



WHITEWELL BOTTOM COMMUNITY CENTRE CHARITABLE INCORPORATED ORGANISATION

POLICIES AND PROCEDURES

Policy Statement on Safeguarding

The purpose and scope of this policy statement

The purpose of this policy statement is:

- to protect children, young people and vulnerable groups who receive Whitewell Bottom Community Centre's services from harm. This includes the children and relatives of adults who use our services.
- to provide staff and volunteers, as well as children, young people, vulnerable groups and their families, with the overarching principles that guide our approach to safeguarding. This policy applies to anyone working on behalf of Whitewell Bottom Community Centre, including the board of trustees, paid staff, volunteers, users, sessional workers, agency staff and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England, including The Children Act 1989 (as amended), The Children and Social Work Act 2017, The Safeguarding Vulnerable Groups Act 2006 and Working Together to Safeguard Children 2018.

Supporting documents

This policy statement should be read alongside the Centre's policies, procedures, guidance and other related documents, including:

- Policy Statement on Children, Young People and Vulnerable Adults
- Disciplinary Policy for Volunteers
- Disciplinary Policy for Employees
- Health and Safety Policy
- Equality Policy
- Internet Usage Policy

- Website Policy

We believe that:

- children, young people and vulnerable adults should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children, young people and vulnerable groups, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children, young people and vulnerable groups is paramount in all the work we do and in all the decisions we take
- all children, young people and vulnerable adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children, young people and vulnerable adults safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children, young people and vulnerable adults and a lead trustee for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- 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 behaviour 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 children, young people, vulnerable adults and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people, vulnerable adults and their families know where to go for help if they have a concern

- 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 carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, vulnerable adults, 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, vulnerable adults and their families, treat each other with respect and are comfortable about sharing concerns.

Implementation of Safeguarding Policy

The principles of the policy are to be followed by all staff, volunteers and trustees using the Centre's premises and are to be written into letting agreements. When the Centre is used for a one-off event where children, young people and vulnerable adults may be present the policy should be given to the organiser and they must sign to say that they have received it. If the Centre's rooms are let to a registered playgroup, uniformed organisation or other organised children's group, the group will have its own child protection policy. A copy of the Centre's policy should still be given to such groups and a copy of their policy kept in order to ensure that minimum standards are maintained.

As part of the Centre's responsible attitude to health and safety throughout the whole building, a risk assessment of the premises will be carried out annually. In order to safely supervise activities involving children, the number and layout of rooms or spaces available will be considered alongside the number of adult helpers. Consideration is to be given as to how exits and entrances are to be controlled; how access to toilets is to be supervised; what levels of lighting and heating are required; what fire precautions are in place; that adequate first aid facilities are in place.

When activities are planned, the number and gender balance of adults will be considered bearing in mind the range of age, gender and abilities of the children. Each group of children should have two adults allocated to them unless working in an open plan setting with other groups so that the additional adult help and support is readily available. Where user groups are planning any away trip or other offsite activity, consent forms will need to be completed and signed by a parent or guardian of each child. Any additional adults drafted in to accompany such offsite activities (e.g. parents of some of the children) should also be vetted.

If children feel secure within the Centre group, they may tell of their concerns about themselves or other children. NO child should be promised complete confidentiality. All concerns should be taken seriously and shared with the named person only. The Centre should not investigate any concerns or allegations of harm. Such situations should be referred to Social Services, Police or NSPCC by the named person for proper independent investigation. The Chair of Trustees should be informed if not already consulted.

Roles and responsibilities

Keeping documents

All registration forms and other related documents are to be kept securely by Trustees of the Association. Access to the completed forms will be restricted to the Trustees of the Association

Independent Person

The telephone numbers of 'Childline' and/or the NSPCC will be displayed in a prominent place where children have regular access.

Named Person

The role of the named person is to help with the administration and monitoring of the Safeguarding Policy and to act as a reference point for information and resources within the Centre.

The named person for Whitewell Bottom Community Centre is; Carmen Carlton

Lead Trustee

The role of the lead trustee is to be a first point of contact for the named person on any safeguarding concerns. Also, to have oversight of this policy and its updating.

The lead trustee for safeguarding for Whitewell Bottom Community Centre is; Amanda Robertson

This policy statement was adopted in November 2019 and will be reviewed annually.

Signed;

Date;