



SAFEGUARDING POLICY

Safeguarding Statement:

Everyone at Change of Scene (CoS) has a responsibility to prevent, recognise and act on abuse and neglect. Everyone has the right to live free from abuse and neglect. Everyone has the right to be treated with respect and dignity, with a right to privacy.

All individuals involved in the governance and provision of services, activities and facilities for attendees of Change of Scene are to be made aware of this policy and are required to sign their unqualified agreement to it. For the purposes of this document the term 'child' refers to anyone up to the age of 18 years.

Safeguarding Policy Overview:

- CoS has a duty of care to safeguard all attendees from harm and recognises the potential for children who use the service to be particularly vulnerable.
- CoS will promote good practice to allow all staff/volunteers to make informed and confident responses to safeguarding issues.
- The Trustees of CoS have named as its Child Protection Officer the Chief Executive and in addition will ensure that there is a Nominated Trustee, representing Safeguarding.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. All staff and volunteers working at CoS have a responsibility to report concerns to the Child Protection Officer.
- All child protection concerns will be reported to the Trustees who will review policies and practices annually, when legislation changes or in the light of actual events (if any).

Implementing the Safeguarding Policy:

Recruitment

- Pre-employment checks of staff and volunteers who are to be working with attendees will include: proof of identity, self-disclosure of any criminal record, two confirmed references, including one regarding previous work with children, consent for an enhanced DBS check to take place with nil disclosures in respect of child related offences and substantiation of qualifications.
- Interview, clarifying job specifications, responsibilities and requirements
- Induction, including signing relevant agreements and policies, explanation of Child Protection procedures and identification of training needs.

Training and Practice

All staff & volunteers working with children to:

- Attend recognised and appropriate training to safeguard children and young people (CYP).
- Be encouraged to follow good practice guidelines, ensuring their practice is likely to protect them from false allegations and to promote a positive culture.
- Recognise their responsibility to be vigilant and report any concerns about suspected poor practice, possible abuse or concerns expressed by an attendee.
- Support attendees to keep themselves safe.
- Be made aware of how to manage a disclosure and provide appropriate levels of support to the attendee.
- Follow Health and Safety guidelines implemented by CoS.
- Update training when necessary.

Information Sharing and Confidentiality

- Every effort to be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only.
- Confidential information is to be stored in a secure place and accessed only by designated people.
- All employees and volunteers to be issued with CoS Confidentiality Policy and sign their agreement to abide by its content.
- CoS to make referrers aware of the need for information sharing in relation to safeguarding issues from the beginning of the referral process and throughout the CYP's attendance at CoS, including relevant disclosures of previous abuse, child protection plans and persons not allowed contact with the attendee.
- Good communication links established between CoS and all outside agencies, especially those in close contact with the attendees. Mutual expectations between CoS and outside agencies to share relevant information.

Reporting Incidents, Concerns and Allegations

- CoS will fully support anyone both inside or outside the Charity, who in good faith reports his/her concern(s) that an attendee is being abused, either when at CoS or elsewhere.
- Staff and volunteers are to report any incidents, concerns and allegations to the Child Protection Officer in writing the same day as they witness or become aware of an issue.
- Incidents involving an attendee being physically hurt, displaying unfamiliar behaviour, becoming unusually distressed, appearing to be sexually aroused by staff/volunteers/peers actions or misinterpreting the actions of same, should be reported to their parents and to the Chief Officer and then recorded appropriately.
- Concerns about poor practice by staff and/or volunteers will be pursued as misconduct issues by the Child Protection Officer and Nominated Trustee accordingly.
- Allegations and suspicions of abuse against staff or persons outside the Charity will be investigated in accordance with Change of Scene's Child Protection Policy and Procedure. The Child Protection Officer will notify the necessary authorities.
- Support will be provided to the attendee, family and staff/volunteer as necessary.

Response to Bullying and Discrimination

- Everyone, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse and for their needs to be taken into account.
- Staff & volunteers will take all signs of bullying seriously.
- CoS' Anti-Bullying and Discrimination Policy to be followed in the event of an attendee being the victim of bullying or discrimination.
- A culture of openness and respect to be encouraged throughout the Charity to prevent discrimination and bullying at all levels.

Use of ICT equipment

All staff, trustees and volunteers are to sign that they will comply with CoS' Acceptable Use Policy for ICT Equipment and Personal Devices.

Record Keeping and Documentation

- In the event of accidents and incidents the relevant forms will be filled in and stored appropriately.
- Concerns about attendees are to be documented and shared with the necessary supporting agencies.
- Where record keeping is required as part of implementing a child protection plan, CoS will document necessary information and pass it to the designated support worker.
- Staff and key personnel working with CYPs will be made aware of how to accurately record data; including incidents, disclosures and longer-term record keeping.
- All documentation to be stored safely and confidentially.

