



WILBERFORCE TRUST

Safeguarding Children

CONTENTS

Contents

1.	Introduction	4
2.	Policy Statement	4
3.	Aims	5
4.	Scope.....	6
5.	Roles and Responsibilities	6
	The Board of Trustees	6
	The Chief Executive Officer.....	6
	Safeguarding Children Lead and Designated Safeguarding Officer – Performance and Compliance Manager	7
	Managers	7
	Employees and volunteers	7
6.	What is Abuse?	7
7.	Safeguarding Procedures for Employees and Volunteers	10
	Raising a safeguarding concern.....	10
	Recording a safeguarding concern	11
	Managing allegations against staff and volunteers.....	11
8.	Making a referral.....	12
9.	Contributing to a Section 47 enquiry	13
	Initial strategy discussion.....	13
10.	Referring Children and Families to additional Support Services	13
11.	Storing information relating to Safeguarding Incidents	13
	Storage of child protection records	13
	Retention periods: child protection records	13
	Exceptions.....	14
12.	Health and safety	14
13.	Managing complaints	14
14.	Whistleblowing	14
15.	Legal framework and Guidance.....	15
16.	Sharing of information	16
17.	Resources	16

18. Review 16

19. Appendices 17

 Appendix 1 - The 5 R's Safeguarding 17

 Appendix 2 – Children Safeguarding Incident Form 19

1. Introduction

Safeguarding children is defined by the Government in "Working Together to Safeguard Children" as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children are growing up in circumstances consistent with provision of safe and effective care
- Taking action to enable all children to have the best outcomes

The well-being of children and young people is paramount to the work of Club Wilber at the Wilberforce Trust.

All employees and volunteers working with children that work for the Trust must read and understand this policy and procedure, be aware of their responsibilities, and undertake their duties with care for quality, efficiency and effectiveness.

The Wilberforce Trust ensures that all employee and volunteers working with children as well as Trustees are provided with training and support to equip them to safeguard children at risk within their day to practice.

2. Policy Statement

The Wilberforce Trust will seek to keep children and young people safe by:

- Valuing listening and respecting them
- Appointing a nominated child protection lead for children and young people, a deputy, and a lead trustee/board member for safeguarding
- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- Providing effective management for staff 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 and volunteers safely by ensuring all necessary checks are made and safer recruiting processes are followed
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Sharing information about safeguarding and good practice with children and their families

- 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
- Ensuring that we provide a safe physical environment for any children, young people, parents and carers
- Ensuring that we have effective complaints and whistleblowing measures in place and that staff, volunteers and service users are made aware of them
- 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

The Wilberforce Trust works in accordance with the Charity Commission and good governance for safeguarding¹ in ensuring that we:

- Ensure all trustee, employees, volunteers, and employees know about safeguarding and people protection including the 5 R's (Appendix 1)
- Have the appropriate policies and procedures in place, and access to relevant training
- Ensure that people are suitable to act in their roles
- Know how to spot and refer or report concerns
- Have a clear system of referring or reporting to local authorities and other relevant authorities
- Set out risks and how we will manage them in a risk register which is regularly reviewed
- Be quick to respond to concerns and make initial enquiries

Statement signed by: To be signed by Philippa

3. Aims

The aim of this policy is to raise awareness of the procedures within the Trust regarding how to keep children safe and how to report any concerns regarding children and young people.

Objectives

¹ Good governance for safeguarding – A guide for UK NGO boards - Bond
Page | 5

To ensure that all staff and volunteers working with children understand their duties in relation to children's safeguarding and understand when to respond to and report concerns.

4. Scope

This policy relates to all those working with children within the Trust, but specifically those discussed below under Roles and Responsibilities.

5. Roles and Responsibilities

The Board of Trustees

The Wilberforce Trust Board of Trustees are accountable for ensuring that the organisation has appropriate structures, processes, and resources in place to ensure safeguarding is central to all the organisation does, and for monitoring compliance.

