

Aireborough Supported Activities Scheme

Registered Charity: 1167044



Policy title	Safeguarding Children Policy
Policy Unique Identifier	QS_001
Author (s)	Liam Sanders Assistant Project Manager Scheme Nurse Jo Galasso Project Manager
Lead	Liam Sanders Assistant Project Manager Scheme Nurse
Ratified by	Chris Parapia Charity Chairperson Sarah Lee Charity Vice-chairperson
Date Approved by Management Committee	07 June 2019
Date Issued	08 June 2019
Review date	08 June 2020

Version	Date	Changes to policy	Reason for Revision
1	10/06/2018	Semantics	Transfer onto new paperwork
2	07/06/2019	Updating in line with Working Together to Safeguard Children and Young People 2018.	Changes to national policy
3	01/02/2020	Removal of designated staff names and replaced with job titles. Addition of residential sleeping arrangements.	In line with best practice

Aireborough Supported Activities Scheme

Registered Charity: 1167044

Policy Contents:

1. Statement of policy and purpose of policy
2. Overall Aims
3. In-Scheme procedures for protecting children
 - 3.2 Residential sleeping arrangements
4. Responsibilities of the Designated Safeguarding Lead/Officer
5. Raising Awareness
6. Child Protection Records
7. Children's and parents' access to child protection files
8. Safe Destruction of the child's record
9. Information sharing
10. Working with parents and other agencies to protect children
11. Multi-agency work
12. Our role in prevention of abuse
13. Other areas of work
14. Our role in supporting children
15. Children with additional needs
16. Children in Specific Circumstances
17. Radicalisation
18. Responding to concerns
19. Professional Confidentiality

Policy Appendices

QS-001-A1: Cause for Concern Form
QS-001-A2: Safeguarding Children Communication Log
QS-001-A3: Named Person Log – Threshold Not Met
QS-001-A4: Safeguarding Children Monitoring Form
QS-001-A5: Safeguarding Children Process Map
QS-001-A6: Designated Child Protection Staff Poster

1 Statement of policy and purpose of policy

- 1.1** The Policy conforms to locally agreed inter-agency procedures. It is available to all interested parties on our website and on request from the project manager. It should be read in conjunction with other relevant policies and procedures.

2 Overall Aims

- 2.1** To contribute to the prevention of abusive experiences in the following ways:
- Clarifying standards of behaviour for staff and young people
 - Developing staff awareness of the causes of abuse
 - Encouraging child and parental participation in practice
 - Addressing concerns at the earliest possible stage

To contribute to the protection of our young people in the following ways:

Aireborough Supported Activities Scheme

Registered Charity: 1167044

- Implementing child protection policies and procedures
- Working in partnership with children, parents and agencies

To contribute to supporting our young people in the following ways:

- Identifying individual needs where possible
- Designing support plans and interventions to meet individual needs.

3.1 In-Scheme procedures for protecting children

3.1 All staff will:

- Be familiar with Working Together to Safeguard Children and Young People (2018)
- Be familiar with ASAS's child protection policy including issues of confidentiality.
- Remember that the child's welfare and interests must be the paramount consideration at all times.
- Never promise to keep a secret or confidentiality, where a child discloses abuse.
- Be alert to signs and indicators of possible abuse. (Refer QS-001-A1) for current definitions of abuse and examples of harm.
- Record concerns on a, "Cause for Concern" form (Refer QS-001-A4). Staff have blank copies of the, "Cause for Concern" form, which, once completed, must be handed to the Designated Safeguarding Officer or Deputy Safeguarding Officer.
- Deal with a disclosure of abuse from a child in line with the recommendations in QS-001-A2. These must be passed to one of the Designated Staff immediately, followed by a written account. Staff should not take it upon themselves to investigate concerns or make judgements.
- Be subject to Safer Recruitment processes and checks whether they are new staff, volunteers, contractors etc.

3.2 Residential Sleeping Arrangements

3.2.1 Whilst on a residential (defined as a targeted short break by Leeds City Council), it is standard operating procedure within ASAS for staff and volunteers to sleep in the same room as their allocated child. This is always discussed with the child or young person in advance of a residential, and or their parent carer where the child is under 16 or has a reduced level of understanding.