Prevention

Change of Scene aims to create the conditions where abuse and neglect is prevented from occurring in the first place by:

- Operating a policy of zero tolerance of abuse and bullying.
- Empowering attendees to take responsibility for their own behaviour and supporting them to stay safe.
- Ensuring access to relevant information and training as well as qualified safeguarding support from senior staff.

Reviewing and Updating

The Safeguarding Policy and Procedure will be reviewed annually and updated in the event of legislation changes or in response to actual events, if necessary.

Types of Abuse

Physical abuse is actual or likely physical injury. This includes the failure to prevent injury. Physical abuse can, result from acts of commission or omission on the part of others. It can cause pain, injury or impairment. It includes hitting,

slapping, pushing, kicking, biting & pinching, misuse of medication, restraint, inappropriate sanctions or when a parent or carer fabricates the symptoms of, or deliberately induces illness.

Sexual abuse includes rape and sexual assault or any sexual act to which consent has not been given, (by law, a minor who is over 16 can legally consent to sex if they have no learning disability or mental illness that will impede their choice. However, if this is with a person over 18 who is in a position of trust, the consent is void) or if pressure was applied to gain consent. Sexual abuse might also include exposure to pornographic materials or being made to witness sexual acts. It encompasses sexual harassment, non-contact abuse, female genital mutilation and sexual exploitation.

Psychological and emotional abuse includes threats of harm, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks such as friends, family and organisations.

Neglect is the persistent failure to meet basic physical and/or psychological needs, likely to result in the serious impairment of the health and development of the person being cared for. Neglect may involve a parent or carer failing to:

- Provide adequate food, clothing, or shelter
- Protect from physical and emotional harm or danger
- Ensure adequate supervision (including the use of poor care-givers)
- Ensure access to appropriate medical care, treatment or education.

It also includes neglect of, or unresponsiveness to, basic emotional needs. This can apply to care given by a parent, other family member or member of staff/volunteer

Financial or material abuse includes theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions. It includes the misuse or misappropriation of property, possessions or benefits.

Discriminatory abuse includes racist, sexist comments and those based on a person's disability. It can also involve forms of harassment, slurs or similar treatment.

Radicalisation Some children are at risk of being radicalised; adopting beliefs and engaging in activities which are harmful, criminal or dangerous.

Managing a Disclosure of Abuse

If a child tells you about possible abuse:

- Listen carefully and stay calm
- Believe what the child is saying and take it seriously
- Note the main points carefully.
- Reassure the child that they have done the right thing;
- Give the child time to talk and do not probe, ask leading questions or put words into the child's mouth. Investigation is not your responsibility;
- Do not promise to keep secrets. All allegations of harm or potential harm must be acted upon;
- Explain to the child that information must be passed on, but only to those who need to know and inform them of to whom the matter will be reported.
- Do not investigate concerns or allegations yourself but report them immediately to the Safeguarding Officer.
- Make a detailed note of the date, time, place, what the child said and did but not what was said to them. Documentation should be passed on to the Safeguarding Officer.

Helpful Links:

<https://www.nspcc.org.uk/preventing-abuse/safeguarding/>
NSPCC Helpline: 0808 800 5000 Childline:0800 111

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2015, Revised Safeguarding Statutory Guidance 2 'Framework for the Assessment of Children in Need and their Families' 2000, 'What to do if You are Worried a Child is Being Abused' 2015. The guidance also reflects, both 'Keeping Children Safe in Education' 2016, and Surrey Safeguarding Children Board SSCB Child Protection Procedures1

The Board of Trustees takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; and to work together with other agencies to ensure adequate arrangements within our charity to identify, assess, and support those children who are suffering harm.
This policy applies to all members of staff, volunteers and trustees in the charity.

Related Policies and Procedures

- Safeguarding Procedures ‘Raising Safeguarding Concerns at CoS’
- Good Practice Guidelines
- Anti-bullying and Discrimination Policy and Procedure
- Guidelines for Working Alone and Working Alone with Children at Change of Scene
- Acceptable Use Policy for ICT Equipment and Personal Devices
- Health and Safety Policy

Board Declaration:

On behalf of Change of Scene, we, the undersigned, will oversee the implementation of the Child Protection Policy and take all necessary steps to ensure it is adhered to.
Signed:

Change of Scene Child Protection Officer – Sue Weaver (Chief Officer)

Name:

Name:

Position within Change of Scene: Trustee

Position within Change of Scene: Trustee

Date:

Date:

Staff & Volunteer Declaration:

I have read, understood and fully agree to comply with Change of Scene’s Safeguarding Policy.

Name.....

Role.....

Signed.....

Date.....