

Workshop Network

Safeguarding₁ and Child Protection Policy

1. Safeguarding and Child Policy Statement

Workshop Network (WN) believes that a child has the right to have their health, safety and well-being considered as paramount.

Workshop Network's policies and procedures are underpinned by the Children's Act 2004, Safeguarding Vulnerable Groups Act 2006, Statutory Guidance for Working Together to Safeguard Children 2006 and the Nottingham City Interagency Child Protection Procedures and Guidance.

WN believes that the protection of children₂ is everybody's responsibility, irrespective of role or status within the organisation and will work to ensure the follow statements are achieved:

- All children have the right to protection from violent, threatening or degrading behaviour
- Each child should be treated as an individual and should be encouraged to express their own wishes and needs
- All children should be valued equally regardless of their age, gender, race, culture or disability
- Each child's body is their own. No one else has the right to do anything to a child which makes the child feel uncomfortable. We will support children in their right not to be subjected to any behaviour from children or adults within the WN organisation, which threatens them
- Children's complaints and concerns will be taken seriously and dealt with using the appropriate procedures, as set out in this policy.

This policy statement establishes the position and expectations of the WN organisation in relation to the protection of all children that Event Leaders and staff members come into contact with in the course of their duties. The following instructions set out the actions that must be taken to safeguard children. They apply equally to all staff and volunteers, involved with or representing WN.

2. Purpose and Aims of this Policy

1. To provide protection for children participating in WN events or having contact with WN.
2. To state WN's responsibility to act if there is cause for concern, in order that the appropriate agencies can investigate and take any necessary action to protect a child.
3. To ensure WN encourages working in partnership with children, young people and parents/guardians in all circumstances, especially where there are concerns or suspicions about child abuse.

4. To provide mandatory procedures to enable all WN staff and volunteers to undertake their responsibilities to respond appropriately and take appropriate action about child protection concerns.
5. To set out how WN will help their Event Leaders to meet their child protection responsibilities.
6. To ensure safeguarding responsibilities are congruent with all WN's organisational policies and procedures.

3. Safeguarding guidelines and procedures for all WN staff and volunteers

3.1 Code of Conduct

In order to respect the children and young people with whom WN works and to reduce the likelihood of abuse taking place, all WN staff and Event Leaders must:

- Be familiar with the WN Safeguarding and Child Protection Policy and be aware of any amendments to this policy
- Model an example of behaviour that you wish others to follow
- Ensure that there is more than one member of staff / volunteer working with children at all times. If necessary, move to a place where you can both be seen and heard by colleagues. If, in exceptional circumstances, this is not possible, inform the person in charge of the activity of this situation and the worker / child's whereabouts. This includes all car journeys and visits to the bathroom or toilet
- Ensure that any physical contact with a child or young person is acceptable to the young person, non-abusive and necessary for the event
- Challenge all inappropriate language including abusive language in a sensitive manner
- Do not permit abusive peer activities (e.g. ridiculing, bullying etc)
- Maintain positive communication with children and young people, avoiding any sexually inappropriate or abusive remarks
- Report and record all allegations made by a child or young person, using the WN Incident Report Form in accordance with the Safeguarding and Child Protection Policy and Procedures (*Further information about the signs and indicators of abuse can be found in Appendix 3*)
- Ensure that all information about children and young people is stored in accordance with the Data Protection Act 1998
- Ensure that all additional personal care of a child or young person should be agreed beforehand with the child/young person and their parent/carer, and should only be performed if the child/young person are unable to perform these themselves without assistance. Personal care tasks must be carried out in the presence of another adult (if personal care is required in an emergency, with the child/young person's consent, the parents/carers should always be informed of this)
- Ensure that a sufficient number and level of activities are provided for all children and young people
- Ensure that children and young people are supervised at all times. This is especially important when there has been an assessed risk for an activity

- Ensure that while in the group, there is sufficient monitoring of the children to ensure that employees and volunteers always know where they are/what they are doing.

All Event Leaders are required to comply with the following, at all times, when working with event participants, other young people and other staff members.