Trustees discharge their safeguarding responsibilities by:

- Convening the Compliance Committee, which maintains the oversight of safeguarding issues within the organisation on behalf of the Board of Trustees, and, will receive regular update reports which will also be discussed at Board level.
- Appointing a lead safeguarding trustee, who is a member of the Compliance Committee.
- Giving scrutiny and consideration to any concerns identified by the Compliance Committee.

The Chief Executive Officer

The Chief Executive Officer (CEO) is the senior accountable individual for all aspects of safeguarding across the organisation. This includes ensuring that there is a strong culture of safeguarding across the work of the Wilberforce Trust and that there are clear reporting processes and structures to safeguard children and adults at risk.

The CEO discharges their responsibilities by:

- Ensuring that the senior leadership team are held accountable for safeguarding within their respective directorates and across the organisation.
- Receiving regular safeguarding updates from the Operations Director.

Safeguarding Children Lead and Designated Safeguarding Officer – Performance and Compliance Manager

The Performance and Compliance Manager is operationally accountable for safeguarding for children, young people and adults at risk and holds corporate accountability for ensuring that safeguarding policy and practice is developed, implemented, managed and monitored across the charity as well as providing specific advice.

In their absence the Operations Director will deputise as the Designated Safeguarding Officer.

Managers

All managers across all teams have operational responsibility for the safeguarding practice and improvement of all employees within the services and teams they directly manage.

Employees and volunteers

All employees and volunteers have the responsibility to recognise, report, and record safeguarding concerns about children, young people, and adults at risk in line with this policy, the safeguarding adult's policy and associated guidance. This includes a responsibility to work closely with local authorities to share current information and effectively take part in multi-agency discussion.

Volunteers must work with employees directly on the reporting of safeguarding concerns.

6. What is Abuse?

Abuse can take many forms and the circumstance of the child/young person should always be considered. It may consist of a single act or repeated acts.

Children may be vulnerable to neglect and abuse or exploitation from within their family and from individuals they come across in their daily lives. Abuse can take a variety of forms including those below.

Abuse can be categorised as below; this is not an exhaustive list.

Type of abuse	Examples
Physical	Hitting, slapping, pushing, kicking, burning, cutting.

Trafficking/Modern Slavery Encompassing slavery, human trafficking, forced labour and domestic servitude.

Domestic abuse This is "an incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse by someone who is or has been an intimate partner or family member regardless of gender or sexuality" (Home Office, 2013). Domestic violence and abuse may include: psychological, physical, sexual, financial, emotional abuse; so called "honour based violence", forced marriage and female genital mutilation. This will not usually be directed at a child or young person but they may be witness to such abuse of one of their parents.

Psychological Includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, and cyber bullying.

Sexual Including rape, sexual assault or sexual acts, indecent exposure, sexual harassment, exploitation, inappropriate looking or touching, sexual teasing or innuendo, and sexual photography.

Financial or Material Theft, and taking of possessions money.

Neglect or acts of Omission

Ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating. Leaving the child or young person alone for long periods of time when they might be placed at risk.

Organisational abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care, for example, or in relation to care provided in one's own home. This may range from one off incidents to ongoing ill treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. Abuse of this kind may be due to poor policies and procedures which has then resulted in harm being caused to a child or young person, either physically, psychologically or financially.

Discriminatory abuse/bullying

This maybe against a child's ethnicity, race or disability.

All employees and volunteers working with children and young people must also be alert to any possible signs of abuse or early warnings of potential abuse such as:

- The parent or carer is misusing drugs or alcohol
- The child is unkempt and dirty

- The child is wearing inappropriate clothing for the weather such as summer clothes in winter or no coat
- The child has bruises that cannot be explained
- The child is unusually withdrawn or is disruptive
- The child's behaviour towards other children overtly sexualised or physically abusive
- A child abusing another child

7. Safeguarding Procedures for Employees and Volunteers

Raising a safeguarding concern

Raising a concern means reporting concerns, suspicions, or allegations of harm from abuse or neglect.

