

Leasowe Community Centre Trust.

Registered Charity Number 1214971

Children

&

Vulnerable Adults

Safeguarding Policy

Statement of Leasowe Community Centre Trust's Children and Vulnerable Adults
Safeguarding Policy

PART ONE

General Statement of Policy

1. General Policy

Leasowe Community Centre Trust is firmly committed to the belief that all children and vulnerable adults have a fundamental right to be protected from harm and fully recognises its responsibility for child and adult protection. The safety and protection of all vulnerable people that the Leasowe Community Centre Trust supports is paramount and has priority over all other interests, unless life is at imminent risk.

There are five main elements to the policy:

- ensuring that Leasowe Community Centre Trust practices safe recruitment in checking the suitability of staff and volunteers to work with young people and vulnerable adults;
- raising awareness of child protection and vulnerable adult issues amongst all paid and unpaid staff;
- developing and implementing procedures for identifying and reporting cases or suspected cases, of child or adult abuse;
- supporting the child or adult who has been abused;
- establishing a safe environment in which children and adults can develop and grow, where they are able to talk and be listened to.

PART TWO - Definitions

2.1 Definitions

The following definitions apply throughout the Safeguarding Policy and associated procedures:

Child or Children

The Children Act 1989 defines a child as a person under eighteen for most purposes.

Vulnerable Adult or Adults

The Protection of Vulnerable Adults Scheme (PoVA 2004) defined a vulnerable adult as a person aged 18 or over who has a condition of the following type:

- A substantial learning or physical disability;
- A physical or mental illness or mental disorder, chronic or otherwise, including addiction to alcohol or drugs;
- A significant reduction in physical or mental capacity.

Young Person

The term young person will include those aged between 5 and 24 years. For the purposes of this policy, a young person aged under 18 years is regarded as a child and a vulnerable adult includes all people aged 18 and over subject to the criteria of the POVA Scheme.

2.2 Types of abuse

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

Evidence of any one indicator from the following list should not be taken on its own as proof that abuse is occurring. However, it should alert practitioners to make further assessments and to consider other associated factors. The lists of possible indicators and examples of behaviour are not exhaustive and people may be subject to a number of abuse types at the same time.

Physical abuse

Types of physical abuse

- Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing
- Rough handling
- Scalding and burning
- Physical punishments
- Inappropriate or unlawful use of restraint
- Making someone purposefully uncomfortable (e.g. opening a window and removing blankets)
- Involuntary isolation or confinement
- Misuse of medication (e.g. over-sedation)
- Forcible feeding or withholding food
- Unauthorised restraint, restricting movement (e.g. tying someone to a chair)

Domestic Violence or Abuse

Domestic Violence or abuse may take many forms e.g. hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating.

It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child or vulnerable adult. This unusual and potentially dangerous form of abuse is now described as fabricated or induced illness.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or vulnerable adult to take part in sexual activities, whether or not they are aware of what is happening, and includes penetrative (i.e. vaginal or anal rape or buggery) and non-penetrative acts.

Types of sexual abuse

- Rape, attempted rape or sexual assault
- Inappropriate touch anywhere
- Non- consensual masturbation of either or both persons
- Non- consensual sexual penetration or attempted penetration of the vagina, anus or mouth
- Any sexual activity that the person lacks the capacity to consent to
- Inappropriate looking, sexual teasing or innuendo or sexual harassment
- Sexual photography or forced use of pornography or witnessing of sexual acts
- Indecent exposure

It may also include non-contact activities such as looking at, or being involved in, the production of pornographic materials, watching sexual activities or encouraging children or vulnerable adults to behave in sexually inappropriate ways.

