

The background of the entire page is a photograph of a woman with long brown hair, wearing a red tank top and black climbing pants, climbing a blue rock wall. The wall is decorated with various colorful climbing holds, including a prominent yellow one. The lighting is dramatic, with strong highlights and shadows.

POLICIES

SAFEGUARDING POLICY

V.1.2020

SAFEGUARDING STATEMENT

At the Adur Centre we respect and value all children, young people and adults and are committed to providing a caring, friendly and safe environment. We believe every person should be able to participate in all our activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at the Adur Centre.

We recognise our responsibility to safeguard all who access our activities and promote the welfare of all by protecting them from physical, sexual and emotional abuse, neglect and bullying.

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1. Categories of concern

1. Statement of Purpose

At the Adur Centre, we are determined to ensure that all necessary steps are taken to protect children, young people and adults from harm. The following policy establishes our Centre's position, role and responsibilities and clarifies what is expected from everybody employed and involved in the delivery of activities. It is the aim of this policy to support the 5 outcomes previously outlined the former government Every Child Matters strategy. As such, this policy promotes:

Being Healthy

- Ensuring that children / young people are able to remain mentally and emotionally healthy;
- Supporting parents in keeping their children healthy;
- Supporting staff through well-being initiatives.

Staying Safe

- Ensuring that children/ young people are safe from maltreatment, neglect, violence and sexual exploitation;
- Keeping children/ young people safe from accidental injury and death;
- Working with agencies to safeguard children/ young people in accordance with current government guidance;
- Support staff, parents and visitors to our Centre by meeting Health and Safety statutory requirements.

Enjoy & Achieve

- Ensuring all children/ young people have the opportunity to reach their full potential;
- Encouraging parents to support their engagement/learning;
- Support staff career progression through performance management and continued professional development.

Making A Positive Contribution

- Helping parents to support their child's social and emotional development;
- Ensuring children/ young people are supported in managing changes and responding to challenges in their lives;
- Encouraging children / young people to engage in law abiding and positive behaviour;
- Providing staff with opportunities to contribute to our programme of delivery.

Achieve Economic Well-being

- Support for families in maximizing their economic well-being;
- Support children / young people to access further educational opportunities;
- Assist parents to support their child's preparation for working life.

2. Overview of the Centre's responsibilities

We believe every child/young person should be able to participate in all our activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at ADUR Centre. This policy has been developed using the following guidance:

- Keeping Children Safe in Education, DFE (2015)
- Working Together to Safeguard Children, DFE (2015)
- Disqualification under the Childcare Act 2006 guidance, DFE (2015)
- Early Years inspection Handbook, Ofsted (2015)
- Inspecting safeguarding in maintained schools and academies, Ofsted (2015)
- Safeguarding children, young people and adult's policy, Ofsted (2015)
- CHANNEL duty guidance, HM Government (2015)
- Prevent duty guidance for England and Wales, HM Government (2015)
- Counter Terrorism and Security Act, HM Government (2015)
- Serious Crime Act (2015)

Mandatory Reporting of Female Genital Mutilation- procedural information, HM Government (2015)

As an organisation, we recognise that child abuse can be an emotive subject and therefore it is important to understand the feelings involved and not to allow them to interfere with judgment about any action that needs to be taken. We recognise our responsibility to safeguard and promote the welfare of all our children and young people by protecting them from physical, sexual or emotional abuse, neglect and bullying.

As such, we will ensure that:

- The welfare of the child/ young person remains paramount.
- All children whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to be protected from harm.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All staff (paid/unpaid) working on the Centre's premises or in community settings have a responsibility to report concerns to the designated staff.
- All appropriate vetting checks will be carried out for all adults involved in the delivery of our services. Information will be stored on our Single Central Register (SCR). The vast majority of adults who work with children act professionally; however, we recognize some individuals will actively seek employment or voluntary work with children and young people in order to harm them. Our safeguarding procedures direct all concerns regarding an individual's practice to be reported to our designated named staff.

2a. The role of Boards:

- The Adur Board has set out its commitment to safeguarding in this policy and it will continue to do all it can to ensure that the Centre is a safe environment for staff, children/ young people and members of the public accessing the site;
- The Adur Board will appoint a named Board for safeguarding and review an annual report on all safeguarding related matters;
- The Adur Board will ensure that safeguarding is considered as part of all recruitment procedures;
- The Boards will take all reasonable steps to ensure that all statutory health and safety responsibilities are met. This will include a timetabled review of all related policies and action plans.