If an employee or volunteer is informed about or concerned about the abuse of a child or young person, they must take the following steps:

- Be accessible and receptive.
- Listen carefully and actively to the person/child – at this stage, only basic questions should be asked to establish the concern, this should not be an investigation.
- What, where and when but not why questions.
- Take it seriously.
- Remain calm and reassure the person that they have done the right thing by talking to a responsible adult.
- Ensure the child/young person at risk understands what will happen next with their information.
- Consult immediately with the Activities and Events coordinator, Yorsensory manager or the Designated Safeguarding Officer.
- Make a careful record of what was said, paying particular attention to the following:
 - Dates and times
 - The names of all parties who were involved in the incident, including any witnesses to an event
 - What was said or done and by whom

It is important that they do not do the following:

- Do not show shock at what is being said. This may discourage the child or adult from talking, as they may feel you are unable to deal with what they're saying, or perhaps that you're thinking badly of them.
- Do not investigate, if anything needs to be clarified to understand the safeguarding risk ask clear, open questions.

- Never promise to keep a secret or confidentiality.

The person receiving the concern must consider whether there are any immediate actions that need to be taken in order to keep the child, young person, or others, safe from harm. This involves taking actions in relation to the child or young person at risk including:

- Making an immediate evaluation of the risk to the child or young person.
- Make sure that others are not at risk.
- Consider if an immediate police presence is required to keep any person safe. If so, then they must liaise with the police to discuss any risk management issues.

If an allegation is historic, the steps above and below still need to be followed and reported to the Designated Safeguarding Officer.

Recording a safeguarding concern

As soon as possible, employees/volunteers must factually record what the child has told them (in the child's own words) or what the employee/volunteer has observed. The date, time, place, and observations of behaviour must be included. This will need to be completed on the Children Safeguarding Incident Form (Appendix 2) and submitted to the Designated Safeguarding Officer (DSO).

If employees/volunteers fail to document accurately, or if they write down their interpretation of the child or young person's account (as opposed to a factual account), this may lead to inadmissible or unusable evidence should the information be required for court proceedings.

Employees/volunteers must not contact any individual about who an allegation or concern is being raised. This could be putting the person making the allegations in danger.

If the safeguarding lead decides that a referral to the local authority children's services or adults social care is not warranted, this decision must be recorded by the safeguarding lead with the reasons why the decision has been made.

Managing allegations against staff and volunteers

All staff and volunteers are recruited using our Safer Recruitment Policy, however, there may still be instances in which there is an allegation or concern about them.

Any allegation or concern that an employee or volunteer has behaved in a way that has harmed, or may have harmed, a child must be taken seriously and dealt with sensitively and promptly.

Depending on the situation, an appropriate response may involve:

- The police investigating a possible criminal offence
- Local child protection services making enquiries and/or assessing whether a child is in need of support
- The Trust's disciplinary procedures with individuals concerned
- Any children involved must be given appropriate support
- The reporting of concerns section in this policy to be adhered to

8. Making a referral

Once the safeguarding concern has been received by the Designated Safeguarding Officer it is then their responsibility to submit the referral to the Local Authority.

Referral must be made on the same day where harm or risk of harm had been identified. If concerns arise out of office hours, referrals must be made to the local authority out of office hours service.

Each local authority will have their own Children's Safeguarding team, documents and processes. Therefore, the Local Authority in which the child lives will need to be the one that is contacted.

Where possible, the Designated Safeguarding Officer must discuss their concerns with the child's parent, and an agreement should be sought for a referral to the local authority children's social care. This must only be done if it does not pose an increased risk to the child through delay or the parents' possible actions.

The police should always be contacted if there are concerns that harm or potential harm could come to a child.

Where the concern is around a member of staff or volunteer at the Trust the local authority safeguarding team will advise how to proceed with the Trust's own HR enquires.

If the Safeguarding submission is a serious incident, then the DSO is required to inform the Charities Commission.

9. Contributing to a Section 47 enquiry

Initial strategy discussion

When a local authority has identified that a child has suffered, or is potentially suffering from abuse a member of the Wilberforce Trust safeguarding team may be asked to attend a safeguarding multi-agency meeting but will not be expected to make enquiries in relation to the concern. The local authority will require the Trust to share available information.

