

SHINING CLIFF CENTRE CIC SAFEGUARDING PACK



Shining Cliff Centre C.I.C
Wellbeing in the Woods

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Safeguarding Policy.

The scope of this policy statement

Shining Cliff Centre C.I.C aims to provide benefit to a wide community of individuals, groups and organisations that can use the venue and activities that Shining Cliff Centre CIC provides to improve physical and mental wellbeing, using the 5 Steps to Wellbeing (Connect, Be Active, Give, Take Notice & Keep Learning)

The purpose of this policy statement:

- to protect children and young people who attend Shining Cliff Centre C.I.C woodland activities from harm. This includes the children of adults who access our woodland activities.
- to provide staff, contractors and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working on behalf of Shining Cliff Centre C.I.C, including paid staff, contractors and volunteers.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from [nspcc.org.uk/learning](https://www.nspcc.org.uk/learning).

Safeguarding Policy

We believe that:

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

We recognise that:

- the welfare of children is paramount in all the work we do and in all the decisions we take all children, 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 children 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 and young people safe by:

- valuing, listening to and respecting them

- appointing a nominated child protection lead for children and young people
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff, contractors and volunteers
- providing effective management for staff, contractors 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, contractors and volunteers safely, ensuring all necessary checks are made (qualifications, insurance, DBS checks)
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance [*more information about this is available from the Information Commissioner's Office: ico.org.uk/for-organisations*]
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people 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, 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 and their families, treat each other with respect and are comfortable about sharing concerns.

Contact details

Nominated child protection lead: Kate Tuck 07794268059
shiningcliffhostel@yahoo.com

NSPCC Helpline 0808 800 5000

We are committed to reviewing our policy and good practice annually.

Signed: 

Date: 20/10/22

Review date: October 2023

Role description of the Safeguarding Officer

Purpose of the role

To take the lead in ensuring that appropriate arrangements for keeping children and young people safe are in place at Shining Cliff Centre C.I.C

To promote the safety and welfare of children and young people involved in Shining Cliff Centre's activities at all times.

Duties and responsibilities

1. Take a lead role in developing and reviewing Shining Cliff Centre C.I.C's safeguarding and child protection policies and procedures.
2. Take a lead role in implementing Shining Cliff Centre C.I.C's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people who take part in Shining Cliff Centre C.I.C's activities are responded to appropriately.
3. Make sure that everyone working or volunteering with or for children and young people at Shining Cliff Centre C.I.C understands the safeguarding and child protection policy and procedures and knows what to do if they have concerns about a child's welfare.
4. Make sure children and young people who are involved in activities at Shining Cliff Centre C.I.C and their parents know who they can talk to if they have a welfare concern and understand what action the organisation will take in response.
5. Receive and record information from anyone who has concerns about a child who takes part in Shining Cliff Centre C.I.C's activities.
6. Take the lead on responding to information that may constitute a child protection concern, including a concern that an adult involved with Shining Cliff Centre C.I.C may present a risk to children or young people. This includes:
 - a) assessing and clarifying the information
 - b) making referrals to statutory organisations as appropriate
 - c) consulting with and informing the relevant members of the organisation's management following the organisation's safeguarding policy and procedures.
 - d) Liaise with, pass on information to and receive information from statutory child protection agencies such as:
 1. the local authority child protection services (Call Derbyshire 01629 533190 choosing the option for urgent child protection calls at any time) website link:
<https://www.derbyshire.gov.uk/social-health/children-and-families/child-protection/child-protection-service.aspx>
 2. the police.
 - e) Consult the NSPCC Helpline when support is needed, by calling **0808 800 5000** or emailing **help@nspcc.org.uk**.

- f) Store and retain child protection records according to legal requirements and the organisation's safeguarding and child protection policy and procedures.
 - g) Ensure they are kept up to date with safeguarding issues and are fully informed of any concerns about organisational safeguarding and child protection practice.
7. Be familiar with and work within inter-agency child protection procedures developed by the local child protection agencies.
 8. Be familiar with issues relating to child protection and abuse, and keep up to date with new developments in this area.
 9. Attend regular training in issues relevant to child protection .
 10. Work flexibly as may be required and carry out any other reasonable duties.