3.2.2 All staff and volunteers who sleep in the children's rooms will have an enhanced DBS.

3.2.3 Children and young people must have their right to privacy respected. Where the child is independent in maintaining their own personal hygiene, they should be encouraged to get changed in private without the presence of staff, the option of getting changed in the bathroom can be offered. Where a child or young person needs support with their hygiene needs (incontinence wear, changing clothes, medical interventions etc.) staff may assist the child in the bedroom or bathroom, but in private without the presence of other children to ensure the child's dignity is maintained.

3.2.4 Staff and volunteers must not get changed in the bedroom, they must use the staff toilet or shower facilities.

Aireborough Supported Activities Scheme

Registered Charity: 1167044

3.2.5 During the sleeping periods of residential, staff must be clothed in nightwear at all times, this includes at a minimum a vest top or short sleeve t-shirt and mid-thigh length shorts or pyjama bottoms.

3.2.6 Staff must not at any point sleep in the same bed as the child. If the child is struggling to sleep or is likely to try and leave the room at night, staff may sleep on a mattress on the floor next to the child to provide comfort and or security.

4 Responsibilities of the Designated Safeguarding Lead/Officer

4.1.1 Our named designated safeguarding lead with lead responsibility and management oversight/accountability for child protection is the Project Manager.

4.1.2 The designated safeguarding lead is supported by Deputy Designated Safeguarding Officers (Team Leaders and Scheme Nurse). These people are responsible for co-ordinating all child protection activity.

4.1.3 The designated safeguarding lead officer for child protection leads case monitoring reviews of vulnerable children with designated staff responsible for child protection. These reviews must be evidenced by minutes and recorded in case files.

4.1.4 The designated safeguarding lead must ensure that all staff involved in direct case work of vulnerable children, where there are child protection concerns/issues, have access to regular safeguarding supervision.

4.1.5 Where ASAS has concerns about a child, the designated safeguarding lead will act as a source of support, advice and expertise to staff on matters of safety and safeguarding, and when deciding whether to make a referral by liaising with relevant agencies.

4.1.6 The designated safeguarding lead is responsible for referring all cases of suspected abuse to Children's Social Care Service Duty and Advice Team. Working Together to Safeguard Children and Young People (2018) dictates that anyone in the charity setting can make a referral, however, wherever possible this should be done by appropriately trained designated safeguarding staff.

4.1.7 The designated safeguarding lead will liaise with the charity Chairperson to inform them of issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations.

4.1.8 Child Protection information will be dealt with in a confidential manner. A written record will be made of what information has been shared with who and when. Staff will be informed of relevant details only when the designated safeguarding lead feels their having knowledge of a situation will improve their ability to deal with an individual child and /or family.

4.1.9 Once a child protection cause for concern form has been passed to the designated safeguarding lead, they should start a separate child protection file for the child where the form is stored, and any responses and outcomes will be recorded.

Aireborough Supported Activities Scheme

Registered Charity: 1167044

- 4.1.10** A separate child protection file must be created regardless of whether formal child protection procedures have been initiated. For some children, this single record will be the only concern held for them over their time in the establishment. For others, further information may well be accumulated, often from a variety of sources, over time.
- 4.2.11** Designated staff must keep detailed, accurate, secure written records of concerns and referrals, which clearly reflect the wishes and feelings of the child.
- 4.2.12** If concerns relate to more than one child from the same family at the establishment, a separate file for each child should be created and cross-referenced to the files of other family members. Common records, e.g. child protection conference notes, should be duplicated for each file.
- 4.2.13** Child Protection records will be stored securely in a central place separate from regular records. Individual files will be kept for each child. ASAS will not keep family files. Original files will be kept for at least the period during which the child is attending ASAS, and beyond that in line with current data legislation.
- 4.4.14** Access to these by staff other than the designated staff will be restricted, and a written record will be kept of who has had access to them and when.
- 4.2.15** The designated safeguarding lead should undertake appropriate refresher training every two years:
- Designated staff must understand the assessment process for providing early help and intervention, for example through locally agreed common and shared assessment processes such as early help assessments.
 - Designated staff must have a working knowledge of how local authorities conduct a child protection case conference and a child protection review conference and be able to attend and contribute to these effectively when required to do so.
 - Designated staff must ensure each member of staff and volunteer has access to and understands the charities child protection policy and procedures, including new staff
 - Designated staff must be alert to the specific needs of children in need, those with special educational needs and young carers
 - Designated staff must obtain access to resources and attend any relevant or refresher training courses
 - Designated staff must encourage a culture of listening to children and taking account of their wishes and feelings, among all staff.