Psychological or emotional abuse

Types of psychological or emotional abuse

- Enforced social isolation – preventing someone accessing services, educational and social opportunities and seeing friends
- Removing mobility or communication aids or intentionally leaving someone unattended when they need assistance
- Preventing someone from meeting their religious and cultural needs
- Preventing the expression of choice and opinion
- Failure to respect privacy
- Preventing stimulation, meaningful occupation or activities
- Intimidation, coercion, harassment, use of threats, humiliation, bullying, swearing or verbal abuse
- Addressing a person in a patronising or infantilising way
- Threats of harm or abandonment
- Cyber bullying

Financial or material abuse

Types of financial or material abuse

- Theft of money or possessions
- Fraud, scamming
- Preventing a person from accessing their own money, benefits or assets
- Employees taking a loan from a person using the service
- Undue pressure, duress, threat or undue influence put on the person in connection with loans, wills, property, inheritance or financial transactions

- Arranging less care than is needed to save money to maximise inheritance
- Denying assistance to manage/monitor financial affairs
- Denying assistance to access benefits
- Misuse of personal allowance in a care home
- Misuse of benefits or direct payments in a family home
- Someone moving into a person's home and living rent free without agreement or under duress
- False representation, using another person's bank account, cards or documents
- Exploitation of a person's money or assets, e.g. unauthorised use of a car
- Misuse of a power of attorney, deputy, appointeeship or other legal authority
- Rogue trading – eg. unnecessary or overpriced property repairs and failure to carry out agreed repairs or poor workmanship

Modern slavery

Types of modern slavery

- Human trafficking
- Forced labour
- Domestic servitude
- Sexual exploitation, such as escort work, prostitution and pornography
- Debt bondage – being forced to work to pay off debts that realistically they never will be able to

Discriminatory abuse

Types of discriminatory abuse

- Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as **'protected characteristics' under the Equality Act 2010**)
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

Organisational or institutional abuse

Types of organisational or institutional abuse

- Discouraging visits or the involvement of relatives or friends
- Run-down or overcrowded establishment
- Authoritarian management or rigid regimes
- Lack of leadership and supervision
- Insufficient staff or high turnover resulting in poor quality care
- Abusive and disrespectful attitudes towards people using the service

- Inappropriate use of restraints
- Lack of respect for dignity and privacy
- Failure to manage residents with abusive behaviour
- Not providing adequate food and drink, or assistance with eating
- Not offering choice or promoting independence
- Misuse of medication
- Failure to provide care with dentures, spectacles or hearing aids
- Not taking account of individuals' cultural, religious or ethnic needs
- Failure to respond to abuse appropriately
- Interference with personal correspondence or communication
- Failure to respond to complaints

Discriminatory abuse

Types of discriminatory abuse

- Unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation
(known as **'protected characteristics' under the Equality Act 2010**)
- Verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic
- Denying access to communication aids, not allowing access to an interpreter, signer or lip-reader
- Harassment or deliberate exclusion on the grounds of a protected characteristic
- Denying basic rights to healthcare, education, employment and criminal justice relating to a protected characteristic
- Substandard service provision relating to a protected characteristic

Neglect and acts of omission

Types of neglect and acts of omission

- Failure to provide or allow access to food, shelter, clothing, heating, stimulation and activity, personal or medical care
- Providing care in a way that the person dislikes
- Failure to administer medication as prescribed
- Refusal of access to visitors
- Not taking account of individuals' cultural, religious or ethnic needs
- Not taking account of educational, social and recreational needs
- Ignoring or isolating the person
- Preventing the person from making their own decisions
- Preventing access to glasses, hearing aids, dentures, etc.
- Failure to ensure privacy and dignity

Self-neglect

Types of self-neglect

- Lack of self-care to an extent that it threatens personal health and safety
- Neglecting to care for one's personal hygiene, health or surroundings
- Inability to avoid self-harm
- Failure to seek help or access services to meet health and social care needs
- Inability or unwillingness to manage one's personal affairs

2.3 Status of Policy

This policy forms part of the Terms and Conditions of Employment and applies to all employees, trustees and volunteers. Its purpose is to protect the personal safety of all children, young people and vulnerable adults using the facilities, resources and activities provided by Leasowe Community Centre Trust actively promoting awareness, good practice and sound procedures.