Child protection leads must be have received relevant safeguarding and child protection training that is specific to their role. This training should be refreshed regularly and they should keep up to date with any changes in safeguarding and child protection legislation and guidance.

- Training for nominated child protection leads:
learning.nspcc.org.uk/training/designated-and-lead-officer-training-and-refresher-courses.

Helpful resources for a nominated child protection lead:

- • Child abuse and neglect **learning.nspcc.org.uk/key-topics/child-abuse-and-neglect/**
- • Recognising and responding to abuse **learning.nspcc.org.uk/child-abuse-and-neglect/recognising-and-responding-to-abuse/**
- • Safeguarding and child protection **learning.nspcc.org.uk/key-topics/safeguarding-and-child-protection/**

Working Ratios & site-specific safeguarding issues.

There is no specific guidance about supervision ratios for organisations that are not in the education or early years sectors. We've put together some best practice guidance to help other organisations work out how many adults are needed to supervise children safely.

We recommend having at least two adults present when working with or supervising children and young people. We recommend the following adult to child ratios as the minimum numbers to help keep children safe:

- **0 - 2 years** - one adult to three children
- **2 - 3 years** - one adult to four children
- **4 - 8 years** - one adult to six children
- **9 - 12 years** - one adult to eight children
- **13 - 18 years** - one adult to ten children

Safeguarding issues in Woodland Sessions.

- Shining Cliff Centre CIC may have parents attending sessions with their child. If this is intended to be a session aimed at children, without parents, but the parent would prefer to stay, the parent will not be left with any other child without a leader present.
- If a session is aimed at families, permission would be gained from the parent if their child is going to go away from the group with another parent. This circumstance can often occur in sessions for Home Education groups.
- Sessions are run on land with public access. Robust risk assessments and emergency action plan reduce the risk of harm to attendees by a member of the public.
- Sessions are held in a large area of woodland, risk assessments and introductory safety briefings ensure attendees are aware of what to do if they become separated from the group.

Depending on the needs and abilities of the children, and the nature of the activity, you may need to have more adults than the minimum.

Behaviour code for staff, contractors and volunteers working with young people.

Purpose

This behaviour code outlines the conduct Shining Cliff Centre C.I.C expects from staff, contractors and volunteers. This includes anyone who is undertaking duties for the organisation, whether paid or unpaid.

The behaviour code aims to help us protect children and young people from abuse and reduce the possibility of unfounded allegations being made. It has been informed by the views of children and young people.

Shining Cliff Centre C.I.C is responsible for making sure everyone taking part in our services has seen, understood and agreed to follow the code of behaviour, and that they understand the consequences of inappropriate behaviour.

The role of staff and volunteers

In your role at Shining Cliff Centre C.I.C you are acting in a position of authority and have a duty of care towards the children and young people we work with. You are likely to be seen as a role model and are expected to act appropriately.

Responsibility

You are responsible for:

- prioritising the welfare of children and young people
- providing a safe environment for children and young people
- ensuring equipment is used safely and for its intended purpose
- having good awareness of issues to do with safeguarding and child protection and taking action when appropriate.
- following our principles, policies and procedures
 - including our policies and procedures for child protection/safeguarding, whistleblowing and online safety
- staying within the law at all times
- modelling good behaviour for children and young people to follow
- challenging all unacceptable behaviour and reporting any breaches of the behaviour code to Kate Tuck (designated safeguarding lead)
- reporting all concerns about abusive behaviour, following our safeguarding and child protection procedures
 - this includes behaviour being displayed by an adult or child and directed at anybody of any age.

Rights

You should:

- treat children and young people fairly and without prejudice or discrimination
- understand that children and young people are individuals with individual needs
- respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/organisation
- challenge discrimination and prejudice
- encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.