5 Raising Awareness

- 5.1** The designated safeguarding lead should ensure the charities policies are known and used appropriately:
- Ensure the charity's child protection policy is reviewed annually and the procedures and implementation are updated and reviewed regularly.
 - Ensure the child protection policy is on the charity's website, available publicly and

Aireborough Supported Activities Scheme

Registered Charity: 1167044

parents are aware of the fact that referrals about suspected abuse or neglect may be made and the role of the charity in this.

- Link with the local authority and LSCP to make sure staff are aware of training opportunities and the latest local policies on safeguarding.

6 Child Protection Records

6.1 Child protection files should be held in a locked cabinet with only the designated officers having access. To help other staff to identify that there is a cause for concern with a child, a sticker (e.g. red) should be placed on the front of the standard file. This will indicate to staff that there is another file without them knowing what the content of the file is. The following information must be kept in the locked stand-alone file, whether paper or electronic:

- Chronology
- All completed child protection cause for concern forms
- Any child protection information received from the child's previous educational establishment
- Records of discussions, telephone calls and meetings with colleagues and other agencies or service
- Professional consultations
- Letters sent and received relating to child protection matters
- Referral forms (sent to Children's Social Care, other external agencies or education-based services)
- Minutes or notes of meetings, e.g. child protection conferences, core group meetings, etc, copied to the file of each child in the family, as appropriate
- Formal plans for or linked to the child, e.g. child protection plans, early help (previously known as CAF's), risk assessments etc.
- A copy of the support plan for the young person.

6.2 Each child protection file should contain a chronological summary of significant events and the actions and involvement of the school.

6.3 When a designated safeguarding lead/ member of staff resigns their post or no longer has child protection responsibility, there should be a full face to face handover/exchange of information with the new post holder.

6.4 All Designated Safeguarding Leads receiving current (live) files or closed files must keep all contents enclosed and not remove any material.

6.5 All receipts confirming file transfer must be kept in accordance with the recommended retention periods. For further information, refer to the archiving section.

7 Children's and parents' access to child protection files

7.1 Under the Data Protection Act 2018, a young person or their nominated representative has the legal right to request access to information relating to them. This is known as a subject access request. Therefore, it is important to remember that all information should

Aireborough Supported Activities Scheme

Registered Charity: 1167044

be accurately recorded, objective in nature and expressed in a professional manner.

7.2 Any child who has a child protection file has a right to request access to it. However, neither the child nor the parent has an automatic right to see all the information held in child protection records. Information can be withheld if disclosure:

- could cause serious harm or is likely to cause serious harm to the physical or mental health or condition of the child or another person; or
- Could reveal that the child or another person has been a subject of or may be at risk of child abuse, and the disclosure is not in the best interests of the child; or
- is likely to prejudice an on-going criminal investigation; or
- the information about the child also relates to another person who could be identified from it or the information has been given by another person who could be identified as the source, unless the person has consented to the disclosure or the person providing the information is an employee of the establishment or the Local Authority.

7.3 It is best practice to make reports available to the child or their parents unless the exceptions described above apply. If an application is made to see the whole record, advice should be sought from the Leeds Children's Services Information Governance Team.

7.4 The establishment's report to the child protection conference should be shared with the child, if old enough and parent at least two days before the conference.

8 Safe Destruction of the child's record

8.1 Where records have been identified for destruction they should be disposed of securely at the end of the financial year (or as soon as practical before that time). Records which have been identified for destruction should be confidentially destroyed. This is because they will either contain personal or sensitive information, which is subject to the requirements of the Data Protection Act 2018 or they will contain information which is confidential to ASAS or Children's Social Care. Information should be shredded prior to disposal or confidential disposal can be arranged through private contractors. For audit purposes the charity should maintain a list of records which have been destroyed and who authorised their destruction. This can be kept securely in either paper or an electronic format.

