Eaton Vale Scout and Guide Activity Centre
Safeguarding incorporating Child Protection Policy

Introduction

a. Our organisation fully recognises the contribution it can make to protecting young people/vulnerable adults from harm and supporting and promoting the welfare of all young people.
b. A young person is someone under the age of 18 years old.
c. A vulnerable adult is any person aged 18 or over who may need care and support and is unable to protect themselves from harm or exploitation due to age, disability, illness, mental health issues, or other circumstances.

Aim

a. The purpose of Eaton Vale Scout and Guide Activity Centre's safeguarding policy is to ensure every young person/vulnerable adult at our organisation is safe and protected from harm.
b. This means we will always work to:
    a. Protect young people/vulnerable adults from maltreatment
    b. Prevent impairment of young people's/vulnerable adults health or development
    c. Take action to enable all young people/vulnerable adults to have the best outcomes
    d. Create a culture of safer recruitment by adopting procedures that help deter, reject or identify people who may pose a risk to young people/vulnerable adults.
c. This policy will give clear direction to staff, volunteers, customers, visitors and families about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all young people/vulnerable adults at our organisation.

Our Ethos

1. We will ensure that safeguarding and child protection is at the forefront and underpins all relevant aspects of our policies and procedures
2. Everyone who comes into contact with young people/vulnerable adults and their families has a role to play in safeguarding. All staff, volunteers or regular visitors are advised to maintain an attitude of ***'it could happen here'*** where safeguarding is concerned. When concerned about the welfare of a young person/vulnerable adult staff members must always act in the **best interests** of the young person/vulnerable adult.
3. Our organisation will establish and maintain an ethos where our young people/vulnerable adults feel secure, are encouraged to talk, are listened to and are safe. Young people/vulnerable adults 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. We encourage our families and visitors to have this relationship with us too.
4. All staff, volunteers and regular visitors will, either through training or induction, know how to recognise a disclosure from a young person/vulnerable adult and will know how to manage this. We will not make promises to any young person/vulnerable adult and we will not keep secrets. Every young person/vulnerable adult will know what the adult will do with any information they have chosen to disclose.
5. At all times we will work in partnership and try to establish effective working relationships with families, carers and colleagues from other agencies and organisations.

Designated Officer

The following designated staff are in post;

Designated officer: Susan Newton (Centre Manager)

Deputy designated officer: Sam Fenton (Deputy Manager)

Named Safeguarding Trustees: Shirley Sinclair and Yvonne Kemp

Telephone number: 07300215015/01603 501228

Policy Reviewed by: Susan Newton (Centre Manager).
Policy Ratified by: Shirley Sinclair/Yvonne Kemp (Trustee)
Policy Approved: Full Trustee Board
Policy Review due: March 2027 (1 year review)

Roles and Responsibilities

a. Our Designated Safeguarding Officer will liaise with Children's Services and other agencies where necessary and make referrals to Children's Advice and Duty Service.
b. Any concern for a young person/vulnerable adults' safety or welfare will be recorded in writing and given to the Designated Safeguarding Officer who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.
c. The Designated Safeguarding Officer will ensure that all staff, volunteers and regular/repeat visitors have received appropriate Safeguarding information during induction and have been trained appropriately.
d. The Designated Safeguarding Officer will ensure that our safeguarding policy is in place and is reviewed annually. The content of our policy has been written following consultation with the Safer Programme.
e. At all times the Designated Safeguarding Officer will ensure that safer recruitment practices are followed.
f. Our organisation undertakes to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to their attention.
g. Any member of staff or volunteer who does not feel that concerns about a young person/vulnerable adult have been responded to appropriately and in accordance with the procedures outlined in this policy should contact Children's Services directly with their concerns.

General Procedures

a. When new staff, volunteers 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 Safeguarding 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. Furthermore staff will also receive a copy of our Code of Conduct and will be asked to read and sign to confirm they adhere to this, which forms part of our safer working practices.
b. Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include training relating to signs and symptoms of abuse, how to manage a disclosure from a young person/vulnerable adult, how to record and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and the remit of the role of the Designated Safeguarding Officer.
c. All staff and volunteers will be asked to read this policy yearly after it has been reviewed and updated if necessary.
d. When we have sole care of young people families will be informed of our legal duty to assist our colleagues in other agencies with Safeguarding enquiries and what happens should we have cause to make a referral to Children's Services. Families will provide consent at the start of their child's involvement with the organisation, which includes any vital health or otherwise notable information.

