



**SAFE** Community Interest Company  
Safer Activities For Everyone CIC



**Country  
Trust**

Where children  
learn and grow

# Safeguarding Children & Young People Policy

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# Safeguarding Children Policy

## Organisation: The Country Trust

### Policy Statement

We recognise that the welfare of all children is paramount and that *all* children, regardless of ability or culture, have equal rights of protection. We have a duty of care when they are in our charge and we will do everything we can to provide a safe and caring environment whilst they attend our activities.

### Policy Aim

As members of SAFE, we aim at all times to attain the SAFE standards in all our activities with children. We will achieve this by adhering strictly to this policy and the guidance and risk assessments. This policy is for The Country Trust. When working with school groups we will liaise with school staff as appropriate to their procedures.

### Child Safeguarding Lead and Deputy

The responsibility of managing the safeguarding of children can be both demanding and challenging, and therefore must be appointed at managerial level to personnel who are available when we are operational.

Our lead for child safeguarding is:

Name: Jill Attenborough – Chief Executive, The Country Trust

Contact details: [jattenborough@countrytrust.org.uk](mailto:jattenborough@countrytrust.org.uk) Tel: 01245 608363 Mobile:07760 171146

Our deputy is:

Name: Alison Smith – Office Manager, The Country Trust

Contact details: [asmith@countrytrust.org.uk](mailto:asmith@countrytrust.org.uk) Tel: 01245 608363

Named Trustee: Anne Bufton-McCoy

Their role is to oversee and ensure that our safeguarding children policy is fully implemented and that we attain SAFE standards. This includes ensuring that all staff receive child protection training as appropriate. The deputy should be available to support or cover for the nominated lead. She will also handle any complaints or allegations against the nominated lead if appropriate.

Safeguarding is a standing agenda item at quarterly Board Meetings.

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## Why do we need a Safeguarding Children Policy?

The five main outcomes for children as detailed in “Every Child Matters” agenda 2003 and subsequent Children Act 2004 are:

- being healthy
- staying safe
- enjoying and achieving
- making a positive contribution
- economic well-being

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

### All organisations should:

- **have senior managers committed to safeguarding**
- **be clear about people’s responsibilities and accountability**
- **have a culture of listening to children**
- **safe recruitment practices for all staff and volunteers working with children & young people**
- **procedures for safeguarding children and young people**
- **procedures for dealing with allegations against, and concerns about, staff & volunteers**
- **make sure staff have mandatory induction and further safeguarding training, supervision, reviews and support**
- **have agreements about working with other organisations and agencies**

*Working Together to Safeguard Children 2015*

**“Children are individuals whose rights, needs and welfare are paramount.”**

*Children Act 1989*

**The 2 key principles of Working Together to Safeguard Children 2015 are:**

- **Safeguarding is everyone’s responsibility; for services to be effective each professional and organisation should play their full part**
- and
- **a child centred approach: for services to be effective they should be based upon a clear understanding of the needs and views of children**

**“No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs”**

*Equality Act 2010*

All references and documents are available under “References” on the homepage of [www.safecic.co.uk](http://www.safecic.co.uk)

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## Recognising Abuse

### Physical:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing significant 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:

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 include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate it. 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 serious bullying (including cyber bullying), 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, may feature age or developmentally inappropriate expectations being imposed on children.

### Sexual:

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

### Child sexual exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

### 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:

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- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

See appendix 1 for additional information about

## **Treating Children with Respect**

We endeavour to treat all children with respect, regardless of ability or culture. We ensure that everyone signs up to SAFE Safeguarding Children Code of Conduct.

We also circulate and make available to everyone our confidentiality, complaints, "whistleblowing", disciplinary and grievance policies & procedures.

## **Celebrating Children's Achievements**

We positively encourage all children to succeed and celebrate their achievements. We are particularly sensitive to the needs of disabled children who may achieve in smaller steps than their peers but are equally entitled to celebration.

## **Rigorous Recruitment**

This policy should be read in conjunction with our Safer Recruitment Policy and Procedures.

We always take up two written references and insist that any appointment, where staff has direct and/or unsupervised access to children and young people, will only be confirmed subject to a satisfactory DBS check at the appropriate level.

At interview, we have sound procedures and recording to ensure we are satisfied, and can evidence that the applicant is appropriate and suitable.

At least one person on each interview panel will have undertaken Safer Recruitment Training.

## **Induction & Training**

In line with SAFE recommendations we have a clear induction and training strategy detailing clear job descriptions and responsibilities and all relevant procedures as detailed under "**Treating Children with Respect**". Those staff with direct contact with children, or managers, will attend SAFE child protection training within 3 months of appointment. We also agree a probationary period with clear goals and then provide ongoing management at regular intervals.

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## Confidentiality

We have a clear policy in line with SAFE recommendations about confidentiality and information sharing and these details will be made available on our website to all adults, children, parents and carers.