PART THREE - Procedures

3.1 Personnel/Recruitment

All paid and unpaid staff involved in regulated or intensive contact with vulnerable people as part of their work for Leasowe Community Centre Trust are required to register with the Independent Safeguarding Authority (ISA) and will be subject to the Vetting and Barring procedures of the ISA. In line with the Vetting and Barring procedures, the ISA will classify all staff as either 'subject to monitoring' or will bar staff from contact with vulnerable people. All employees, trustees and volunteers are required to provide references that Leasowe Community Centre Trust deems appropriate, which are always verified.

All employees, trustees and volunteers are required to have enhanced or standard criminal record checks (DBS) and this information will contribute to the Vetting and Barring requirements of the Independent Safeguarding Authority.

No new employees, trustees or volunteers should start employment/work until references have been verified and DBS checks received. If this is not possible then new employees, trustees and volunteers must not have contact with vulnerable people until references and DBS checks are completed satisfactorily and they have registered with the ISA. Details of the checks to be carried out are set out in Part 5.

All employees, trustees and volunteers will receive, and will be required to read and sign, the Children and Vulnerable Adults Safeguarding Policy. All employees, trustees and volunteers will receive regular support in their work with children and vulnerable adults.

Please see part 6 for details of the Vetting and Barring Scheme.

3.2 Responsibilities

All employees, trustees and volunteers working on behalf of Leasowe Community Centre

Trust have a responsibility for the welfare of the children and vulnerable adults that they work with, in relation to their employment.

All employees, trustees and volunteers have a duty to ensure that any suspected incident, allegation or other manifestation relating to child and vulnerable adult protection is reported using the reporting procedures detailed in this policy.

Leasowe Community Centre Trust has a Designated Safeguarding Officer and a nominated deputy. The Manager, for whom the Administrator will act as deputy in his or her absence, must also be informed of issues which arise under this policy. The Designated Safeguarding Officer and Deputy Safeguarding Officer are responsible for child protection and the implementation of this policy. It is the responsibility of the Designated Safeguarding Officer to take appropriate action following any expression of concern and make referrals to the appropriate agency.

3.2.1 Designated Safeguarding Officer

The Designated Safeguarding Officer will attend training as appropriate and make referrals to external agencies. Other aspects of their role include:

- obtaining information from staff, volunteers, children, parents or carers who have concerns relating to the protection of children or vulnerable adults and to record this information;
- assessing information quickly and carefully and asking for further information where appropriate;
- consulting with statutory child and vulnerable protection agencies e.g. the local social services department and police, to clarify doubts or worries;
- making referrals to Social Services, or the police, without delay.

All employees will be made aware of the named Designated Safeguarding Officer and how to contact them. Contact details also appear in Part 12 of this policy. The Designated Safeguarding Officer has contact telephone numbers for the local Area Safeguarding Board and other statutory agencies.

3.3 Reporting Procedures: What to do if you suspect someone is being abused

All staff, volunteers and others working in direct or indirect contact with vulnerable people as part of the organisation's activities; or as part of the environment where the activities take place, must be alert to the signs of abuse. Anyone who suspects that abuse is taking place in this environment or to whom a child or vulnerable adult discloses issues relating to safeguarding should contact the Designated Safeguarding Officer immediately.

Any suspicion or allegation must be reported as soon as possible on the day of the occurrence to the Designated Safeguarding Officer. Disclosure or evidence for concern may occur in a number of ways including a comment made by a child or adult, physical evidence such as bruising, a change in behaviour, or inappropriate behaviour or knowledge.

It is the responsibility of the Designated Safeguarding Officer to liaise with other relevant

agencies where necessary and seek clarification from the Safeguarding and Protection Unit of the local Constabulary, if there is any concern about the validity of any allegation.

Any suspicion or allegation of abuse must be recorded by the observer/s on the appropriate incident reporting form. This form must be kept strictly confidential and stored securely following the Data Protection Procedures. All employees and volunteers are instructed to report the disclosure or discovery of abuse or alleged abuse directly to their Line Manager who will inform the Designated Safeguarding Officer.

All trustees will report such incidents directly to the Manager, or his/her deputy as the Designated Safeguarding Officers.

All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely following the procedures laid out in the Data Protection Policy.