Training

a. Every full-time member of staff will undertake appropriate safeguarding training through the NSCB Safer Programme or alternative appropriate providers every three years.
b. All new starters, or staff members returning year on year will undertake NSPCC Child Protection in sport and physical activity training.
c. We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed via www.norfolklscb.org

Safer Staff and Volunteers

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a. All adults who come into contact with young people/vulnerable adults have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our young people/vulnerable adults are competent, confident and safe to do so.
b. We ensure we adhere to the principles of safer recruitment as per our policy and also the guidance from Norfolk Safeguarding Children Partnership.
c. We ensure that we:
    - Carefully consider the job description and person specification
    - Circulate the vacancies widely
    - Prepare an information pack
    - Ask for a written application form
    - Define our selection criteria
    - Ask for a written declaration with regards to criminal conviction, spent or otherwise
    - Ask for identification
    - Ask for originals of any qualifications
    - Conduct interviews with at least two persons present
    - Ask for at least two references including the past employer
    - Gain enhanced DBS checks where Government guidance requires us to
    - Organise a comprehensive induction period which includes familiarisation with our safeguarding policies, procedures and safeguarding training

Good practice guidelines

All staff should be encouraged to demonstrate exemplary behaviour in order to promote young people/vulnerable adults' welfare and reduce the likelihood of allegations being made. The following are common sense examples of how to create a positive culture and climate.

Good practice means:

- Always working in an open environment (e.g. avoiding private or unobserved situations and encouraging open communication with no secrets).
- Treating all young people/vulnerable adults equally, and with respect and dignity.
- Always putting the welfare of each young person/vulnerable adult first, before winning or achieving goals.
- Building balanced relationships based on mutual trust which empowers young people/vulnerable adults to share in the decision-making process.
- Making activities fun, enjoyable and promoting fair play.
- Being an excellent role model.
- Giving enthusiastic and constructive feedback rather than negative criticism.
- Recognising the developmental needs and capacity of young people/vulnerable adults – avoiding excessive training or competition and not pushing them against their will.
- Keeping a written record of any injury that occurs, along with the details of any treatment given.

Practices never to be sanctioned

The following should **never** be sanctioned. You should never:

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow young people to use inappropriate language unchallenged.
- Make sexually suggestive comments to a young person/vulnerable adults even in fun.
- Reduce a young person to tears as a form of control.
- Fail to act upon and record any allegations made by a young person/vulnerable adults
- Do things of a personal nature for young people/vulnerable adults, that they can do for themselves.

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- You must not, before, during or after your employment make or accept any contact with a young person/vulnerable adult or a friend of a young person/vulnerable adult you know through your work with Eaton Vale Scout and Guide Activity Centre or through social networking websites.

Procedures for Handling Disclosures

a. A young person/vulnerable adult may decide to disclose information that may indicate they are suffering from abuse or neglect. The adult needs to listen to what the young person/vulnerable adult has to say and be very careful not to 'lead' the young person/vulnerable adult or influence in any way what they say.
b. It is not the role of adult to investigate welfare concerns or determine the truth of any disclosure of allegation. All adults have a duty however to recognise concerns and pass on information in accordance with this policy. It is however acceptable for adults to seek clarification on a young person/vulnerable adults feeling to validate their worry or concern.
c. It is important that the adult remembers to:
    - Stay calm
    - Listen and be supportive
    - Not ask any leading questions, interrogate the young person/vulnerable adult, or put ideas in the young person/vulnerable adults head, or jump to conclusions
    - Not stop or interrupt a young person/vulnerable adult who is recalling significant events
    - Never promise the young person/vulnerable adult confidentiality – it must be explained that information will need to be passed on to help keep them safe
    - Avoid criticising the alleged perpetrator
    - Tell the young person/vulnerable adult what must be done next (the safeguarding process must be followed)
    - Record what was said immediately as close to what was said as possible. Also record what was happening immediately before the young person/vulnerable adult disclosed.
    - Contact the designated person immediately
    - Seek support
d. We are clear that the Local Authority and Police must lead any investigation into any allegation regarding safeguarding.
e. If we have a concern about a young person/vulnerable adult we will telephone the Children's Advice and Duty Service (CADS) on 0344 800 8021 immediately. We will ensure we gain consent from the families unless to do so would place the young person/vulnerable adult at further risk of harm or undermine a criminal investigation. If we have not sought consent from the family we will inform the CADS worker of this and the reason for this.
f. We understand if we are unhappy about a decision made by CADS we can use the Resolving Professional Disagreements policy on www.norfolklscb.org and contact the Safer Programme for more advice on this process.