Relationships

You should:

- promote relationships that are based on openness, honesty, trust and respect
- avoid favouritism
- be patient with others
- exercise caution when you are discussing sensitive issues with children or young people
- ensure your contact with children and young people is appropriate and relevant to the work of the project you are involved in
- ensure that whenever possible, there is more than one adult present during activities with children and young people
- if a situation arises where you are alone with a child or young person, ensure that you are within sight or hearing of other adults.
 - if a child specifically asks for or needs some individual time with you, ensure other staff or volunteers know where you and the child are
 - only provide personal care in an emergency and make sure there is more than one adult present if possible

Respect

You should:

- listen to and respect children at all times
- value and take children's contributions seriously, actively involving them in planning activities wherever possible
- respect a young person's right to personal privacy as far as possible.
- if you need to break confidentiality in order to follow child protection procedures, it is important to explain this to the child or young person at the earliest opportunity.

Unacceptable behaviour

When working with children and young people, you must not:

- allow concerns or allegations to go unreported
- take unnecessary risks
- smoke, consume alcohol or use illegal substances
- develop inappropriate relationships with children and young people
- make inappropriate promises to children and young people
- engage in behaviour that is in any way abusive
 - including having any form of sexual contact with a child or young person.
- let children and young people have your personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account
- act in a way that can be perceived as threatening or intrusive
- patronise or belittle children and young people
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children and young people.

Upholding this code of behaviour

You should always follow this code of behaviour and never rely on your reputation or that of our organisation to protect you.

If you have behaved inappropriately this will be discussed with you and the child's parent/carer and these actions will be documented. We may also make a report to statutory agencies such as the police and/or the local authority child protection services.

If you become aware of any breaches of this code, you must report them to Kate Tuck. If necessary you should follow our whistleblowing procedure and safeguarding and child protection procedures.

Policy for dealing with disclosure

(This policy has been guided advice provided by nspcc.org.uk)

Background information

A child/young person might disclose to you that they are being abused for many reasons including

- Realising the abuse is wrong
- The abuse is getting worse
- Wanting the abuser to be punished
- Someone asks them directly
- Not being able to cope any more
- Wanting to protect other children
- Trusting someone enough to tell them

If the child is in immediate danger, call the police on 999 straight away.

How to treat the child or young person disclosing information

1. **Listen carefully to them.** Avoid expressing your own views or feelings, as this might make them feel that you don't believe them.
2. **Reassure them** that they've done the right thing in talking to you.
3. Tell them that **the abuse is not their fault**, it is important to hear this
4. Tell them that **you will take it seriously**; to build trust that you will listen and support them.
5. **Do not confront the alleged abuser.** This could make the child or young person's situation worse.
6. Explain that you are going to speak to someone who will be able to help.
7. Document the discussion as soon as you can after the discussion with the child or young person and then **report the abuse** to Call Derbyshire 01629 533190 as soon as you are reasonably able to do so.
8. **Follow the guidance** provided by Call Derbyshire on how to progress with the disclosure

Policy on dealing with concerns about a child or young person.

Types of abuse:

- Cyberbullying/bullying
- Sexual exploitation
- Child trafficking
- Criminal exploitation and gangs
- Domestic abuse
- Emotional abuse
- Female genital mutilation
- Grooming
- Physical abuse
- Sexual abuse
- Online abuse

Common signs of abuse include:

- Unexplained changes in behaviour/personality
- Becoming withdrawn
- Appearing anxious
- Becoming uncharacteristically aggressive
- Lacking social skills, few if any friends
- Poor relationship with parent
- Knowledge of adult issues inappropriate to age
- Running away/going missing
- Choosing to wear clothes that cover their body

What to do if you have concerns about a child:

Assess & ensure the immediate safety of the young person(s).
Call 999 if there is an immediate concern or threat to the young person.