10. Referring Children and Families to additional Support Services

There may be times in which an employee or volunteer feel that a child or family are in need of additional support services but are not at risk of harm.

The Wilberforce Trust will always advocate signposting to other charities, services, or local bodies to ensure that the people they serve receive the most help necessary. There will be a number of different services advertised within the Living and Learning Zone at Wilberforce House, however if there isn't a suitable service then volunteers are encouraged to speak to staff so that they can find the correct service together. If employees have difficulty finding the correct service from our resources then they are encouraged to speak to their Designated Safeguarding Officer for support.

11. Storing information relating to Safeguarding Incidents

Storage of child protection records

Information about child protection concerns and referrals are kept in a separate child protection file for each child and also entered onto Radar. The child protection file should be started as soon as we become aware of any concerns.

It's good practice to keep child protection files separate from a child's general records and so our general records are marked to indicate that there is a separate child protection file.

Retention periods: child protection records

In the voluntary and community sector, records relating to child protection should be kept for 7 years after our last contact with the child and their family.

If it is decided not to share our concerns about a child's welfare with the police or social services, we will still keep a record of the issues that were raised.

Exceptions

In some cases, records can be kept for longer periods of time. For example, if:

- The information in the records is relevant to legal action that has been started but not finished; or
- The records have been archived for historical purposes (for example if the records are relevant to legal proceedings involving the organisation).

Where there are legal proceedings it is best to seek legal advice about how long to retain this record.

Some records are subject to statutory requirements and have a specific retention period. This includes records relating to:

- Children who have been 'looked after' by the local authority;
- Adopted children;
- Registered foster carers;
- Residential children's homes.

Organisations must keep any records that could be needed by an official inquiry (for example the Independent Inquiry into Child Sexual Abuse (IICSA, 2017). Enquiries will issue directions for records to be retained and these must be followed.

When records are being kept for longer than the recommended period, files will be clearly marked with the reasons for the extension period.

12. Health and safety

As discussed in previous sections, it is important to complete health and safety checks prior to each activity, this should include checks of equipment and the environment and this must be recorded.

Risks assessments for activities must be appropriate and must be completed prior to each activity being undertaken.

13. Managing complaints

Complaints are taken seriously and should be made in writing to the Chief Executive Officer, please see the complaints policy for more information.

14. Whistleblowing

If the person raising the concern does not feel that they can speak to a member of the children's team for whatever reason the following people can be contacted:

Claire Norman

Performance and Compliance Manager
Designated Safeguarding Officer
Telephone: 07580750290.
Email: c.norman@wilberfroctrust.org.uk

Samantha Scholey-Dyson

Operations Director
Secondary Designated Safeguarding Officer
Telephone:07790736745
Email: s.scholey@wilberfroctrust.org.uk

Alternatively, if the allegation is against the DSO listed above please use the following numbers:

0808 800 5000 NSPCC ChildLine

Local Authority Designated Officer (LADO) for the child's area. See Appendix 4.

Please refer to the Whistleblowing policy for more information.

15. Legal framework and Guidance

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children.

The Care Act 2014 – provides clear guidance and a legal framework for Local Authorities and other stakeholders regarding the protection of Children and Adults from abuse. These safeguarding duties include the requirement for a multi-agency, local adult safeguarding system that seeks to prevent abuse and neglect and stop it quickly when it happens.

This policy reflects the legal framework set out in the Children Act 1989.

This policy and procedures are in line with the NSPCC National Safeguarding and Child Protection Standards which is a framework of standards for all organisations to adhere to in regards to children's safeguarding.

Working Together to Safeguard Children 2018 – this policy is in line with the guidance in this document.

16. Sharing of information²

Consent should always be obtained from the parent or guardian of the child or the young person themselves if over the age of 16 to share information. Information will only be shared with other agencies if there is a concern about the child or young person and may be shared without consent if the child or young person is at risk of significant harm.

17. Resources

Training for all relevant staff to be undertaken, including training for safeguarding leads/officers.

Training of the board of Trustees in children's safeguarding.

18. Review

This document will be reviewed on an annual basis by the Performance and Compliance Manager.