3.4 Allegations against employees, trustees or volunteers

When any form of complaint is made against an employee or volunteer, it must be taken seriously and the complaint should initially be dealt with by the most senior staff member on site at the time the complaint is made. The senior staff member must report the complaint to the Manager or his/her nominated deputy immediately, giving details of the circumstances.

The Manager or his/her nominated deputy will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made. If this is not possible, contact will be made by telephone.

The Manager or his/her nominated deputy will have the right to suspend from duty and/or the premises, any person who is a party to the allegation until a full investigation has been made in line with Leasowe Community Centre Trust Disciplinary Procedures or the Code of Conduct.

This action does not imply in any way that the person suspended is responsible for, or is to blame for, any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a totally professional manner.

It is the responsibility of the Manager or his/her nominated deputy to make the decision as to whether to inform Social Services, NHS Community Mental Health Team (CMHT) and/or the Safeguarding Unit of the local Constabulary, depending on the nature of the allegation.

Leasowe Community Centre Trust will co-operate fully with the Police, Social Services, the NHS and all other parties involved.

The Manager or his/her nominated deputy will ensure that the Chair of Leasowe Community Centre Trust, or in his/her absence the Secretary or Treasurer, is fully briefed. An agreed statement will be prepared for the purpose of accurate communication with external sources and for the protection of the legal position of all parties involved.

The Manager or his/her nominated deputy will make a full written report of the incident and the actions taken. This report will be stored securely following the procedures detailed in the Data Protection Policy.

3.4.1 Resignation

If, during the course of an investigation relating to safeguarding, an employee tenders his or her resignation, or ceases to provide their services, Leasowe Community Centre Trust is not prevented from following up an allegation in accordance with these procedures. Every effort will be made to reach a conclusion in cases relating to the welfare of children or vulnerable adults, including those where the person concerned refuses to co-operate with the process

See also:

- Disciplinary Procedure
- Staff Code of Conduct
- Complaints Procedure

PART FOUR - Confidentiality

4. Confidentiality

All employees and volunteers must work under the principle that confidentiality is extremely important and plays a large part in much of the work carried out with children and young people. However, under no circumstances will any individual in the employment of Leasowe Community Centre Trust, or acting as a volunteer, keep confidential any information that raises concerns about the safety and welfare of a child or vulnerable person. This statement relating to confidentiality is made known to all who access any provision of Leasowe Community Centre Trust

PART FIVE - Recruitment

5. Safe recruitment of staff

Leasowe Community Centre Trust undertakes to ensure that its paid and unpaid staff, are suitable to work in an environment where they will encounter children and vulnerable adults as part of the Organisation's work. It also reserves the right to refuse to employ staff or volunteers whom it has a reasonable belief may pose a risk to vulnerable people.

Leasowe Community Centre Trust has systems in place to prevent unsuitable people from working with children or vulnerable adults and to promote safe practice. These systems apply to all new staff and volunteers and require the following checks to be made on appointment:

- A minimum of two references, satisfactory to *Leasowe Community Centre Trust*, one of which should be from a previous employer

- Documentary evidence checks of identity, nationality, residency and “right to work” status
- Enhanced DBS Disclosure
- Documentary evidence of qualifications
- Satisfactory completion of the probationary period

PART SIX - The Vetting and Barring Scheme

6. Vetting and Barring

The Safeguarding Vulnerable Groups Act 2006 places a duty on Leasowe Community Centre Trust to undertake an Enhanced Criminal Records Bureau Disclosure (DBS) for all staff and volunteers supervising or in intensive or frequent contact with children or vulnerable adults. As part of the Vetting and Barring procedures introduced by the Independent Safeguarding Authority in October 2009 all paid and unpaid staff who have either intensive or frequent contact with children or vulnerable adults via their work for Leasowe Community Centre Trust are required to register with the Independent Safeguarding Authority.

Leasowe Community Centre Trust carries out Standard Disclosure checks on all staff whose jobs involve some contact with children or vulnerable adults. Positions which fall into this category include administration staff, where unsupervised access to children or vulnerable adults is not a large part of the job.