Do not confront the adult involved as this might put the child at increased risk

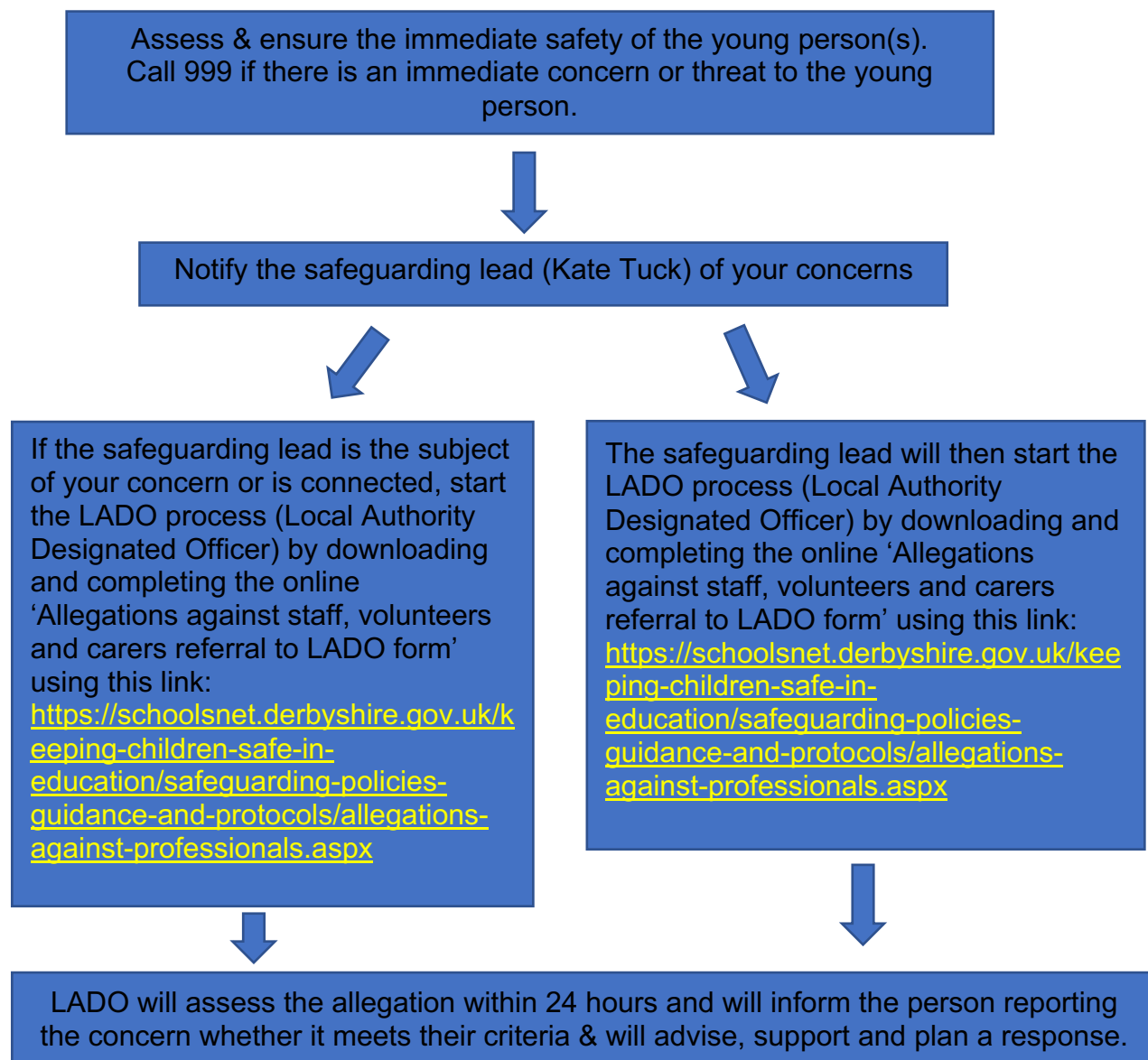
Inform the safeguarding lead (Kate Tuck) who will contact Call Derbyshire on 01629 533190.

Work with the safeguarding lead to keep a record of the concerns and how the child is behaving & follow the guidance provided by Call Derbyshire

Advice can also be found from NSPCC helpline counsellors on 0808 800 500

Policy on raising concerns/allegations against adults

This policy is for raising concerns about staff, contractors or volunteers working with children or young people attending Shining Cliff Centre CIC activities. It is based upon the guidance provided by Derbyshire County Council (Derbyshire Schoolsnet)



Examples of concerns/allegations:

- Behaviour that has harmed a young person, or may have harmed a young person.
- Possibly committed a criminal offence against, or related to, a young person
- Behaviour towards a young person that indicates a risk of harm to young people
- Behaviour that indicates that they may not be suitable to work with children

The contact email for Derbyshire LADO is professional.allegations@derbyshire.gov.uk