



Child Protection and Safeguarding Policy

September 2022

Revision history

Date approved or amended	Amendments	Signed	Amendments needed
17 th March 2022	All areas	<i>I. Bowers</i> Leah Bowers	Minor
1 st September 2022	Rewritten	<i>I. Bowers</i> Leah Bowers	Minor
9 th September 2022	Safeguarding and Child Protection policy merged and rewritten	 S Anstee-Parry	Minor
30 th January 2023	Edited Frans title and adding her own number	 Leah Bowers	Minor

This policy was read and agreed by

Signed: 

Printed: Scarlett Anstee-Parry

Date: 9.9.2022

Signed: *l. bowers*

Printed: LEAH BOWERS

Date: 9.9.2022

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1. Introduction

This policy will enable Stowmarket ASD Saturday Clubs to demonstrate its commitment to keeping safe adults at risk and any children with whom it works alongside. Stowmarket Saturday Clubs acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

2. Scope and Purpose

The policy and procedures apply to all staff members and volunteers. From herein, references to staff include staff, volunteers and trustees. Stowmarket ASD Saturday Clubs will ensure that it has made all staff aware of its safeguarding policy.

The Stowmarket ASD Saturday Clubs recognises that, under the Children Act 1989 and 2004, it has a duty and responsibility for making arrangements to ensure all its functions are discharged having regard to safeguarding and promoting the welfare of children/young people in their care – this includes all services directly provided and commissioned by the local authority. The organisation also recognises and meets its responsibilities under Working Together 2018 and The Domestic Abuse Act 2021 for safeguarding children. A child is anyone up until their 18th birthday.

“Safeguarding and promoting the welfare of children” is defined in Working Together 2018 as:

- protecting children from maltreatment
- preventing impairment of children’s health and development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- taking action to enable all children to have the best outcomes

Persons affected

- All staff, paid and unpaid, this includes Trustees and other volunteers

- All service users
- All visitors and contractors

3. Responsibilities of Stowmarket ASD Saturday Clubs

Key principles will be communicated that;

- safeguarding is everyone's responsibility: for services to be effective each professional and organisation should play their full part; and
- a child-centred approach: for services to be effective they should be based on a clear understanding of the needs and views of children.

Stowmarket ASD Saturday Clubs will work to:

- a) Prevent harm and reduce the risk of abuse or neglect to adults with care and support needs and children.
- b) Promote the wellbeing of any adults and children at risk in safeguarding arrangements.
- c) Safeguard adults in a way that supports them in making choices and having control about how they want to live.
- d) Promote an approach that concentrates on improving life for the adults and children concerned.
- e) Raise awareness of safeguarding to ensure that everyone can play their part in preventing, identifying and responding to abuse and neglect.
- f) Provide information and support in accessible ways to help people understand the different types of abuse, how to stay safe and what to do to raise a concern about the safety or well-being of an adult or child.
- g) Address what caused any abuse or neglect where appropriate if it occurred on Stowmarket ASD Saturday Clubs property or in a Stowmarket ASD Saturday Clubs workplace.

Stowmarket ASD Saturday Clubs will:

- a) Ensure that all staff are familiar with this policy and associated procedures.
- b) Work with other agencies within the framework of the Suffolk Safeguarding Partnership.
- c) Act within its confidentiality policy and will usually gain permission from adult clients before sharing information about them with another agency. The safeguarding of a child or an adult who is at risk or if a crime has been committed will override any need for consent (If a child has disclosed or if Stowmarket ASD Saturday Clubs staff have concerns about a child, and the Designated Safeguarding Lead judges that a referral to Social Care is needed, they will inform the child that they need to tell someone else but will not need to gain consent).
- d) Make a safeguarding referral to Customer First as appropriate. i.e. if there is an immediate danger or the child/adult is at risk of harm.