An Enhanced Disclosure is required for staff and volunteers, who regularly care for, supervise, train or are in sole charge of children or vulnerable adults. Positions which fall into this category include managers, youth workers and administration staff in positions where unsupervised access to children or vulnerable adults forms a large part of the job e.g. programme administrators. For individuals who have lived outside of the UK further checks are carried out, where appropriate, if a DBS Disclosure is not felt to be sufficient to establish suitability to work with children, young people or vulnerable adults.

See also [Health and Safety Policy and Procedures] and Incident Reporting (part 7).

PART SEVEN - Independent Safeguarding Authority

7. Reporting cases to the Independent Safeguarding Authority

Leasowe Community Centre Trust has a statutory duty to make reports and provide relevant information to the Independent Safeguarding Authority (ISA) where there are grounds for believing, following an investigation, that an individual is unsuitable to work with children or vulnerable adults, or may have committed misconduct. The responsibility for reporting cases to the ISA lies with the Designated Safeguarding Officer.

The Independent Safeguarding Authority make barring decisions for Section 142 of the Education Act (formally known as List 99), The Protection of Children Act List (PoCA) and the Protection of Vulnerable Adults List (PoVA). This has now been combined as part of the Vetting and Barring Procedures of the Independent Safeguarding Authority

PART EIGHT - Supporting Staff

8. Support for Staff

All staff and workers who come into direct contact with learners must undertake training on the subject of safeguarding. The Children and Vulnerable Adults Safeguarding Policy will be issued to all new staff as part of their induction.

See also Leasowe Community Centre Trust's Induction Procedure

Leasowe Community Centre Trust is aware that safeguarding cases can be distressing and that both paid and unpaid staff who have been involved may find it helpful to talk about their experiences, in confidence, with the Designated Safeguarding Officer or with a trained counsellor. Staff wishing to be referred for counselling should contact their line manager or the Designated Safeguarding Officer.

PART NINE - Equal Opportunities

9. Equality of Opportunities

As part of the community served by Leasowe Community Centre Trust all children and vulnerable adults have the right to be safeguarded from harm and exploitation whatever their race, religion, gender, sexuality, age or disability. This policy relates to the Organisation's legal obligation to protect children who are suffering forms of abuse as defined in the Children Act 1989 and is therefore in line with Leasowe Community Centre Trust's equality and diversity policies.

See also:

- Disability Equality Scheme
- Equal Opportunities Policy statement
- Recruitment of Ex-Offenders
- Employment and Recruitment Policy

PART TEN - Operational Practices Policy

10.1 The use of cameras, videos, or camera mobile phones

Leasowe Community Centre Trust may take photographs of children and young people participating in activities and events. At all times written permission from parents will be obtained before photographs are taken.

Leasowe Community Centre Trust reserves the right to prohibit the use of cameras, videos and mobile telephones with picture taking capacity on its land and within any of its properties or at events it promotes.

Used security videos will be kept in a secure place and when no longer needed shall be destroyed.

10.2 Employee Ratios

For children, the ratio of employees/volunteers will be one to eight for those aged 8 years and under and one to ten for those aged 10 years or over as laid down by guidance issued under the Children Act (1989).

Where a Governing Body or Government guidelines require a higher ratio of employees/volunteers to the number of children and vulnerable adults this ratio will override the minimum ratios set above.

Outdoor adventure activities will always have a minimum of 2 appropriately trained adults, one of which must be an employee of Leasowe Community Centre Trust who will hold a First Aid at Work qualification.

There will always be two employees present when transporting children and vulnerable adults in a minibus or other forms of public and private transport. The ratio of employees/volunteers working with children and vulnerable adults with special needs will be as laid down under *Leasowe Community Centre Trust's* Special Needs Policy (see Part 11).

10.3 Signing in and out

All children aged 14 and under and vulnerable adults attending a Leasowe Community Centre Trust organised activity with a duration of less than one hour will be checked against a register. All children and vulnerable adults attending a Leasowe Community Centre Trust organised activity that lasts longer than one hour must be signed in/out by a parent/guardian. This applies to all Leasowe Community Centre Trust organised activities, regardless of their location.