2b. The role of the Centre Manager:

- It is the Centre Manager's role to implement the Centre's Safeguarding Policy with the support of the Adur Board;
- It is the Centre Manager's role to ensure there is a collective responsibility for safeguarding and that all staff and volunteers are aware of the policy and related policies, protocols and procedures;
- The Centre Manager will ensure there are 2 or more trained staff members with named responsibility for child protection. (The role and duties of a designated name person is contained in our Child Protection policy);
- The Centre Manager will ensure first aid is administered by suitably qualified members of staff;
- The Centre Manager will ensure that all appointments panels have at least one person who has completed Safer Recruitment training;
- The Centre Manager will promote safeguarding when overseeing the development of activities and all other aspects of Centre delivery;
- The Centre Manager will ensure the on-going daily monitoring of the academy site is maintained to ensure the safety of all who access;
- The Centre Manager will treat all incidents of unfair treatment and any incidents of bullying or discrimination, including racist incidents, with due seriousness. Any action taken will be guided by the strategic policy, specifically the Single Equality policy, ratified by the Adur Board.
- The Centre Manager will refer any concerns under Prevent duty to the named Single Point of Contact within the Police force.
- The Centre Manager will ensure mandatory reporting of Female Genital Mutilation (FGM) is made to the Police in line with the reporting procedures issued by HM Government. (For further details please refer to the Centre's Child Protection policy).

2c. The role of all staff:

- All staff will be made aware of and have access to the Centre's Safeguarding Policy, protocols and procedures;
- All staff will attend annual safeguarding training;
- All staff will strive to safeguard children and young people in all aspects of the environment on-site and on off-site visits;
- All staff will be aware of the Centre's Single Equality policy, challenge any incidents of prejudice, racism or homophobia and record any serious incidents, drawing them to the attention of the Centre Manager, designated named persons and Boards;
- All staff will challenge the use of discriminatory and derogatory language;
- Employed staff will support volunteers during activities or on off-site visits;

- All staff have a responsibility to monitor and, where necessary, guide the practice of volunteers, visitors or contractors working with us. Any concerns will be reported to the Centre Manager and/or Adur Board.

3. Policies, protocols and procedures

ADUR Centre has a range of supporting policies, protocols and procedures to accompany this document which have been developed in accordance with national government (DFE & DH) and local authority guidelines. Policies can be accessed on our website or by requesting a paper copy. (Please note the Centre reserves the right to charge for such requests). All documents have been ratified by the Board of Boards and are regularly reviewed. These documents include our arrangements for the following areas:

- Single Central Record (SCR);
- Child Protection procedures;
- Safe recruitment and selection processes including Disclosure & Barring Service-DBS; vetting checks (formerly CRB), enhanced check for regulated activity (barred list check), Disqualification by Association checks and Overseas checks;
- Delivery of safeguarding as part of activities;
- Volunteers, visitors and contractors working on behalf of the Centre;
- Best practice protocols e.g. Child missing/absconding from the Centre/off-site visits;
- Risk Assessments including COSHH Material Data Safety Sheets (MSDS);
- Arrangements for off-site visits.

4a. Single Central record

In line with Department for Education requirements the Centre maintains a Single Central Record (SCR) of recruitment vetting checks. It is used to log all safer recruitment checks, including details of DBS and/ or barred list checks.

Checks for the following people must be recorded on the SCR:

- All staff who are employed to work for the Centre;
- All staff who are employed on a supply or casual basis, whether employed directly by the Centre or through an agency;
- All unsupervised volunteers who have regular contact with children/ young people (this will include Boards who work as volunteers);
- People brought into the Centre to provide additional instruction/ activities but who are not staff members, for example specialist sports coaches or musicians.

Please note that as a result of the passage of the Protection of Freedoms Act (2012), some of the requirements (particularly around volunteers) have changed (from September 2012). The Act has removed the requirement to routinely carry

out DBS checks on all volunteers, even when they work regularly with children. If supervised by a suitably checked person, it is not required to request any DBS checks on the volunteer and organisations are not entitled to request a barred list check (known as an enhanced check for regulated activity). The Centre is entitled to request a standard or enhanced DBS disclosure certificate without the barred list check. The Centre can only request a barred list check for volunteers working regularly with children / young people in an unsupervised capacity.

The Act has also removed the requirement for DBS checks to be carried out for Boards simply because of their office. If Boards volunteer in our activities the above measures for volunteers apply. The Department for Education have published key documentation detailing all revised vetting requirements and the Centre will include any further revisions as necessary within our annual review process. The requirement to keep a Single Central Record has not changed as a result of the passage of the Protection of Freedoms Act.