- e) Ensure that staff are aware of their responsibilities to attend training and support staff in accessing training.
- f) Endeavour to keep up to date with national developments relating to preventing abuse and welfare of adults and children.
- g) Stowmarket ASD Saturday Clubs has a Designated Safeguarding Lead and ensures that the Designated Safeguarding Lead understands her/his responsibility to refer incidents of abuse to the relevant statutory agencies (Police/Social Care). The contact details of the Designated Safeguarding Lead will be posted on notice boards and can be found below:

Child protection Officer (CPO)/Designated Safeguarding Lead (DSL) Leah Bowers General manager Leah contact = 07920714611 leah@stowmarketsaturdayclub.co.uk
Deputy CPO and DSL: Hayley Langley - Youth club lead Hayley contact = 07512087941 hlangley@stowmarketsaturdayclub.co.uk
Deputy CPO and DSL: Fran Baya – Mindfulness Advocate Fran Contact =07719981729 Fsouthwell@stowmarketsaturdayclub.co.uk

- h) Respond appropriately when abuse has or is suspected to have occurred.
- i) Understand how diversity, beliefs and values of people who use services may influence the identification, prevention and response to safeguarding concerns.
- j) Ensure that all employees, volunteers, trustees who come into contact with vulnerable adults and any children, have a DBS check in line with the requirements of the Independent Safeguarding Authority Vetting and Barring Scheme. This will include undertaking a DBS check on any potential trustee as well as all existing trustees.

Responsibilities of Stowmarket ASD Saturday Clubs Staff and Volunteers

- a) To follow the safeguarding policy and procedures at all times, particularly if concerns arise about the safety or welfare of an adult at risk or a child.
- b) To participate in safeguarding training and maintain current working knowledge of safeguarding.
- c) Always discuss any concerns about the welfare of any client or child with their line manager. If the line manager is unavailable, staff and volunteers must go direct to the DSL.
- d) Work collaboratively with other agencies to safeguard and protect the welfare of people who use Stowmarket ASD Saturday Clubs services.
- e) Remain alert at all times to the possibility of abuse.
- f) Recognise the impact that diversity, beliefs and values of people who use services can have.

Responsibilities of Trustees

Trustees have a duty of care to prevent risks to Stowmarket ASD Saturday Clubs' reputation as well as the people it helps.

Safeguarding at the club is the responsibility of everyone. Committee, staff and volunteers must adhere to this policy; parents/ carers are asked to abide by it also, in order to maintain a safe environment for all.

We have a child-centred approach, our sessions are adapted and run by staff and volunteers who have a clear understanding of the needs and views of each individual young person. It is the General manager, DSL and committee's job to ensure this is an effective system, updating records and ensuring checks are carried out to ensure all procedures are followed.

Role and Responsibilities of the DSL

The role of the Designated Safeguarding Lead (DSL) is to ensure that this policy is fully implemented and that we attain recommended standards as well as raising awareness of safeguarding for all members. Ensuring everyone knows who they can talk to or where to go if they have any worries or concerns.

DSL's work closely with each other and update the policy together to ensure that all parties are happy and nothing has been overlooked. The general manager and DSL have a duty to ensure long term staff do not become complacent and keep up to date with development and changes.

The safeguarding folder is located in a labelled folder on the front desk of the building or in the rucksack when on an outing. The folder contains information, envelopes and blank sheets to be completed. It is important that all information is sealed, initialled and stored in the lockable folder until the general manager can store it in a locked office.

DSL's have access to Multi Agency Referral Forms (MARF) and other resources needed to make a referral. Please read GDPR Policy for more information.

4. Recognising the signs

Abuse in children includes:

Physical abuse: a form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse: involves forcing or enticing a child or young person to take part in

sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

Neglect: the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

5. What to do if you are concerned.

If a child makes an allegation or disclosure of abuse against an adult or other child or young person, it is important that you:

- ◆ Do stay calm and listen carefully.
- ◆ Do reassure them that they have done the right thing in telling you.
- ◆ Do not investigate or ask leading questions.
- ◆ Do let them know that you will need to tell someone else.
- ◆ Do not promise to keep what they have told you a secret.
- ◆ Do inform your DSL/ADSL as soon as possible.
- ◆ Do make a record of the allegation, disclosure or incident using the correct forms
- ◆ Do not include your opinion without stating it is your opinion.
- ◆ Do refer without delay.
- ◆ Do consider seeking support for yourself and discuss this with the DSL as dealing with a disclosure can be distressing.