10.4 Outside Organisations

Any club, society, organisation or individual undertaking activities on the Leasowe Community Centre Trust's behalf involving children aged 14 and under and vulnerable adults will be required to either adopt Leasowe Community Centre Trust's Children and Adults Safeguarding Policies or show proof that they have their own robust policies.

Any club, society, organisation or individual undertaking any activity that has been sanctioned by Leasowe Community Centre Trust which involves children aged 14 years and under on Leasowe Community Centre Trust's land or in its premises will be required to adopt *Leasowe Community Centre Trust's* signing in and signing out procedures.

Any club, society, organisation or individual working with children and vulnerable adults who refuse to adopt Leasowe Community Centre Trust's policies, signing in and signing out procedures or adopt their own policies and procedures will not be permitted to use Leasowe Community Centre Trust facilities.

Any club, society, organisation or individual working with children and vulnerable adults will be subject to random spot checks periodically by Leasowe Community Centre Trust employees to ensure policies and procedures are in place and being implemented.

PART ELEVEN - Special Needs

11. Special Needs Policy

All Leasowe Community Centre Trust employees, volunteers and contractors are required to comply with the procedures contained within this policy.

This Special Needs Policy works in support of Leasowe Community Centre Trust's established Children and Vulnerable Adults Safeguarding Policy which requires all employees, trustees and volunteers to be checked through the Criminal Records Bureau before coming into contact with any child or vulnerable adults taking part in Leasowe Community Centre Trust organised activities.

11.1.1 Screening

Screening must take place prior to the commencement of activities and will complement Leasowe Community Centre Trust booking procedures. Screening will include illnesses, medication, health, emergency numbers and, in certain cases, special reference to asthma sufferers and inhalers and whether the child is able to administer their own medicines. Screening must include a medication sheet for children and vulnerable adults with individual medical requirements e.g. dosage, symptoms, times to be administered, Doctor's surgery numbers etc.

Leasowe Community Centre Trust is within its rights to turn away a child or vulnerable adult with a medical condition which a parent has neglected to inform Leasowe Community Centre Trust about during the screening process.

11.1.2 Contagious illness

The screening form will indicate that Leasowe Community Centre Trust will not accept any child suffering from a contagious illness and they will be turned away.

11.1.3 Three to Five Years

For activities where 3 –5-year olds are left in the sole care of Leasowe Community Centre Trust and where medication needs to be administered, parents will be required to return to administer the medication at the appropriate time. Where a child needs help to administer an inhaler, employees must first be given written consent from parents.

11.1.4 Six Plus

Parents will be asked to leave written consent in order for any medicines to be given or overseen. It is the parent's responsibility to inform employees or volunteers whether their child has an inhaler and where it is kept. It should be clearly labelled with the child's name

and, where the child may need assistance in taking an inhaler, written consent must be given first.

11.1.5 A child over 5 requiring Injections

It is not *Leasowe Community Centre Trust's* responsibility to assist a child in the administering of injections. A child must either be able to administer and control their condition or be supervised by a parent or guardian. If a child needs to, or may need to, inject them during an activity, employees must be advised during the screening process.

11.1.6 Dietary requirements

Parents or carers must inform employees or volunteers if a child or vulnerable adult has specific dietary requirements that need to be adhered to.

11.1.7 Medicines

Employees and volunteers will be responsible for the safekeeping of any medicines. Children and vulnerable adults will be given the option of leaving inhalers in safekeeping or in their bags. All medicines must be clearly marked with the child or vulnerable person's name.

11.1.8 Illness

Should a child or vulnerable adult become ill during an activity Leasowe Community Centre Trust employee/s will request the parent or carer to collect the child at the earliest opportunity.

11.1.9 Nut Allergies

Where nut allergies have been made known to *Leasowe Community Centre Trust* the organisation will be responsible for writing to all parents/carers with children and vulnerable adults attending the same activity to request that parents refrain from giving their children and vulnerable adults nut products in their lunch boxes.