4b. Child protection procedures

This Safeguarding policy should be read and implemented in conjunction with the Centre's Child Protection policy which details procedures for all matters relating to child protection. Our policy is guided by documentation issued by central government, N/A and the Local Safeguarding Children Board.

4c. Safer recruitment procedures

ADUR Centre fully adheres to the statutory requirements when recruiting staff. A minimum of one member of any recruitment panel will have completed Safer Recruitment training. All appropriate vetting and barring checks are completed prior to the commencement of employment and details are recorded on the Centre's SCR.

In line with Disqualification under the Childcare Act 2006 guidance (2015), all employed staff are required to complete and submit a disqualification by association declaration form to the Centre Manager. A person is automatically disqualified by association if they live in the same household as another person who is disqualified or in a household where a disqualified person is employed.

Prospective employees will be required to complete the Centre's declaration form prior to commencing employment. The Adur Board reserve the right to request that prospective volunteers also complete a declaration form.

4d. Activity delivery

A wide range of safeguarding topics are delivered through the Centre's core and enhanced activities. This includes our pastoral support/intervention. Details of activity content are regularly shared with parents/guardians who are actively

encouraged to support their child. Where appropriate multi-agency partners support this delivery.

4e. Visitors to the Centre and volunteers/ contractors working with the Centre

The Adur Centre has a Visitors to the Centre policy. All visitors are required to provide photographic ID; DBS details (where required - see Visitor to the Centre policy) and sign in. They are issued with a visitor badge which they must prominently display at all times. In addition, the Centre issues guidance sheets for all visitors, volunteers, extended service providers and contractors to ensure they are aware of and follow our safeguarding procedures.

4f. Child/ young person missing/ absconding from the Centre

At the Adur Centre we apply strict measures to ensure the safety of children and young people. This includes measures to secure the perimeter and access into our buildings. There is regular registration and full monitoring of children / young people throughout the day. Whilst strict safeguarding measures are in place, the Centre feels it is prudent to have emergency protocols in place. These would be implemented should the whereabouts of a child/ young person be unknown. All staff are fully aware of the Centre's Child / Young Person Missing and Child / Young Person Absconding protocols.

4g. Risk assessments

Risk assessments are in place and regularly reviewed for the following:

- All internal rooms, shared areas and staff areas;
- All play areas;
- All fixed equipment (indoor & outdoor);
- All moveable equipment (indoor & outdoor);
- Each visit off-site.

A COSHH (Control of Substances Hazardous to Health) risk assessment is placed in the Centre's COSHH file for any chemicals used by the Centre. These risk assessments are formulated using product material safety data sheets (MSDS) as guidance. This file is maintained by Ian Forbes.

If visitors or extended service providers plan to deliver an activity they must provide a written risk assessment of their planned activity prior to delivery. The Centre will also issue these providers with any necessary Centre risk assessments.

4h. Arrangements for off-site visits

ADUR Centre has an Off-Site Visits policy and supporting protocols which have been ratified by the Adur Board and made available to all staff. This details all the safeguarding procedures and arrangements for planning and delivering visits off-site. Copies of the policy and protocols are available on our website or on request.

5. Implementing procedures

An additional aim of this safeguarding policy is to ensure all staff at ADUR Centre are aware of the signs and symptoms of abuse (see appendix 1 for categories of concern) and are supported by following the procedures. It is extremely difficult to determine if abuse has occurred and **it is not the Centre's duty to investigate** however, all staff will be vigilant.

Staff will look carefully at the attendance/ behaviour of children /young people and be alert for significant changes.

Although children / young people may exhibit any of the following, abuse may not have occurred:

- Disclosure;
- Non-accidental injury, bruising or marks;
- Explanation given inconsistent with injury;
- Several different explanations for an injury;
- Reluctance to give information about an injury;
- A sudden change in behaviour – aggression, extroversion, depression, withdrawn;
- Attention seeking;
- Hyperactivity;
- Poor attention;
- Indiscriminate attachment;
- Frozen watchfulness;
- Anxiety/irritability;
- Abdominal pain/headaches;
- Poor self-esteem;
- Poor peer relationships;
- Act in an inappropriate way expected for age;
- Sexualised behaviour/talk or drawings;
- Self harm/eating disorder;
- Reluctance to change for physical education;
- Failure to thrive;
- Poor hygiene;
- Recurrent/untreated infections of skin or head lice;
- Untreated health/dental issues;
- Frequent absence from planned activities or repeated lateness;

If staff observe any of the above, they will:

- React calmly;
- Not delay in passing on information and / or concerns;
- Where a disclosure is made, reassure the child/ young person that they were right to tell, that they are not to blame and take what the child/ young person says seriously;
- Allow the child / young person to talk and ask only open questions. They will not press for detail, put forward their personal ideas or use any words that the child / young person has not used themselves;
- Not promise confidentiality;
- Inform the child/ young person what they will do next;
- Make a full and written record of concerns observed, what has been said and action taken. Record any conversation/s and facts **verbatim** in writing as soon as possible. Sign and date the report (it may be required as evidence). Staff will be supported in doing this by the Centre's designated named persons for child protection.

