



SAFEGUARDING POLICY

**CHAIR OF TRUSTEES:
ADOPTED ON:
REVIEW DATE:**

Introduction

This policy is for Trustees, Staff and Volunteers

The purpose of this policy is to ensure that:

- The welfare of the child is paramount
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately,
- All Staff and volunteers working with Wigan and Leigh Young Carers have a responsibility to report concerns to the appropriate officer.

This policy may need to be read in conjunction with the information sharing policy

POLICY GUIDELINES

Policy Statement:

Wigan and Leigh Young Carers has a duty of care to safeguard all children involved from harm. All children have a right to protection. Wigan and Leigh Young Carers will ensure the safety and protection of all children involved through adherence to the following Safeguarding guidelines as set down by the Wigan Safeguarding Children Board.

A child is defined as under 18 – The Children Act 1989

Policy Aims:

The aim of Wigan and Leigh Young Carers Safeguarding Policy is to promote good practice:

- Wigan and Leigh Young Carers will work towards creating a place where children will be valued, listened to, believed and safeguarded.
- The safety of children is our first concern. If there is a conflict of interests the child's interest must be given the first consideration.
- An atmosphere of openness is encouraged so that concerns about behaviour of staff, volunteers, young people or parent members can be addressed.
- Wigan and Leigh Young Carers adopt a high standard of care for children and young people. All members and workers are expected to follow the policy and good practice guidelines.
- Wigan and Leigh Young Carers will maintain good links with safeguarding agencies.
- Wigan and Leigh Young Carers recognise that all children and young people regardless of age, gender, ethnicity, disability, sexual orientation or religion have a right to protection from abuse.

Our pledge

Wigan and Leigh Young Carers pledge the following

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them
- Adopting safeguarding practices through procedures and a code of conduct for both staff and volunteers and service users
- Developing and implementing an effective e-safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support and training
- Recruiting staff and volunteers safely, ensuring all necessary checks are made, including references and DBS
- Sharing information about safeguarding and good practice with children, parents, staff and volunteers
- Sharing concerns with agencies who need to know, and involving parents and children appropriately
- We are committed to reviewing our policy and good practice annually

GOOD PRACTICE GUIDELINES

All persons working within Wigan and Leigh Young Carers will be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations.

Supervision of children:

Making arrangements for the proper supervision of children is one of the most effective ways of minimising opportunities for children to suffer harm of any kind whilst in your care.

IT IS GOOD PRACTICE WHEN ORGANISING JOURNEYS/ VISITS / TRIPS THAT THE FOLLOWING SHOULD BE ADHERED TO:

Planned activities:

- The organisers of journeys / visits should plan and prepare a detailed programme of activities for the children who are involved in the project.
- Organisers are responsible for the welfare and safety of the children for the whole time they are away from home.
- Young people should not be left to their own devices in, for example, a town for the evening or shopping expeditions.
- All children should be adequately supervised and engaged in suitable activities at all times.
- In circumstances when planned activities are disrupted, e.g. due to weather conditions, then organisers should have a number of alternative activities planned.
- Organisers should obtain in writing, parental consent to children joining an organised trip.
- Parents should be given full information about a trip, including details of the programme of events, the activities in which the children will be engaged and the supervision ratios.
- Levels of supervision must be adequate whether at the organisation's venue or on a journey/activity. A ratio of staff should be worked out according to activity and risk assessment.

PROTECTING CHILDREN AND WORKERS **GUIDELINES**

- Do not spend excessive amounts of time alone with children away from others
- Do not take children alone in a car on a journey however short, without the consent of parent.
- Do not take children to your home
- Always discourage close physical contact with children, for example, hugging and kissing. Use alternative methods, for example, high fives.
- Never engage in rough physical games including horseplay, apart from structured sport activities
- Never engage in sexually provocative games
- Never allow children to use inappropriate language unchallenged
- Never allow or engage in inappropriate touching of any form
- Never make sexually suggestive comments about or to a child
- Never let allegations a child makes go unchallenged or unrecorded
- Never do things of a personal nature for children that they can do for themselves
- Observe, listen and record as soon as practicable but do not ask for more information.
- Avoid making comments or judgements about what is shared.

All information about service users is treated as confidential, to be discussed only as necessary with Wigan and Leigh Young Carers in support of workers and volunteers to assist the child.

Any disclosure of the confidential relevant information may only be shared with the permission of the child, except where it is considered necessary for the welfare and protection of a child and others.

It may sometimes be necessary for staff and volunteers to do things of a personal nature for children, particularly if they are very young or are children with disabilities. These tasks should only be carried out with the full understanding and consent of parents. In an emergency situation, which requires this type of help, parents should be fully informed, as soon as reasonably possible.

In such situations, it is important that you ensure that all staff are sensitive to the child and undertake personal care tasks with utmost discretion.

Responding to Concerns:

- If we have a concern about a child, we don't have to deal with this on our own. We should discuss this with the Project Manager on the same day. If the Project Manager isn't available, you can talk to another member of staff. The Project Manager or the member of staff may need to consult with the charity's lead on safeguarding, currently the Chair of the Board of Trustees.

- All volunteers and workers will be required to attend training supplied by Wigan Safeguarding Children Board.

OR

- If we have serious concerns about a child, The Project Manager or staff member will contact Wigan Children and Young People's Services for advice, support or action as required.
- Children's Services Duty Team are available on **01942 828300**.
- Outside office hours i.e. after 5pm or before 8am Monday to Friday, after 1pm Saturday and all day on Sundays and bank holidays the emergency number is **01942 828777**.

Where the staff member and the Project Manager OR the staff member (if the Project Manager is not available for discussion) decide to refer the concern to the local authority, this is to be done immediately and by telephone and followed up within 48 hours with the locally agreed referral form

Concerns must be referred initially by telephone and then followed up in writing (this may be by fax (where an agreed secure fax number is agreed with local children's social care) or similarly agreed secure email.

In making a safeguarding referral, Wigan and Leigh Young Carers staff must include any information held on the child's developmental needs and the capacity of their parents to meet these within the context of their wider family and environment.

The referral should indicate if the parent/carer is aware of the referral

Recruitment:

- All volunteers and staff will complete an application form. The application form will elicit information about an applicant's past and a self disclosure about any criminal record.
- Consent should be obtained from all applicants to seek information from the Disclosure and Barring Service. Enhanced disclosure checks will be required for workers and volunteers.
- Their access to children will be restricted until this has been verified.
- Evidence of identity is required in all cases. (Passport or driving licence with Photo)

Confidentiality:

- All information about service users is treated as confidential, to be discussed only as necessary with the line manager in support of the volunteers and workers and to assist the child.
- Any disclosure of the confidential relevant information may only be shared with the permission of the child, except where it is considered necessary for the welfare and protection of the child and others.

Training:

- All staff and volunteers will familiarise themselves with this Safeguarding Policy, in line with the commitment to Wigan's Safeguarding Children Board.

Information:

- This Safeguarding Policy will be provided to all staff and volunteers. Any questions should be directed to the Project Manager. All staff will be provided with an Information Pack. This includes contacts for local specialist agencies for Counselling, Domestic Violence advice and support etc.

Review:

This policy will be reviewed annually. Significant changes will be reported to the Board of Trustees.

Reporting Procedures

Staff or volunteer has concerns



Record and report



Project Manager



Yes



Is this a serious concern



No



Report and record



Children and Young Peoples services



Referral to CYPS for Initial Assessment



Identify Training



Refer Back to staff