11.1.10 Dangers of the Sun

It will be *Leasowe Community Centre Trust's* responsibility to inform parents/carers about the dangers of sunburn and to request that parents/carers provide children and vulnerable adults with suntan cream and appropriate headwear.

11.2 Other Special Needs

11.2.1 Clinically diagnosed Behavioural Problems

Leasowe Community Centre Trust will require parents/carers to inform Leasowe Community Centre Trust employees during the screening process prior to the activity if their child has any known behavioural problems.

11.2.2 Additional Conditions

Leasowe Community Centre Trust will take all reasonable steps to accommodate children and vulnerable adults with conditions that have been made known to employees.

11.2.3 Disabled Children and Vulnerable Adults

Children and vulnerable adults who are wheelchair users will be actively encouraged to participate in activities. However, where the safety of other children and vulnerable adults may be compromised, such as contact sports, certain disabled children and vulnerable adults may be turned away and encouraged to seek out more suitable activities for their disability.

11.3 Unacceptable Behaviour

Leasowe Community Centre Trust expects a reasonable standard of behaviour from the children and vulnerable adults in its care and reserves the right to remove a vulnerable person from the activity. Where other children and vulnerable adults' safety and enjoyment are compromised by bad behaviour Leasowe Community Centre Trust will have total discretion whether to remove the child or vulnerable adult from the activity. Where this has to be done then a full incident report will be required to be completed and kept on file.

PART TWELVE - Contacting the Designated Safeguarding Officer

12. The Designated Safeguarding Officer

Name: ...Mrs. Marie Scott (Centre Manager)

Tel: Mobile: 07760-422697 / Work 0151 691 1595

Deputy Designated Safeguarding Officer

Name:Mr. Paul Townley

- Tel: 07521-399000

The role of the Designated Safeguarding Lead

*Please Note: on the 1st September 2019 the Wirral Safeguarding Children Partnership (WSCP) replaced the Wirral Safeguarding Children Board (WSCB). **All** policy and procedure documents have transferred to the new partnership and all remain valid.*

1 MANAGING REFERRALS

- 1.1 Refer all safeguarding cases including **early help** to the Integrated Front Door and to the Police if a crime may have been committed.

- 1.2 Identify any safeguarding issues relating to individual children, especially ongoing enquiries under section 47 of the Children Act 1989.
- 1.3 Act as a source of support, advice and expertise to staff members on matters of child protection and safeguarding.
- 1.4 Escalate inter-agency concerns and disagreements about a child's wellbeing. Further information on **WSCB Escalation Procedures**
- 1.5 Have responsibility to ensure there is a Key Adult for Operation Encompass and the point of contact for Child Sexual Exploitation

All paid and unpaid staff who are not the Designated Safeguarding Officer, but who are approached with concerns about a child or vulnerable adult, must bring the concerns raised to the attention of the Designated Safeguarding Officer, his/her deputy or their line manager immediately.

All staff to whom a vulnerable person discloses issues that may be related to safeguarding must keep written notes of concerns. The staff member must also complete an Incident Form immediately after the issues have been noted by them or reported to them.

PART THIRTEEN - Review of Policy

13. Review and Maintenance of Policy

Leasowe Community Centre Trust shall undertake to review this policy, its implementation and effectiveness annually. The views of all employees and volunteers shall be sought where necessary and reflected in the review process.

Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.

All employees and volunteers will receive training in child and vulnerable adult protection procedures and the training will be reviewed as and when required.

Safeguarding Procedure

1 DEFINITIONS

- 1.1 **Abuse:** a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults or another child or children.
- 1.2 **Children** are any people who have not yet reached their 18th birthday; a 16-year-old, whether living independently, in further education, in the armed forces or in hospital, is a child and is entitled to the same protection and services as anyone younger.

1.3 **Child protection** is part of safeguarding and promoting the welfare of children and refers to activity undertaken to protect specific children who are suffering, or likely to suffer, significant harm.

1.4 **Early help** means providing support as soon as a problem emerges, at any point in a child's life, from the foundation years to teenage years.

1.5 **Harm** is ill treatment or impairment of health and development, including impairment suffered from seeing or hearing the ill treatment of another.