- Risk assess all situations, activities, buildings and trips in accordance with the WN Health and Safety Policy to ensure all potential dangers have been identified and risk minimised
- Take any and all allegations, suspicions or concerns about abuse seriously, including matters raised by event participants, parents/guardians of event participants, and other staff members from the host venue and report them as a matter of urgency to the contractual point of contact.
- Any young person making a disclosure to an Event Leader must first be informed by that Event Leader that they will be obliged to pass on the information disclosed to the contractual point of contact.
- Foster an environment which encourages both young people and adults to feel comfortable and confident in challenging attitudes or behaviour which they feel to be discriminatory, abusive or inappropriate in any way.

In addition, WN Event Leaders should never:

- Permit, accept, encourage or ignore abusive and discriminatory or abusive behaviour by a fellow Event Leader, event participant or groups of event participants.
- Engage in inappropriate behaviour towards or contact with or in front of an event participant or young person (i.e., physical, verbal, sexual, horseplay; rowdy or boisterous play).
- Allow or encourage fellow Event Leaders to do same
- Engage in sexual contact or relationship with any event participant or young person, including verbal or gesture suggestion
- Give personal money to an event participant or young person
- Invite any event participant or young person to the Event Leader's private address
- Show favouritism in any way
- Use alcohol, drugs or any substance before, or during an event, which may alter personality or impede judgement when working
- Promote a particular belief, religion or political standing
- Trivialise the feelings, concerns, beliefs expressed by any event participant or young person, this includes suspicions of abuse or discrimination
- Call, text or exchange email addresses with a member for personal purposes outside of WN business.

NB: It is rare during WN's events that any single Event Leader will be alone with any one single event participant. In the event this does occur, Event Leaders will strictly adhere to the Safeguarding and Child Protection Policy Procedures.

Failure to work to this Code of Conduct may result in disciplinary action or, in the case of volunteers, suspension pending investigation.

3.2 Reporting, Responding and Recording Concerns, Allegations or Suspicions of Abuse

It is the role of WN to support children, **not to investigate alleged abuse**. It is the job of Social Services and the Police to investigate instances of alleged abuse.

Concerns can be felt about a child following disclosure by the child of abuse or after changes in a child's behaviour or through general concerns about their physical or psychological presentation. Concerns may also be expressed by other children and young people about one of their peers, or by staff or volunteers.

Although it is not the responsibility of anyone working for WN to decide if abuse is taking place, **it is his or her responsibility to provide a duty of care to that child and report any concern** in accordance with the WN Safeguarding and Child Protection Policy and Procedures.

If you are concerned about something a child has said or about the behaviour of a colleague, volunteer or adult please refer to the appropriate policies and procedures and pass the information onto the contractual point of contact. ***(Further information about the categories and signs and indicators of abuse can be found in Appendices 2 and 3)***

If someone discloses abuse to you:

Do...

- *Stay calm*
- *Listen/watch/understand*
- *Give the person time to say what they want*
- *Reassure them that they have done the right thing in telling you*
- *Reassure a child and young person that you are going to help and support them*
- *Ensure that any medical attention needed is addressed as a priority*
- *Record in writing what was said as soon as possible using the **Incident Report Form (IRF)** (appendix 1)*
- *Forward the Incident Report Form to the contractual point of contact*
- *Record your report and store safely in accordance with the Data Protection Act 1998*

Don't...

- *Panic*
- *Promise to keep secrets*
- *Ask for details of the abuse*
- *Make a child repeat the story unnecessarily*
- *Ever try to deal with the problem of sexual abuse alone*
- *Ever confront the person being accused of the abuse*
- *Destroy evidence, e.g. in the case of sexual assault don't let the child who has been assaulted change their clothes, wash, bathe or shower.*

3.3 Reporting Procedure

In the event of any concerns or suspicions of abuse, or allegations of abuse, are brought to the Event Leader's attention it is their duty to record as much information as possible on the WN Incident Report Form (IRF). In turn this is to be handed into

the contractual point of contact and a written receipt for the form must be signed by the contractual point of contact. The receipt of this form must be given to the WN Child Protection Officer (CPO) named below.

Once a receipt for the IRF is received by WN's CPO it is then their responsibility to check that this matter has been reported to the particular venue's CPO by the contractual point of contact. Once this matter has been reported to the CPO at the particular venue WN has to defer to the venues and that particular organisation reporting procedures. If a CPO is not available at the venue then it is the responsibility of WN's CPO to refer such concerns to Local Authority Children's Services.