Whistle Blowing

Incidents that must be reported/recorded

If any of the following occur, you should report this immediately and record the incident. You should also ensure the families of the young person/vulnerable adult are informed:

- If you accidentally hurt a young person/vulnerable adult
- If he/she seems distressed in any manner
- If a young person/vulnerable adult appears to be sexually aroused by your actions
- If a young person/vulnerable adult misunderstands or misinterprets something you have done.

Managing allegations against people working or volunteering with young people/vulnerable adults

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a. Our aim is to provide a safe and supportive environment which secures the well-being and very best outcomes for young people/vulnerable adults. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made. Allegations sometimes arise from a differing understanding of the same event, but when they occur, they are distressing and difficult for all concerned. We also recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse young people.
b. We will take all possible steps to safeguard young people/vulnerable adults and to ensure that the adults in our organisation are safe to work with young people.
c. All adults who come into contact with young people/vulnerable adults will be made aware of the steps that will be taken if an allegation is made. 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 raise a concern' at www.norfolklscb.org or a message left on 01603 223473 for ongoing cases.
d. 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 Safeguarding Officer or Deputy, this will be reported by the staff member or volunteer raising the concern directly to the LADO.

Records and Confidentiality

a. All concerns about a young person/vulnerable adult should be reported without delay and recorded in writing using the agreed template (see Appendix A) and given to the Designated Safeguarding Officer.
b. Any information recorded will be kept in a separate named file, in a secure cabinet. These files will be the responsibility of the Designated Safeguarding Officer and information will only be shared within the organisation on a need to know basis for the protection of the young person/vulnerable adult.
c. All information is confidential, however if there is a safeguarding or child protection concern about a young person/vulnerable adult, then information can be shared with other agencies, namely the Police or Children's Services.

Contextual Safeguarding

a. We are aware that technology is a significant component in many safeguarding and wellbeing issues. Young people/vulnerable adults are at risk of abuse online as well as face to face. We understand that in many cases abuse will take place concurrently via online channels and in daily life. We know that young people/vulnerable adults can also abuse their peers online, this can take the form of abusive, harassing, and misogynistic messages, the non-consensual sharing of indecent images, especially around chat groups, and the sharing of abusive images and pornography.
b. We recognise that technology, and risks and harms related to the internet evolve and change rapidly. Therefore, we carry out an annual review of our approach to online safety, supported by policy documents that consider and reflect the risks that young people/vulnerable adults face in our setting.

Useful Contacts

Children's Services 24 hours: 0344 800 8020

Children's Advice and Duty Service: 0344 800 8021

Norfolk Police: 101.

In an emergency: 999

Local Authority Designated Officers (LADO) Team: 01603 223473 *(ongoing cases only)*

Norfolk Safeguarding Children Partnership (NSCB): www.norfolklscb.org

Safer Programme: 01603 228966

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Appendix A:
Recording Form for Safeguarding Concerns

Full name of child	Event/Activity participating in.	Your name and position at Centre

Nature of concern/disclosure
Please include where you were when the young person made a disclosure, what you saw, who else was there, what did the young person say or do and what you said. Time and date of Incident:
Was there an injury? Yes / No Did you see it? Yes / No
Describe the injury:
Have you filled in a body plan to show where the injury is and its approximate size? Yes / No
Was anyone else with you? Who?
Who are you passing this information to? Name: Position:
Your signature: **Time form completed:** **Date:**
Time Form received by DSL: Action taken by DSL:

