

# Burgh St. Peter Village Hall Management Trust

## Safeguarding Procedures and Child Protection Policy

**We are committed to safeguarding and promoting the welfare of all children.**

### **Aim**

The purpose of Burgh St Peter Village Hall safeguarding policy is to ensure every child at our organisation is safe and protected from harm.

This policy will give clear direction to staff, volunteers, trustees, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children at our organisation.

### **Introduction**

Our organisation fully recognises the contribution it can make to protecting children from harm and supporting and promoting the welfare of all children.

The elements of our policy are prevention, protection and support.

Our policy applies to all children, volunteers, visitors, trustees and staff.

A child is someone under the age of 18 years old.

### **Our Ethos**

Our organisation will establish and maintain an ethos where our children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff, volunteer or regular visitor to our organisation if they are worried or concerned about something.

All staff, volunteers, trustees and regular visitors will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will do with whatever they have been told.

We will provide activities and opportunities that will equip our children with the skills they need to stay safe.

At all times we will work in partnership and try to establish effective working relationships with parents, carers and colleagues from other agencies and organisations.

### **Working Together 2018**

#### **What is abuse and neglect?**

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult

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or adults, or another child or children.

## **General Procedures**

When new staff, volunteers, trustees or regular visitors join our organisation they will be informed of the safeguarding arrangements in place. They will be given a copy of our organisation's safeguarding policy and told who our Designated Child Protection Officer for Safeguarding is. They will also be shown the recording format, given information on how to complete it and who to pass it to.

All staff, volunteers and trustees will be asked to read this policy yearly after it has been reviewed and updated if necessary. They will sign to say they have read and understood the policy.

The Designated Officer should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our organisation.

We will always ensure that the Norfolk Safeguarding Children Board's procedures are followed.

We will seek appropriate advice from the Local Authority Designated Officer (LADO) within 24 hours of a concern or allegation being made. The LADO can be contacted via the referral/consultation forms under 'how to make a referral' at [www.norfolkscb.org](http://www.norfolkscb.org) or a message left on **0344 800 8020**.

Staff will not investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against the Designated Child Protection Officer or Deputy, this will be reported by the staff member or volunteer raising the concern directly to the LADO.

There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in the NSCB **Safer Programme Safer Working Practice** (this guidance is on the NSCB website and also included in our procedures).

Child protection and safeguarding referrals should be made to the Children's Advice and Duty Service (CADS)/Multi Agency Safeguarding Hub. Telephone **0344 800 8020**.

If we are unsure of whether to make a referral we can request a professional consultation via the CADS on 0344 800 8020. Any consultation must have the parents/carers consent, unless to do so would place the child at further risk of harm. Any concern, referral or consultation with the MASH or Police must take place immediately, it is important we do not delay.

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## Useful Contacts

**Children's Services 24 hours ..... 0344 800 8020**

**Norfolk Police..... 101**

**In an emergency ..... 999**

**Local Authority Designated Officers (LADO) Team 01603 223473**

There is always someone available during normal working hours

**Norfolk Safeguarding Children Board (NSCB) ..... [www.norfolklscb.org](http://www.norfolklscb.org)**

**Safer Programme ..... 01603 228966**

### **Named Designated Child Protection Officer**

The following designated staff are in post;

Designated officer **Julie Woods** .....

Telephone number **07825344778 / 01502 677503** .....

### **Policy Review**

We will always make any changes immediately to our procedures in line with Norfolk Safeguarding Children Board's guidance on **[www.norfolklscb.org](http://www.norfolklscb.org)**

This policy will be reviewed on .....

Name .....

Signed .....

Date .....