
- Where a volunteer is the subject of the allegation, they may be suspended from any further contact with The Family Forge until such time as the matter has been dealt with and a senior Manager/trustee has reached a final decision.
- In the case of staff, consideration may be given to suspension under The Family Forge Disciplinary Procedures. It should be considered in any case where:
 - There is cause to suspect a young person is at risk of significant harm; or
 - The allegation warrants investigation by the police; or
 - The allegation is so serious that it might be grounds for dismissal.
- If the allegations were confirmed, it would be deemed gross misconduct.
- The safeguarding Officer after agreement with the other trustees and with due regard for confidentiality will also arrange for clear communication to take place between staff, parents, children and the wider public who may be concerned about the incident and any rumours or the work of the Family Forge as appropriate whether the allegation is substantiated or not, after it's investigation. As has been indicated before to respond before an investigation may affect the outcomes of the case. Issues to be covered are whether the incident was rumour or fact, awareness of the impact on

individuals, the nature of what has occurred and to whom and whether there was gaps in the organisation in terms of the posts held.

- Support may need to be offered to those affected by the incident. Those affected may include the young person in question , the family members, the accused and the accuser.... The Citizens Advice Bureau website contains a list of call centres for the different affects such an incident will have on the parties involved.
- Staff against whom an allegation has been made should seek both legal advice and support from an organisation such as those recommended by Citizens Advice .
- Where an allegation results in the person being asked to leave the staff of the Family Forge or leaves independently before a dismissal results, the Safeguarding Officer will refer the matter to the Disclosure and Barring Service.

Family Forge Safeguarding Officer(s)

The Principal Safeguarding Officer for The Family Forge is **Esperanza Arenas – Argelles.**

The Safeguarding Officer is responsible for providing for the Induction and ongoing training needs and materials of all Trustees, Staff and Volunteers. Where this task is delegated

The Safeguarding Officer will ensure it is carried out by a suitably trained professional. The Safeguarding Officer will also keep records on what training has been covered and by whom.

The Safeguarding Officer will deal with all reported incidents by staff directly or by volunteers through the activity manager according to the procedure outlined. In addition to responsibilities outlined in reporting procedures, the named person will deal with any concerns raised by parents, police, social services or the Board of Trustees.

The safeguarding officer can access professional help from the Council for Voluntary Services for support and Advice.

LIAISON-Concerns raised by parents, police, social services or the Board of Trustees shall be referred to the Principal Safeguarding Officer - Esperanza Arenas – Argelles – to ensure coordinated approaches and actions.

Additional Reporting procedures

The Designated Safeguarding Officer should :

- Take written notes at any meetings held including any action to be taken with responsibilities and timescales defined.
- If parents / carers have been involved in the meeting, a copy of the notes should be agreed with and shared with them.

- The exception to this is in cases where there is a concern that the young person may run away or be put in or be in fear of significant danger where it is appropriate that no consultation with the parents or carers takes place.
- In general, concerns should be shared with the child / young person, as appropriate to their age and understanding and with parents / carers and agreement sought for referral to Social Services unless it is felt that this discussion would place the young person at risk of significant harm.
- Social Services then have a legal duty to make further enquiries and conduct any investigations required. Feedback from the local authority should be given and recorded on the Family Forge Incident form.

Working together to safeguard children 2013, Chapter 1 :55 states " Within one working day of a referral being received a local authority social worker should make a decision about the type of response that is required and acknowledge receipt to the referrer.

Chapter 2:56 For children who are in need of immediate protection, action must be taken by the social worker, or the Police or the NSPCC if removal is required as soon as possible after the referral has been made to local authority childrens social care."

- If at any time it is felt that the young person is in ***immediate danger***, *trustees*, staff or volunteers should seek assistance from police or other emergency assistance by dialling 999.

Essential Reading - Trustees, Staff AND Volunteer behaviour in relation to children and young people

Staff and volunteers need to be aware of the potential risk of their actions and behaviour being misinterpreted by young people. To minimise this risk, the following guidelines should be followed at all times.

- Staff should never put themselves in a situation where they are on their own with young people.
- Staff should avoid direct physical contact i.e. cuddling, kissing, patting on knee, etc with / young people.

- Staff should avoid any unnecessary form of physical contact with young people.
- First Aid should normally only be administered while an adult witness is present.

Whistle blowing

Whistle blowing is when an employee raises a concern about malpractice or a dangerous activity that they are aware of through their work. The Family Forge encourages staff to raise concerns about safeguarding young people with us in the first instance.

Staff should follow The Family Forge procedures on whistle blowing with their Line Manager. Please see the relevant policy on the website for more information.

5.16 Useful contacts

The Family Forge

Jocelyn Owens

The Retreat, Cobbs Brow Lane , Newburgh Lancs. WN8 7ND
01257 464813

Esperanza Arenas Arguelles 07891475822

Care Connect on 0300 123 6720 (8am - 8pm) or out of hours 0300 123 6722 (8pm - 8am).

