



SAFEGUARDING CHILDREN AND ADULTS POLICY

Policy Title	Safeguarding children and adults
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Agreed by	Board of trustees

LEAPS Suffolk are members of Safe CIC who have provided information for this policy.

Safeguarding Children and Adults Policy

LEAPS Suffolk is committed to building a 'culture of safety' in which the children, young people and adults in our care are protected from abuse and harm. The staff are reassuring and foster a sense of security for children, young people and adults. All attendees are provided with opportunities to discuss any worries they may have. The staff use all the opportunities available to discuss with attendees how they can remain safe and what they can do if they are worried. LEAPS Suffolk will respond promptly and appropriately to all incidents or concerns of abuse that may occur.

LEAPS Suffolk child and adult protection procedures comply with all relevant legislation and with guidance issued by the Local Safeguarding Children Board (LSCB). Relevant legislation is The Children Act 2004 and Working Together to Safeguard Children 2018

LEAPS Suffolk designated Child and Adult Safeguarding Lead is **Karen Double**. She coordinates child protection issues and liaises with external agencies (e.g. Social Care, the LSCB and Ofsted), when the need arises. Her contact details are 07761397535 or info@leapssuffolk.org.uk

The Deputy Child and Adult Safeguarding Lead is: **Jasmine Balaam**

If you wish to contact the Lead or the Deputy in writing their details are:

LEAPS Suffolk
Brightspace
160 Hadleigh Road
Ipswich
IP2 0HH

The Additional Safeguarding Child and Adult Lead is: **Samantha Barber** (Secretary)

Her contact details are: 07876785971 or samanthalbarber@btinternet.com

The additional safeguarding lead is responsible for handling any complaints or allegations against the Lead or Deputy.

All the above have relevant safeguarding training and experience required for the post.

Confidentiality

This policy is in line with government guidance about confidentiality and these details will be made available to all staff, children, young children, adults at risk, parents and carers.

We fully endorse the principle that the welfare of children, young people and adults at risk, override any obligations of confidence we may hold to others. No one working, or involved, with our organisation can promise absolute confidentiality. Individual cases will only be shared or discussed on a "need to know" basis.

Data Protection

We will treat any personal information by which an individual can be identified (i.e. name, address, email etc.) in accordance with the provisions of Data Protection Act 2018 (DPA 2018), and the General Data Protection Regulation (GDPR) and will not share information with any third party, except where required by law.

Whistle blowing

See policy

Why do we need a safeguarding policy?

All organisations that work or come into contact with children young adults and/or adults at risk need to have safeguarding policies and procedures in place.

Government guidance is clear that all organisations working with children, young people, adults at risk, families, parents and carers have responsibilities for safeguarding. It is important to remember that children, young people and adults at risk can also abuse and that such incidents fall into the remit of this policy.

To undertake these responsibilities, we:

- have (senior managers, board members and/or trustees) committed to safeguarding
- are clear about people's responsibilities and accountability
- have a culture of listening to children, young people and adults at risk
- undertake safer recruitment practices for all staff and volunteers working with children & young people
- have procedures for safeguarding children and young people and adults at risk
- have procedures for dealing with allegations against, and concerns about any staff
- make sure staff, paid and unpaid, have mandatory induction and further safeguarding training, supervision, reviews and support
- have agreements about working with other organisations and agencies

Definition of a child/young person

There is no single law that defines the age of a child across the UK. The UN Convention on the Rights of the Child, ratified by the UK government in 1991, states that a child "means every human being below the age of eighteen years unless, under the law applicable to the child, majority is attained earlier" (Article1, Convention on the Rights of the Child, 1989).

A child is anyone who has not yet reached their 18th birthday (16th in Scotland).

Definition of an adult at risk

There is no single law that defines an adult at risk across the UK. In general terms, an adult at risk is a person over the age of 18 years (16 in Scotland) and is:

- having needs for care and support, and;
- experiencing, or is at risk of, abuse and neglect and;
- as a result of those care needs, is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Forms of abuse and neglect

Abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. An individual may abuse or neglect a person directly, or by failing to protect them from harm.

Some forms of abuse and neglect are listed below.

- Emotional abuse is the persistent emotional maltreatment of a person so as to cause severe and persistent adverse effects on the person's emotional development. It may involve making the person feel that they are worthless, unloved, or inadequate. Some level of emotional abuse is involved in all types of maltreatment of a person, though it may occur alone.
- Physical abuse can involve hitting, shaking, throwing, poisoning, burning, drowning, suffocating, or otherwise causing physical harm to a person. Physical harm may be also caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a person.
- Sexual abuse involves forcing or enticing a person to take part in sexual activities, whether the person is aware of what is happening or not. This can involve physical contact, or non-contact activities such as showing the person sexual activities or encouraging them to behave in sexually inappropriate ways.
- Neglect involves a failure to provide adequate food, clothing and shelter, to protect a person from physical and emotional harm, to ensure adequate supervision or to allow access to medical treatment.
- Radicalisation involves a person becoming involved with extreme ideologies and supporting terrorism, where previously these views were not apparent. A person may demonstrate these views by violent behaviour and communication

Other forms of abuse:

- Alcohol and Substance misuse
- County Lines
- Concealed pregnancy
- Discriminatory
- Domestic violence, including "honour" based violence
- Exploitive use of technology
- Female Genital Mutilation (FGM)
- Financial or material abuse
- Gambling
- Hate and "mate" crime
- Misuse of technology
- Modern slavery
- Neglect and acts of omission
- Organisational or institutional
- Psychological
- Radicalisation
- Self-neglect
- Sexual Exploitation
- Spiritual abuse
- Trafficking

If abuse is suspected or disclosed

When a person makes a disclosure to a member of staff, that member of staff will:

- Reassure the person that they were not to blame and were right to speak out
- Listen to the person but not question them
- Give reassurance that the staff member will take appropriate action
- Record the incident as soon as possible (see Logging an incident below).
- If a member of staff witnesses or suspects abuse, they will record the incident straightaway.
- Share the disclosure with the Safeguard Lead
- If a third party expresses concern that a child is being abused, we will encourage them to contact Social Care directly. If they will not do so, we will explain that the Club is obliged to, and the incident will be logged accordingly.