Anyone can make a referral

If you would like to discuss whether a situation you are concerned about should be the subject of a safeguarding referral, please contact the MASH Consultation Line on **0345 6061499**. 9AM – 5PM

(Best practice is to use our in-house process but if a situation occurs unrelated to the club or if you feel you are not receiving the level of support from our team you like, you can access this yourself)

For support 5pm - 8.45am or to make a referral contact Customer first – 0800 800 4005 this will divert to the Emergency Duty Service who will deal with matters that cannot wait till the next day.

For adult social care call customer first 0800 917 1109 or email customer.first@suffolk.gov.uk

A good website to understand safe guarding more - www.suffolkscb.org.uk

6. Information sharing, record keeping and confidentiality

Information sharing is vital in identifying and tackling all forms of abuse. As part of meeting a child's needs, the school understands that it is critical to recognise the importance of information sharing between professionals and local agencies and will contribute to multi-agency working in line with Working Together to Safeguard Children. Where there are concerns about the safety of a child, the sharing of information in a timely and effective manner between organisations can reduce the risk of harm. Whilst the Data Protection Act 1998 places duties on organisations and individuals to process personal information fairly and lawfully, it is not a barrier to sharing information where the failure to do so would result in a child or vulnerable adult being placed at risk of harm. Similarly, human rights concerns, such as respecting the right to a private and family life would not prevent sharing where there are real safeguarding concerns.

7. Managing Allegations and Concerns

We are aware of the possibility of allegations being made against members of staff or volunteers that are working or may come into contact with children and young people whilst in our school. Allegations can be made by children and young people or other concerned adults and are made for a variety of reasons.

An allegation is any information which indicates that a member of staff /volunteer may have:

- 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 he/she may pose a risk of harm to children
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

If an allegation is made against an adult in a position of trust whether they be members of staff or volunteers this should be brought to the immediate attention of the DSL who will advise the Chair.

The DSL will inform the Local Authority Designated Officer (LADO) the nature of the allegations in order for the appropriate action to be taken. In Suffolk this role is undertaken by the Area Safeguarding Manager. This will constitute an initial evaluation meeting or strategy discussion involving the LADO.

The corporate director for Health, Wellbeing and Children's Services, has identified dedicated staff to undertake the role of LADO. LADOs can be contacted via email on LADO@suffolk.gov.uk or by using the LADO central telephone number: 0300 123 2044 for allegations against all staff and volunteers.

8. Whistle blowing

The Stowmarket ASD Saturday Clubs recognises that children cannot be expected to raise concerns in an environment where staff fail to do so. Whistleblowing is

'making a disclosure in the public interest' and occurs when a worker (or member of the wider school community) raises a concern about danger or illegality that affects others, for example, pupils in the school or members of the public.

All staff should be aware of their duty to raise concerns, where they exist, about the management of child protection, which may include the attitude or actions/inactions of colleagues, poor or unsafe practice and potential failures in the school's safeguarding arrangements.

We have a clear whistleblowing procedure in place which is promoted in staff training, codes of conduct, and a positive culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

Our whistleblowing procedure is in place to ensure all Staff, Volunteers and Committee members work within our policies and Procedures, The whistleblowing policy enables our team to report behaviours, interactions or visible worries displayed by another member of the team, parent/ carer or behaviours displayed by the members themselves. This works in conjunction with our Disciplinary policy.

We ask our parents, carers and team to report any concerns to our safeguarding officers working the session or if it is after a session to phone the general manager – 07920714611, we will then record and investigate all concerns.

We display the referral process information within our session, anyone can make a referral (We encourage our parents, carers, Staff and Volunteers to work through our procedures and report concerns to us first as we may already have other information that will make a referral case stronger.)

Please read Whistle Blowing Policy for more information

9. Related Policies

This policy will need to be read in conjunction with the following Stowmarket ASD Saturday Clubs policies:

- Open door procedures
- Phones and other technology
- Ratios and support
- Care and Personal hygiene
- Behaviour
- Physical interventions

During our Saturday club and Youth club sessions, we have a poster displayed at our front desk with the referral details on.

During our plus club sessions and trips we have a poster with details available inside the admin folder.

We have a CEOP Safety Centre button on our website www.stowmarketsaturdayclub.co.uk this enables you to make a report to a child protection advisor if you are worried about online abuse.

If you have any concerns or would like support with any area that links to safeguarding our DSL will make the time to have a chat with you. The MASH Team is there to help and advise many types of support. We don't want our families to feel alone with difficult situations. We are here to help.