POLICE: 999 (emergencies)

NSPCC: 0800 800 5000

Parentline Plus: 0808 800 2222

DBS (Disclosure and Barring Service)Customer Services Dept:0870 9090811

APPENDIX 1: SAFEGUARDING POLICY

Definitions and indicators of abuse

DEFINITIONS

Definitions of sexual abuse include:

Rape; sexual assault; sexual acts without consent; inappropriate touching and fondling; indecent exposure. Sexual abuse also includes non-contact activities, such as involving children in looking at, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

Definitions of physical abuse include:

Hitting; slapping; pushing; burning; bruising; misuse of medication; inappropriate sanctions or restraint; rough or careless handling; pinching; shaking; the use of force which results in pain and / or injury. Physical abuse can also include the parent or carer feigning or deliberately causing ill-health to a child. This is called fabricated or induced illness abuse. Physical abuse can also be induced by an omission or failure to protect a child.

Definitions of emotional abuse include:

Verbal abuse; humiliation & ridicule; threats of punishment and abandonment; isolation in services; intimidation; bullying; imposing age or developmentally inappropriate expectations 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; seeing or hearing the ill-treatment of another.

Definitions of neglect include:

Failure to meet basic physical and psychological needs such as providing food, clothing and shelter, failure to protect from harm, failure to adequately supervise.

INDICATORS OF ABUSE

Although these signs do not necessarily indicate that a young person has been abused, they may help adults recognise that something is wrong. The possibility of abuse should be considered if a young person shows a number of these symptoms, or any of them to a marked degree:

Sexual abuse

- Being overly affectionate or knowledgeable in a sexual way inappropriate to the young person's age
- Medical problems such as chronic itching, pain in the genitals, venereal diseases

- Other extreme reactions, such as depression, self-mutilation, suicide attempts, running away, overdoses, anorexia
- Personality changes such as becoming insecure or clinging
- Regressing to younger behaviour patterns such as thumb sucking or bringing out discarded cuddly toys
- Sudden loss of appetite or compulsive eating
- Being isolated or withdrawn
- Inability to concentrate
- Lack of trust or fear of someone they know well, such as not wanting to be alone with a babysitter or child minder
- Starting to wet again(day or night), nightmares
- Become worried about clothing being removed
- Suddenly drawing sexually explicit pictures
- Trying to be 'ultra-good' or perfect; overreacting to criticism

Physical abuse

- Unexplained recurrent injuries or burns
- Improbable excuses or refusal to explain injuries
- Wearing clothes to cover injuries, even in hot weather
- Refusal to undress for gym
- Bald patches
- Chronic running away
- Fear of medical help or examination
- Self-destructive tendencies
- Aggression towards others
- Fear of physical contact - shrinking back if touched
- Admitting that they are punished, but the punishment is excessive (such as being beaten every night to 'make him study')

Fear of suspected abuser being contacted

Emotional abuse

- Physical, mental and emotional development lags
- Sudden speech disorders
- Continual self-depreciation ('I'm stupid, ugly, worthless, etc')

- Overreaction to mistakes
- Extreme fear of any new situation
- Inappropriate response to pain ('I deserve this')
- Neurotic behaviour (rocking, hair twisting, self-mutilation)
- Extremes of passivity or aggression

Neglect

- Constant hunger
- Poor personal hygiene
- Constant tiredness
- Poor state of clothing
- Emaciation
- Untreated medical problems
- No social relationships
- Compulsive scavenging
- Destructive tendencies

Note: A young person may be subjected to a combination of different kinds of abuse. It is also possible that a young person may show no outward signs and hide what is happening from everyone.

APPENDIX 2: SAFEGUARDING POLICY

Confidential

Safeguarding young people - incident recording form

Name of young person _____ Name of activity involved with _____

Date of Incident/Concern _____

Date of Birth _____ Address _____ Tel. no. _____

Female parent / carer at home _____ Relationship to child _____

Date of birth (if known) _____ Mobile no. _____

Male parent / carer at home _____ Relationship to child _____

Date of birth (if known) _____ Mobile no. _____

Name, address, contact no. of G.P. _____

PLEASE DESCRIBE CLEARLY, CAREFULLY AND IN DETAIL THE DISCLOSURE OR CONCERNS

(continue on additional sheets as necessary):

**PLEASE DESCRIBE IN DETAIL ANY ACTION TAKEN TO DATE INCLUDING REFERRAL TO EMERGENCY
AND OTHER SERVICES**

PLEASE RECORD HERE ANYTHING THAT YOU HAVE SAID TO OTHERS INCLUDING CHILD / YOUNG PERSON, STAFF, FAMILY, OTHER PROFESSIONALS.

IF NO FURTHER ACTION TAKEN PLEASE RECORD HERE

Contact details of alleged abuser (if known):

Name _____ Contact address _____

Phone no _____

Contact details of any witnesses (this should include staff, parents / family, other professionals:

Name _____ Contact address _____

Phone no _____

Name _____ Contact address _____

Phone no _____

SIGNED _____ **Date** _____

NAME _____ **Status** _____

Now please pass this form to the Safeguarding Officer.

Safeguarding Officer

FURTHER ACTION TAKEN (INCLUDING NO ACTION):

REASON FOR DECISION(S):

Signed:

Date:

Appendix 4-Training Record

Named Trustees, staff, Volunteers

REFERENCES and further information

HM Government Document " Working Together to safeguard children 2015"

Safer Network Policy section: Safeguarding for trustees

Photography policy

Whistle blowing policy

Recruitment and Selection and Training Policy