We fully endorse the principle that the welfare of children overrides any obligations of confidence we may hold to others. Individual cases will only be shared or discussed on a “need to know” basis. Under “whistleblowing” anyone in our organisation may refer direct to either children’s social care services or the police if they are concerned that a child is at risk of harm and this policy is not being adhered to. All media enquiries will be handled by Jill Attenborough, Chief Executive.

## Handling Disclosures

A disclosure may be made verbally or through play or through the behaviour by a child and it is important for everyone to remember the following:

If you are concerned about a child it is important that this information is communicated to the lead and/ or deputy for child safeguarding.

You may become aware of suspected or likely abuse by:

- Your own observations and concerns;
- Being told by another person that they have concerns about a child;
- The child tells you;
- The abuser tells you.

Also, remember that you may not always be working directly with the child but become concerned because of difficulties experienced by the adults e.g.

- Domestic abuse incidents
- Mental health issues
- Substance and alcohol abuse Incidents

Other safeguarding concerns may be:

- bullying including cyberbullying
- children missing education
- child missing from home or care
- child sexual exploitation (CSE)
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM)
- forced marriage
- gangs and youth violence

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- gender-based violence/violence against women and girls (VAWG) e.g. honour based abuse
- hate
- mental health
- missing children and adults
- private fostering
- preventing radicalisation
- relationship abuse
- sexting
- trafficking

Remember:

- Do not delay.
- Do not investigate.
- Seek advice from the child protection lead or deputy.
- Make careful recording of anything you observe or are told.

See Appendix 1: for guidance on recording and sharing information

For further information and guidance on Safeguarding Concerns listed above see pages 10 and 11 of Keeping Children Safe in Education September 2016 –Gives information and guidance on Specific Safeguarding Issues listed above

- [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550499/Keeping\\_children\\_safe\\_in\\_education\\_Part\\_1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550499/Keeping_children_safe_in_education_Part_1.pdf)

## Responding to Concerns

We ensure and emphasise that everyone in our organisation understands and knows how to share any concerns immediately with the Designated Safeguarding Lead and Deputy. We do this by staff training, leaflet, staff induction. Everyone including both the Designated Safeguarding Lead (DSL) or Deputy will deal with concerns using the following approach:

**IMPORTANT: If a child is in immediate danger or is at risk of harm dial 999.**

**If you observe or hear that an abuse has taken or is likely to take place:**

- **Stay calm.** Ensure the child is safe and reassured
- **Listen** carefully to what is actually said. Use open questions, “tell me more about that.”
- **Don’t promise to keep secrets**, explain information needs to be shared, reassure it’s to keep everyone safe.
- **Record what is actually said.** (It may be required in court)

**Continued overleaf.....**

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**Responding to concerns** *continued*.....

- **Share** your concerns directly with Country Trust’s Designated Safeguarding Lead (DSL) or Deputy with details of anything that has been said or done. Give your notes to the DSL. Don’t speak to others as it may compromise the child’s safety.
- If your concern is for the welfare of a child contact the local authority children’s social care.
- If there is an allegation against a member of the children’s workforce contact the LADO (Local Authority Designated Officer) . You can find contact details for your area LADO via the link Safeguarding Children’s Boards.at <http://www.safecic.co.uk/your-scb-acpc/55-free-downloads-and-safeguarding-links/61-safeguarding-children-board-links>

**A. During school activities and trips the following steps should be taken:**

**Step 1**

**If you are worried a child has been abused because:**

- You have seen something
- A child says they have been abused
- Somebody else has told you they are concerned
- There has been an allegation against a member of school staff (follow separate procedure B below)
- There has been an allegation against a member of Country Trust staff
- There has been an anonymous allegation
- An adult has disclosed they are abusing a child
- An adult has disclosed they were abused as a child

**Important: Any consultation should not delay a referral. In an emergency dial 999**

**Step 2 (immediately)**

- Let the school leader know **immediately** you have concerns or a disclosure has been made.
- Support the school leader by recording exactly what was said or observed (see Appendix 1). They are responsible for passing on the details to their Designated Safeguarding Leader.
- Copy or photo the written record and email immediately to The Country Trust Designated Safeguarding Lead or Deputy.
- Telephone the Designated Safeguarding Lead or Deputy of The Country Trust.

**Consult Monitor & Record (Sign/date/time)**

**Step 3**

- The school concerned will take all the necessary steps in accordance with their Safeguarding Policy.
- The DSL for The Country Trust (or Deputy) will report the disclosure to Children’s Social Care Services and /or the Police (in an emergency) without delay and follow up the referral in writing within 24 hours. \*\*
- The DSL for The Country Trust (or Deputy) will contact the DSL at the school to inform them The Country Trust has reported the disclosure.

**\*\*In cases of allegations against a person with a “duty of care”, the LADO will coordinate the next procedural steps.**

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Responding to Concerns *continued....*

**B. If the concern is about a member of the school or Country Trust staff**

- Do not speak to members of staff
- Record exactly what was said or observed (Appendix 1)
- Contact The Country Trust Designated Safeguarding Lead immediately or Deputy
- At any time if you still have concerns you can go direct to the LADO, local authority children’s social care or the police.