If any problems or issues arise WN Event Leaders are required to refer all information and suspicions to the contractual point of contact in accordance with WN's Safeguarding and Child Protection Policy.

The designated CPO for Workshop Network is:

Gary Cicinskas

Business Development Manager

Mercury House

Northgate

Nottingham

NG7 7FN

TEL: 08700 600 264 / 07845 270 735

E-mail: gary@workshopnetwork.co.uk

The CPO's role is to:

- (a) Ensure that the Safeguarding and Child Protection procedures and policies are available to all WN staff and Event Leaders, and that these are integrated into practice
- (b) Liaise with appropriate agencies on a national basis with regard to Safeguarding and Child Protection issues
- (c) Ensure that any reported incidences or suspicions of abuse have been recorded on the IRF, that this has been signed by the contractual point of contact and that this has then been referred to the particular venues CPO.
- (d) Ensure the Safeguarding and Child Protection Policy is updated and reviewed annually.
- (e) Ensure the Safeguarding and Child Protection Policy is available to service users.

3.4 Reporting allegations against Workshop Network staff

Any allegation by a child, young person or vulnerable adult against a member of WN staff or volunteer should be reported immediately to WN's CPO.

When the allegation is made the WN CPO will immediately consult the Local Authority Designated Officer (LADO) to consider the next action, taking advice from Social Care and Police as necessary.

WN will work towards its own guidelines and procedures including:

- All staff and volunteers should be assured that they will be fully supported if they report a concern about a colleague's poor practice or the possibility that a child maybe being abused.
- Every effort should be made to ensure that confidentiality is maintained at all times while maintaining child's welfare as paramount

Procedures will be applied with common sense and judgment. Some allegations will be so serious as to require immediate referral to social care and the police for investigation.

In Nottinghamshire the LADO is the Safeguarding Children Project Manager

In Nottingham City the LADO is the Head of Service, Safeguarding and Quality

On receipt of a concern/allegation about a member or volunteer of their Workshop Network, the Child Protection Officer should contact the LADO. The following issues will be considered:

- whether it is a matter that can be properly dealt with under an agency's disciplinary procedures or whether the Police and/or Children's Social Care might need to be involved. If the Police and or Children's Social Care need to be involved then a strategy discussion will take place, in accordance with Safeguarding Children Board Procedures
- how and by whom the parents or carers of a child should be informed. In specific circumstances parents may need to be informed straight away, e.g. if the child is injured and requires medical treatment. In all other circumstances this should happen as soon as possible. However if it is concluded that Police and/or Children's Social Care need to be involved in further enquiries, this should not happen prior to a strategy discussion involving the relevant agencies or until the decision is made at a strategy meeting.
- how and by whom the member of staff/ volunteer about whom the allegation has been made should be told about the allegation. This should happen as soon as possible. However, if it is concluded that Police and/or Children's Social Care need to be involved in further enquiries, this should not happen prior to a strategy discussion involving the relevant agencies or until the decision is made at a strategy meeting. If the person subject to the allegation is a member of a union or professional body they should be advised to seek the support of that

body from the outset.

- what support the child and their carer may require if the concern/allegation relates to the restraint of a child then the initial consideration and any subsequent strategy discussion/meeting should consider the agency policy and training on the use of safe handling
- OFSTED should be informed of any allegation made against a member of staff in any day care establishment or against a registered childminder.

The power to suspend is vested in Workshop Network. However, where a strategy discussion concludes that there should be enquiries by local authority Children's Social Care and/or an investigation by the Police, both agencies should have clear views about whether the accused member of staff needs to be suspended from contact with children, in order to inform the decision to be made by Workshop Network.

4. Recruitment, selection and support of WN staff and volunteers

WN will take all reasonable steps to make sure that unsuitable people are not allowed to work with children and young people.

Before any Event Leader is represented by WN they must co-operate with WN to apply for an Enhanced Disclosure from the Criminal Records Bureau (CRB). Information on the employment of Ex-offenders can be found in WN's Equal Opportunities Policy. No Event Leader will be employed should they be deemed a risk to young people.

All WN Event Leaders will receive an induction to acquaint themselves with the job, reinforce the vision and values of WN and ensure that they fully understand WN's Safeguarding Children Policy and Child Protection Policy.