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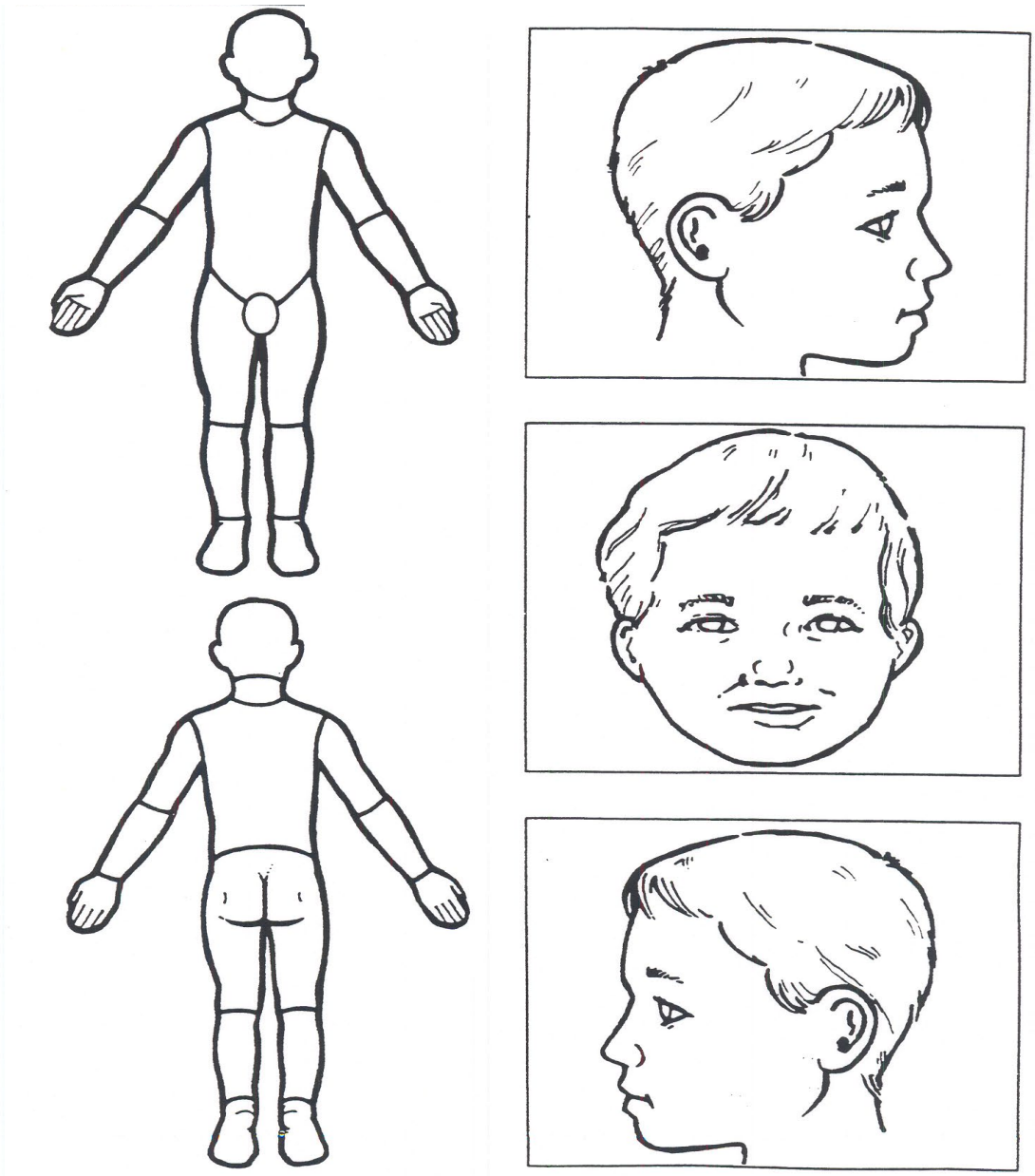
Date: Time: Parents informed? Yes / No (If No, state reason) Full name: DSL Signature: Date:

Body Map

Older Child



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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 or adults, or another child or children.

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 persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though 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. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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. Neglect may occur during pregnancy as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.
- It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Safeguarding and promoting the welfare of children

- Defined for the purposes of this guidance as:
- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Child protection

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.