The Country Trust Designated Lead or Deputy will inform the LADO and may inform the school’s DSL

**C. For concerns about children & young people who attend CT’s activities and are NOT part of a school group.**

**Step 1**

As above

**Step 2**

- The Country Trust has a Safeguarding Children Policy. Talk to the Designated Safeguarding Lead or their deputy.
- Record exactly what was said or observed (Appendix 1)
- Copy or photo the written record and email immediately to The Country Trust Designated Safeguarding Lead or Deputy.

**Step 3**

She (or the nominated Trustee or Chair) should refer the concern to local authority Children’s Social Care and/or the police (in an emergency) and follow up the referral in writing within 24 hours. \*\*

**Important: Any consultation should not delay a referral. In an emergency dial 999**

**Consult Monitor & Record (Sign/date/time)**

**\*\*In cases of allegations against a person with a “duty of care”, the LADO will coordinate the next procedural**

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## Handling Allegations / Dealing with Complaints / Disciplinary & Grievance Procedures

We have clear policies in line with SAFE recommendations about handling allegations, dealing with complaints and our own disciplinary and grievance procedures and these details will be made available to all adults, children, parents and carers as necessary.

We are mindful that the three procedures may confuse the next appropriate steps to take. We are clear that, in any case where a complaint has been made with regards to any inappropriate or poor practice, we will contact the school concerned first (if appropriate) and local authority children's social care before making an open decision about the best way forward.

It is the responsibility of the child protection lead and/or deputy to ensure that these procedures are rigorously adhered to. In the case that the child protection lead is implicated, the deputy should be informed. In the exceptional circumstances that both are involved, it is the duty of the person concerned to contact the school or social care services direct.

Children's social care services will manage any investigations, overseen by the Local Authority Designated Officer (LADO) in accordance with Local Safeguarding Children Board (LSCB) procedures. These are available on the LSCB website.

With regards to disciplinary and grievance procedures, we are very clear that we will take no steps until we have fully discussed and agreed a strategy with the Local Authority Designated Officer, local authority children's social care and/or the police. Any investigation will override the need to implement any such procedures. Our management are responsible for making referrals to the Disclosure & Barring Service (DBS), and the relevant professional bodies of an individual who works or volunteers with us and does, or may, pose a danger to children and young people. Other organisations including a school we work with, will liaise with their LADO and local agencies if such a referral needs to be made.

## Record Keeping

All records will be securely kept in a locked cabinet at Head Office. Only the child safeguarding lead and/or deputy will have access and records will only be kept as long as necessary.

Normally these records will be passed to local authority children's social care as soon as possible. All records will be handwritten (and if recorded electronically, kept in a secure area) by the person with the concern within 24 hours, on headed paper or incident sheets and will be factual, non-judgmental. All such records will have a front page listing the papers in chronological order.

It is helpful to record any known details of the child/children or young people involved e.g. name, address, date of birth etc. All records should be factual. It is equally important to record the reasons for making the decision not to refer to children's social care services as when the

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decision is taken to refer. Always sign, clearly detail name and job role of the person making the record. Date and time these records.

## SAFE Recommendations

In order to attain and retain the SAFE award everybody needs to be vigilant in adhering to this policy and also assessing the risks of their own work and activities. These risk assessments will be carried out annually by the lead and/or deputy for child safeguarding; however it is the responsibility of everyone to draw attention to practices and procedures that they are unhappy or uncomfortable with.

It is only through adopting SAFE policies and practices that we can all be confident we have done everything we can to safeguard the children in our care.

A separate record for staff signatures should be maintained to evidence they have seen and understand this policy.

## Policy Date

This policy was agreed and disseminated on Wednesday 23<sup>rd</sup> March 2016 and will be reviewed annually or when there are substantial organisational changes.

**Policy Review Date:** 26<sup>th</sup> June 2018  
June 2019

**Signed by:**

**Lead for child safeguarding**

.....  
**J Attenborough – Chief Executive**

**Deputy for child safeguarding**

.....  
**Alison Smith – Office Manager**

**Chair/Senior Manager/Director:**

.....  
**Anne Bufton-McCoy Trustee (Safeguarding)**

**Date:** 26<sup>th</sup> June 2018

**References** Note, all references can be found in the reference section at [www.safecic.co.uk](http://www.safecic.co.uk)

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**Appendix 1: Guidance on Recording and Sharing Concerns**

(This form should be completed **ONLY** with information already known.

**Be careful not to investigate / question the child or young person)**

Record of Concerns Form						
Child's Name				Age		
School ( if relevant)						
Adult's Details	Name					
	Contact details					
Person to whom you have reported the disclosure	Name					
	Contact details					
Where and when?	Visit location		Date		Time of Disclosure	
What was actually said by the child and or observed by the adult						
Background context – i.e. what stimulated the verbal disclosure 1:1 discussion or in a group?						
Signed			Date	Time		
Job Role						

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