All WN staff and volunteers will receive regular supervision from a named person at least once a year.

4.1 Staff Training

WN is responsible for ensuring that all Event Leaders with access to children are aware of and adhere to its Safeguarding and Child Protection Policy and best practice in this area. All Event Leaders are given guidance and support in this area within their first six months and a minimum of once a year thereafter. All Event Leaders are informed of any policy changes or updates.

1 Safeguarding is defined in Working Together to Safeguard Children (2006) as '*The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care which is undertaken so as to enable children to have optimum life chances and enter adulthood successfully.*'

2 The term "children" refers throughout this document to children and young people aged up to the age of 18 years.

APPENDIX 1

WORKSHOP NETWORK INCIDENT REPORT FORM

Name of Child or young person	Age & D.O.B (if known)

Any known disability	Any additional medical information

Parents'/Carers' Name(s)	Relation to Child (if known)

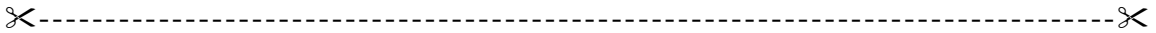
Home Address	Telephone number(s)
	Home
	Other

Brief details about WN's involvement with this child / young person:
Description of what has prompted concerns (please include details of any specific incident, dates, times, any other adults or children involved, etc.):
Please describe any physical or behavioural indicators, which have been observed. (If any injuries have been seen, include the date when these were first noticed, and by whom)

Have you or anyone else spoken with the child and if so what was discussed?
Have you or anyone else spoken with the parents/carers/or other adult and if so what was said?
Who else is aware of these concerns?

To whom reported	Date & Time
Your name and position	
Signature	Date
Contractual point of contact's signature	Date & Time
Further action recommended as a result of the concerns: (to be completed by the contractual point of contact)	

Please pass this form to the contractual point of contact and acquire their signature on the tear off slip below. This receipt must be returned to Workshop Network.



Name of Event Leader	
Date and location of event	
Name of contractual point of contact	
Signature of contractual point of contact receiving report	
Date	

APPENDIX 2

Formal Categories of Abuse

It is generally accepted that there are four formal categories of abuse. The following definitions are based on those from *Working Together to Safeguard Children* (HM Government, 2006).

Physical Abuse - Physical abuse 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 - Emotional abuse is 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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the 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 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 – Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts (oral sex). They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. This may also include sexually harmful behaviour by one child or young person towards another.

Neglect - Neglect is 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 and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm.

APPENDIX 3

The Signs and Indicators of Abuse

Recognising child abuse is not easy, and it is not your responsibility to decide whether or not child abuse has taken place or if a child is at risk. You do, however, have a responsibility to act if you have a concern in order that the appropriate agencies can investigate and take any necessary action to protect a child. It must be recognised that you are not an expert or professional in the areas of child protection or social work. It is important that you do not assume this role.

The following will help you to be more alert to the signs of possible abuse:

Physical Abuse - Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees and shins. However, some children will have bruising for which there is no apparent satisfactory explanation. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern.

Emotional Abuse - this can be difficult to measure and often children who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

Sexual Abuse - Adults who use children to meet their own sexual needs abuse both girls and boys of all ages, including infants and toddlers. Usually in cases of sexual abuse it is the child's behaviour which may cause you to become concerned, although physical signs can also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important therefore, that they are listened to and taken seriously.

Neglect - this can be a difficult form of abuse to recognise, yet has some of the most lasting and damaging effects on children. Physical signs of neglect can include inappropriate dress for the conditions, excessive hunger, changes in behaviour which indicate neglect can be mentioning their being left alone or unsupervised.

Who is most vulnerable to abuse?

Children with learning difficulties, and children with disabilities are more vulnerable to abuse and may well be targeted. Younger children are particularly vulnerable to neglect and physical abuse.

APPENDIX 4

Abuse of Vulnerable Adults (i.e. persons eighteen years or over)

Vulnerable adults are defined as people aged 18 or over who are, or may be, in need of community care services because of mental disability or other disability, age or illness, and who are, or may be, unable to take care of themselves or unable to protect themselves against significant harm/exploitation. WN is aware of the vulnerability to abuse of vulnerable adults with whom we may work and will seek direction from the contractual point of contact to address concerns about abuse of these people