You must not agree to keep the disclosure a secret, nor must you discuss this with any other members of staff, or anyone outside of LEAPS Suffolk.

If a person does not make a disclosure but the member of staff feels there is cause for concern, the member of staff will:

- Record the incident as soon as is possible using the safeguarding paperwork
- Share this with the Safeguard Lead

You must not discuss this with any other members of staff, or anyone outside of LEAPS Suffolk.

Logging an incident

All information about the suspected abuse or disclosure will be recorded on the logging a concern form as soon as possible after the event.

The record should include:

- Date of the disclosure or of the incident causing concern
- Date and time at which the record was made
- Name and date of birth of the person involved
- A factual report of what happened. If recording a disclosure, you must use the person's own words.
- Name, signature and job title of the person making the record.

The record will be given to the Club's Safeguarding Lead who will decide whether they need to contact Social Care or make a referral. All referrals to Social Care will be followed up in writing within 48 hours. If any member of staff thinks that the incident has not been adequately dealt with, they may contact Social Care themselves.

Lone and One to One working

LEAPS Suffolk does support people on a 1:1 basis as discussed with the parent/carer prior to the person starting and as highlighted on the attendee's risk assessment. This is to ensure the attendee is fully supported whilst they are in our care. Where possible we try to avoid lone working. However,

where lone working cannot be avoided, we keep this to a minimum. The safety and protection of both the individual and the member of staff is our highest concern.

When lone working is required:

- The member of staff has the experience to undertake the particular role
- The member of staff is confident to carry out this role
- The health and safety issues have been identified and recommendations followed. E.g alerting others to their whereabouts within the building every 15 minutes
- Safeguards are in place to protect both individuals
- Safeguards are in place for emergency situations.
- Accurate and written records are kept following any intimate care, and signed and dated
- Any concerns the member of staff has must be reported and recorded immediately and shared with the Safeguard Lead.
- The Play Leader will carry out random checks and observations throughout the session to ensure that good practice is being upheld
- A member of staff will not lone work for the whole session
- Opportunities will be provided for the young person to communicate how they feel

Intimate Care

See Intimate Care Policy

Sun Safety

See Sun Safety Policy

Allegations against staff

If anyone makes an allegation of abuse against a member of staff:

- The allegation will be recorded on an Incident record form. Any witnesses to the incident should sign and date the entry to confirm it.
- The allegation must be reported to the Local Authority Designated Officer (LADO) and to Ofsted. The LADO will advise if other agencies (e.g. police) should be informed, and the LEAPS Suffolk will act upon their advice. Any reports to the LADO will be followed up in writing within 48 hours.
- Following advice from the LADO, it may be necessary to suspend the member of staff pending full investigation of the allegation.

Promoting awareness among staff

LEAPS Suffolk promotes awareness of abuse issues through its staff training.

LEAPS Suffolk ensures that:

- Its designated Safeguarding Lead, Deputy and Additional Lead has relevant experience and receives appropriate training.
- Safe recruitment practices are followed for all new staff

- All staff have a copy of this policy, understand its contents and are vigilant to signs of abuse or neglect
- All staff are aware of their statutory requirements with regard to the disclosure or discovery of abuse
- Staff are familiar with the safeguarding paperwork which needs completing
- Staff are familiar with the 'What To Do If You're Worried A Child Is Being Abused' flowchart. Its procedures are in line with the guidance in 'Working Together to Safeguard Children (2018)'.
- Staff have the opportunity to discuss any concerns during or after each session in a confidential manner.
- All staff undergo safeguarding training
- Where possible there is no lone working
- No volunteer must be left alone with children or be in a position to carry out personal care.
- Staff have the opportunity to discuss any concerns at their appraisal
- Staff are offered the opportunity to speak with the additional lead

Use of mobile phones and cameras

All staff and volunteer personal mobile phones must be kept secure with their belongings. There is no exception to this. The only mobile phone permitted for use whilst a club is taking place is the work mobile phone.

Photographs will only be taken of attendees with their parents' written permission. Only the club camera or the club mobile phone will be used to take photographs of attendees at the Club. No one may use their own mobile phones to take photographs at the Club, this includes attendees and parents. If a parent has consented to their child having their photograph taken this does not automatically assume the attendee will consent to this. Therefore, good practice is to ask the attendee before their photograph is taken.

Related documents

This policy should be read alongside other policies related to LEAPS Suffolk Ltd and the safeguarding of all children and young people who attend the provision. Additional relevant policies include:

- Health and safety
- Whistleblowing
- Anti-bullying
- Behaviour
- Complaints
- Confidentiality and storage of data
- Recruitment and selection

Contact numbers :

Social Care: 0808 800 4005

Out of hours contact: 0808 800 4005

LADO (Local Authority Designated Officer): 0300 123 2044

LSCB (Local Safeguarding Children Board): 08456 066067

Ofsted: 0300 123 1231

NSPCC: 0808 800 500

Mash: 03456 061499

Guidance used to develop this policy

- DfE Working Together to Safeguard Children 2018
- Children Act 2004 - Section 11
- DfE Safeguarding and Radicalisation