² Standard 6 of the NSPCC national standards

19. Appendices

Appendix 1 - The 5 R's Safeguarding

All staff, senior managers, employees' volunteers, and visitors have a responsibility in keeping children and vulnerable adults safe for all. To do so people must consider and act on the 5 R's.



Recognition – All staff

The ability to recognise behaviour that may indicate abuse is of fundamental importance. Whether the abuse may occur on our premises or in the home or in any other setting in which the child may find themselves, all those working with children should be aware and informed so that abuse can be recognised, investigated and acted on seamlessly and effectively. Signs and symptoms of abuse of children and young people may include direct disclosure. All staff should be trained to understand signs of possible abuse and know how, where and to whom to report concerns.

Response - All Staff

Appropriate response is vital. No report of or concern about possible abuse should ever be ignored. In order to determine the most appropriate response, the question of what, precisely, is alleged to have happened needs to be answered. Clearly understood detail is vital when reporting your concerns to a Designated Safeguarding Officer.

Do not lead or probe with questions. Remain calm and demonstrate interest and concern while questioning. Listen well. Inform the person sharing with you that concerns they have raised must be recorded and passed on so that possible abuse can be dealt with, and that this will be done on a limited "need to know" basis, with as few others as possible knowing the identity of the complainant and all in the chain of reporting will respect confidentiality.

Reassure them that they have done the right thing in reporting their concerns and that you will do everything you possibly can to help, but do not make unrealistic promises. Ensure that testimony is passed to the Designated Safeguarding Officer so they can record on the Safeguarding Report Form, and that the complainant and subject of the complaint are treated in line with policy and guidance.

Reporting – All Staff

The following staff are trained Designated Safeguarding Officers:

Claire Norman – Performance and Compliance Manager
Samantha Scholey-Dyson – Operations Director

They have received training and support to ensure they carry out this role effectively. During all staff and volunteer inductions the safeguarding lead will be identified.

Report your concerns to the Designated Safeguarding Officer in the first instance. Should this be inappropriate for whatever reason, you should not hold back from reporting, but do so to an alternative Designated Safeguarding Officer or the Local Authority child protection team.

Recording – Designated Safeguarding Officer

Designated Safeguarding Officer should record precisely what has been alleged, using the words of the complainant. Records should include accurate quotations. It should also, if felt appropriate, include factual observations about the observable physical and emotional state of the individual sharing their concerns with you.

Referral - Designated Safeguarding Officer

Only the Designated Safeguarding Officer should mount an investigation into complaints, allegations or suspicions of abuse.

Appendix 2 – Children Safeguarding Incident Form

Incident/Disclosure Form

All allegations, complaints or suspicions of abuse should be recorded as close as possible to the time of the incident. Details of incidents should be recorded in as much detail, and as accurately as possible. Any disclosures of abuse being made by children and young people should be a reflection of what was actually said. Do not try and interpret any of the information. Just record what was said or witnessed.



Date and time of incident or disclosure
Name, age, ethnicity or religion, any disabilities of person(s) involved
Names of parents or carers, address and telephone numbers of person(s) involved
Names, ages, telephone numbers and addresses of any witnesses
Name, role and contact details of person completing this form
Details of what happened or disclosure of allegations (do not interpret information – use the same language that was used by the young person or child). Are you reporting your own concerns or those reported by somebody else?

What action was taken (if no action was taken explain why)
Who did you report the incident to (names and contact details)
Within Wilberforce Trust?
Other agencies?
Parents or Carers?
Are any other young people potentially at risk?
Any other relevant information

Signed:

Date:

Time:

This form should be kept in a secure and safe place, in compliance with Wilberforce Trust GDPR policy.

You should seek further guidance and support from:

- Claire Norman, Wilberforce Trust the Designated Safeguarding Officer – c.norman@wilberforcetrust.org.uk
- Samantha Scholey-Dyson, Wilberforce Trust, Second Designated Safeguarding Officer – s.scholey@wilberforcetrust.org.uk
- Children Safeguarding Policy
- The child's Local Children's Safeguarding Board or Local Authority Designated Officer
- NSPCC on 0808 800 5000

