

Child Protection and Safeguarding Policy (2017) – (name of organisation)

Purpose

The aim of the Child Protection and Safeguarding Policy is to demonstrate that the management and trustees of therecognise their legal and moral duty to work with children and their families, as well as other agencies in safeguarding children. This policy aims to raise the awareness of all staff/volunteers to their responsibilities in providing a safe environment for children, identifying where children may require early help and reporting all concerns where a child has serious/complex needs or where there are child protection concerns. The policy is consistent with [Derby and Derbyshire Safeguarding Children web-based procedures](#). The Open Centre works with faith organisations across Derby to provide educational experiences to children from around the country. The duty of care extends to all children under the age of 18 years.

Principles

Safeguarding arrangements at The Open Centre are underpinned by the 2 key principles:

- Everyone who comes in to contact with children and their families has a role to play in safeguarding children. All trustees, staff, and volunteers have a responsibility and role to play to identify concerns, share information appropriately and take prompt action. We will maintain an attitude of “it could happen here” where safeguarding is concerned.
- When concerned about the welfare of a child, staff will always act in the best interests of the child. The Centre operates a child centred approach taking into account children’s views and voices. The child’s wishes and feelings will be taken into account when determining what action to take and services to provide to protect individual children through ensuring there are systems in place for children to express their views and give feedback.

Legal Framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely;

- [Working Together to Safeguarding Children: a guide to inter-agency working to safeguard and promote the welfare of children](#) (2015)
- [What to do if you’re worried a child is being abused: advice for practitioners](#) (2015)
- [Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers](#) (2015)
- Children Act (1989) and (2004)
- United Convention of Rights of the Child (1991)
- Data Protection Act (1998)
- Human Rights Act (1998)
- Sexual Offences Act (2003)
- Safeguarding Vulnerable Groups Act (2006)
- Protection of Freedoms Act (2012)
- Children and Families Act (2014)

Key Safeguarding Contacts

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Designated Safeguarding Officer (DSO):

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Deputy DSO(s)

Senior Lead for Safeguarding:

Local Contacts:

If a child is in immediate danger call the Police on 999

For safeguarding concerns in Derby call: First Contact Team on 01332 641172 or Out of Hours 01332 786968

For advice call: Children’s Services Professional Consultation Line 07812 300329

To make a referral about an allegation about staff/volunteers call: Local Authority Designated Officer (LADO) on 01332 642376

Derby Safeguarding Children’s Board, including [Derby and Derbyshire Safeguarding Children Procedures](#) on www.derbyscb.org.uk

Key national contacts:

www.nspcc.org.uk - [including safeguarding children within faith settings](#)

	<ul style="list-style-type: none">• Special educational needs and disability (SEND) code of practice:0-25 years	and NSPCC Whistleblowing Advice Line
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Policy

Staff/Volunteer Roles and Responsibilities

- All concerns and worries raised by children and adults will be taken seriously.
- All staff/volunteers must immediately inform the manager, if they have concerns about another member of staff or a volunteer, or if the concerns are about the manager to the Centre Trustee.
- Communications with children should be sensitive to their age, levels of understanding and preferred communication methods. For example using plain English, seeking assistance from interpreters or signers and avoiding the use of jargon.
- If a child makes a disclosure about abuse, the adult should reassure them and ask appropriate questions such as 'tell me...' 'explain to me...', 'describe to me...'. This will help provide clarity about concerns.
- If a child or adult talks to you about any risks to a child's safety or wellbeing you will need to let them know that you must pass the information on.
- If anyone has concerns or suspects that a child has emerging needs, serious or complex needs or there are child protection concerns, they should immediately notify the Manager (DSO) or a member of the Safeguarding Team. They should also complete a Concerns Form as soon as possible.
- In most cases the Manager or Safeguarding Team, will agree a course of action in accordance to the [DSCBs' Thresholds document](#). Where appropriate they will liaise with parents/carers and with the parents' consent, other agencies including the child's school. They will also make any referrals to other services, including a referral to Children's Social Care.
- Anyone can make a referral to Children's Social Care, particularly when a child is in immediate danger; however the Safeguarding Team must be informed as soon as possible.
- Where a referral to Children's Social Care is required, the parents/carers must be informed, unless it would put the child at increased risk.
- Following referral cases will be kept under review and if the child's situation does not appear to be improving, the Manager will press for reconsideration and where appropriate escalate concerns as outlined in the [DSCBs Escalation policy](#).
- Staff will ensure that all information is shared appropriately in accordance with [HM Government advice](#) and [DSCBs Information Sharing Agreement and Guidance for Practitioners](#).
- This policy needs to be read along the centres other policies such as: information sharing, behaviour, first aid, health and safety and fire safety.

Staff/Volunteer Recruitment, Safety and Training

- All staff and volunteers working with children will undergo DBS (disclosure and barring checks) prior to commencing work in the Centre.
- In most circumstances staff will not be alone with children; in exception cases where this is needed they should ensure that this is known by the manager.
- Staff/volunteers must not use their own mobile devices to take any images of children at the Centre; if photos are needed for use in any publicity material parental consent must be obtained prior to any images being taken on the Centres approved device.
- Staff/volunteers should not befriend children who access the Centre on social media and ensure their use of social media will not bring the centre into disrepute.
- Appropriate professional boundaries should be maintained by all staff and volunteers when working at the Centre. However, we acknowledge that some of our staff and volunteers are also members of the local community, there should be a clear understanding of the distinction between professional and community relationships.

- All concerns about any safeguarding practices within the must be reported to the Manger or Centre Trustee.
- All staff and volunteers will be supported to access the e learning 'An introduction to child protection' on the training page www.derbyscb.org.uk website and other specialist training as appropriate.
- If staff/volunteers feel distressed about any issues relating to children at the Centre, they should seek support from the Manager or Safeguarding Team.

Name of Authorised Signatory: _____

Signature of Authorised Signatory: _____

Staff acknowledgement of Policy

Please sign and date the box below to state you have read and understood the policy.

Name	Signature	Date

[Type text]

[Type text]