1.6 **Safeguarding children** is the action we take to promote the welfare of children and protect them from harm. **Safeguarding and promoting the welfare of children** is defined in

[Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children \(March 2015\)](#) as:

- protecting children from maltreatment;
- preventing impairment of children's health and development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

All staff must have an awareness of safeguarding issues. Staff should be aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and sexting put children in danger.

All staff must be aware safeguarding issues can manifest themselves via peer on peer abuse. This is most likely to include, but not limited to: bullying (including cyber bullying), gender-based violence/sexual assaults and sexting. Staff should be clear as to the school or college's policy and procedures with regards to peer on peer abuse.

The Children and Social Work Act 2017 replaces LSCBs with new local safeguarding arrangements, led by the **three named statutory safeguarding partners (local authorities, chief officers of police, and clinical commissioning groups (health))**. The three partners will assume the responsibilities that currently sit with the WSCB.

The Children and Social Work Act 2017 also reinforces the duty, which currently exists, under section 11 of the Children Act 2004, on local organisations and agencies who deliver services to children (called **relevant agencies**) to ensure that they consider the need to safeguard and promote the welfare of children when carrying out their functions. Responsibility for ensuring effective arrangements in place lies with the three safeguarding partners who have a shared and equal duty to make arrangements to work together to safeguard and promote the welfare of all children in a local area.

The three safeguarding partners are required to agree on ways to co-ordinate their safeguarding services; act as a strategic leadership group in supporting and engaging others; and implement local and national learning including from serious child safeguarding incidents.

Further details can be found:

<https://www.wirral safeguarding.co.uk/new-multi-agency-safeguarding-arrangements/>

<https://www.wirral safeguarding.co.uk/>

1.7 **Significant harm** is the threshold that justifies compulsory intervention in the family in the best interests of the child. Section 47 of the Children Act 1989 states ‘where the question of whether harm suffered by a child is significant turns on the child’s health or development, his health or development shall be compared with that which could reasonably be expected of a similar child.’

- **MAKING A REFERRAL**

If a child or young person is at risk of harm, abuse or neglect please report it to the **Integrated Front Door**

- **Mon-Fri, 9:00am – 5.00pm Tel: 0151 606 2008**
- **Outside of these hours Tel: 0151 677 6557**

E-mail: davidrobbins@wirral.gov.uk

- In an emergency always call the police on 999.
- If you think there has been a crime but it is not an emergency call 101.

The Children and Social Work Act 2017 replaces LSCBs with new local safeguarding arrangements, led by the **three named statutory safeguarding partners (local authorities, chief officers of police, and clinical commissioning groups (health))**. The three partners will assume the responsibilities that currently sit with the WSCB.

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The three safeguarding partners are required to agree on ways to co-ordinate their safeguarding services; act as a strategic leadership group in supporting and engaging others; and implement local and national learning including from serious child safeguarding incidents.

- The Request for Services referral form that can be found here:

<https://www.wirral safeguarding.co.uk/public/concerned-about-a-child/>

E-mail it to: cadtsocialcare@wirral.gcsx.gov.uk

All procedures can be found on the WSCB website:

<https://www.wirral safeguarding.co.uk/>

Actions where there are concerns about a child

Staff have concerns about a child

LPYCA action

Other agency action

Member of staff informs Designated Safeguarding Lead of concern

Referral not required, LPYCA takes relevant action

Designated Safeguarding Lead refers to the Integrated Front Door (and calls police if appropriate)
This includes early help.

Within one working day the Integrated Front Door makes decision about type of response required

No formal assessment required. Referrer informed.

Section 17 enquiries is appropriate. Referrer informed.

Section 47 enquiries is appropriate. Referrer informed.

Child in need of immediate protection. Referrer informed

No formal assessment required. Referrer informed and / or Early Help identified

Identify if child in need and offer appropriate support.

Identify child at risk of significant harm: possible Child Protection Plan

Appropriate emergency action taken by social worker, police or NSPCC.

At all stages, staff should keep the child's circumstances under review and re-refer if appropriate, to ensure child's circumstances improve – the child's best interests must always come first.