6. Written records

Where safeguarding concerns are suspected they will be shared as detailed earlier and details recorded in a confidential written record stored in a secure locked cabinet. Access to such records is strictly controlled. The written record will include:

- The child/ young person's known details including name, date of birth, address and contact numbers;
- Whether or not the person making the report is expressing their own concerns or those of someone else;
- The nature of the allegation, including dates, times, specific factors and any other relevant information;
- Make a clear distinction between what is fact, opinion or hearsay;
- A description of any visible bruising, other injuries or any indirect signs such as behavioural changes;
- Details of any witnesses to the incidents;
- The child/ young person's account, if it can be given, of what has happened and (if appropriate) how any bruising or other injuries occurred;
- Accounts from others, including colleagues and, where appropriate, parents/guardians. (Please note the Centre may not seek an account from a parent/guardian should it be thought that such action may place the child/ young person at risk of harm).

7. Referral

Sharing a concern will not automatically trigger the referral process. When the designated named person/s does feel it appropriate to make a referral, this will be made to the local Social Care - Child Protection Unit. Where concerns include

vulnerability to extremism or being drawn into terrorism, referral will also be made to the Single Point of Contact within the Police force in line with Prevent duties.

In some cases, the Centre may need to protect a child/ young person immediately- in such situations, emergency action will be taken by dialling 999. The Police are the only agency with statutory powers for the immediate protection of children.

We stress it is not the Centre's responsibility to investigate or decide whether abuse has taken place or not. However, any concerns will be raised and if deemed appropriate information will be referred to the appropriate authority immediately. This action will be discussed with parents/ guardians unless doing so is deemed to put the child/ young person at further risk. The best interest of the child/ young person is the Centre's paramount concern.

Please note: Bespoke reporting and referral procedures relating to Female Genital Mutilation were introduced in October 2015. For details please refer to our Safeguarding- Female Genital Mutilation policy.

1.1 8. Review of progress

This policy has been ratified by the Centre's Board which has a rolling programme for reviewing all our policies and monitoring their impact. In line with legislative requirements, they will review safeguarding arrangements and this policy on an annual basis.

9. Publishing the Safeguarding Policy

In order to meet best practice requirements, the Centre will:

- **Publish the Centre's policy on our website;**
- **Place an electronic copy of the policy in the staff area of the Centre's computer system;**
- **Ensure paper copies are made available on request;**
- **Raise safeguarding awareness through our newsletter and other communications;**
- **Ensure support is offered to parents/ guardians where English is a second language to help them understand the content of the Centre's policy.**

APPENDIX 1

Categories of Concern

Neglect: The persistent or severe neglect of a child, which results in significant impairment of the child's health or development such as:

- Failure to provide adequate food, clothing or shelter (including abandonment or exclusion from home);
- Failure to protect from physical or emotional harm;
- Failure to meet child's basic emotional needs;
- Failure to ensure adequate supervision;
- Failure to ensure access to appropriate medical care.

Physical Abuse: Deliberate or intended injury to a child such as:

- Hitting, shaking, throwing, burning, scalding, drowning, suffocating, or poisoning;
- Deliberate inducement of an illness.

Sexual Abuse: Actual or likely sexual exploitation such as:

- Use of force or enticement to take part in sexual activity, penetrative, or non-penetrative;
- Involvement in non-contact activities such as looking at or making abusive images;
- Encouraging children to watch sexual activities;
- Encouraging children to behave in sexually inappropriate ways;
- Any sexual activity with a child under the age of 16.

Emotional Abuse: Persistent or severe emotional ill-treatment or rejection, which adversely affects the child's emotional and behavioural development such as:

- Conveying to a child that they are worthless, unloved or inadequate;
- Overprotection, limiting exploration and learning, preventing normal social interaction or imposing inappropriate expectations;
- Causing a child to feel frightened or in danger by the witnessing of violence towards another person whether domestic or not.



Brighton Road, Shoreham-By-
Sea, BN43 5LT

0333 340 7100

info@adurcentre.org.uk