9 Information sharing

9.1 When there is a concern that a child is at risk of significant harm, all information held by the establishment must be shared with Children's Social Care, police and health professionals. Section 47 of the Children Act 1989 and sections 10 and 11 of the Children Act 2004 empower all agencies to share information in these circumstances. If designated safeguarding leads are in doubt, they should consult the Education and Early Years Safeguarding Team on 0113 3951211 or Leeds Children's Services Information Governance Team.

Aireborough Supported Activities Scheme

Registered Charity: 1167044

- 9.2** On occasions when safeguarding concerns exist for a child in the context of a family situation and siblings attend other educational establishments or the children are known to other agencies, it may be appropriate for the designated safeguarding staff to consult with, on a confidential basis, their counterpart from other establishments or other agencies to share and jointly consider concerns. If in any doubt about the appropriateness of this process, advice can be sought from the Leeds Children's Services Information Governance Team on 0113 3950780.
- 9.3** It is good practice to seek consent from the child or their parent before sharing information. Children over the age of 13 years are considered to have the capacity to give or withhold consent to share their information, unless there is evidence to the contrary; therefore, it is good practice to seek their views. If the young person is over 16, they should be involved in decision-making about information sharing, unless they do not have the capacity to give consent.
- 9.4** However, consent is not always a condition for sharing and sometimes we do not inform the child or family that their information will be shared, if doing so would:
- place a person (the child, family or another person) at risk of significant harm, if a child, or serious harm, if an adult; or
 - prejudice the prevention, detection or prosecution of a crime; or
 - lead to unjustified delay in making enquiries about allegations of significant harm to a child or serious harm to an adult.
- 9.5** Consent should not be sought if the establishment is required to share information through a statutory duty, e.g. section 47 of the Children Act 1989 as discussed above, or court order.
- 10 Working with parents and other agencies to protect children**
- 10.1** Parents/carers should be aware that ASAS will take any reasonable action to safeguard the welfare of its young people. In cases where ASAS has reason to be concerned that a child maybe suffering significant harm, ill treatment or neglect or other forms of harm staff have no alternative but to follow the LSCP procedures and contact Children's Social Work Service team to discuss their concerns.
- 10.2** In general, we will discuss concerns with parents/carers before approaching other agencies, and will seek their consent to making a referral to another agency. Appropriate staff will approach parents / carers after consultation with the Designated Safeguarding lead. However, there may be occasions when ASAS will contact another agency before informing parents / carers, if the ASAS decides that contacting them may increase the risk of significant harm to the child.
- 10.3** Vehicles for informing parents/carers about our Safeguarding Children policy are:
- ASAS Website
 - Newsletter

Aireborough Supported Activities Scheme

Registered Charity: 1167044

11 Multi-agency work

- 11.1** We work in partnership with other agencies in the best interests of the children. Therefore, ASAS will, where necessary, liaise with other professionals involved in the child's care, and make referrals to Children's Social Work Service.
- 11.2** Referrals (contact) should be made, by the Safeguarding Designated Staff, to the CSWS advice and duty team (0113 3760336)- Where a child already has a child protection social worker, ASAS will contact the social worker involved, or in their absence the team manager of the social worker.
- 11.3** We will co-operate with Children's Social Work Service where they are conducting child protection enquiries. Furthermore, ASAS will ensure representation at appropriate inter-agency meetings such as Initial and Review Child Protection Conferences, and Planning and Core Group meetings, as well as Family Support Meetings, where invited.
- 11.4** We will provide reports as required for these meetings. If ASAS is unable to attend, a written report will be sent. The report will, wherever possible, be shared with parents / carers at least 24 hours prior to the meeting.
- 11.5** Where a child accessing ASAS is subject to an inter-agency child protection plan or a Multi-agency Risk Assessment Conference (MARAC) meeting, ASAS will contribute to the preparation implementation and review of the plan as appropriate.

12 Other areas of work

- 12.1** All our policies which address issues of power and potential harm, e.g. Bullying and harmful behaviour, Equal opportunities, Positive Behaviour, will be linked, to ensure a full approach.
- 12.2** Our safeguarding children policy cannot be separated from the general ethos of the scheme, which should ensure that children are treated with respect and dignity, feel safe, and are listened to.

13 Our role in supporting children

- 13.1** We will offer appropriate support to individual children who have experienced abuse or who have abused others.
- 13.2** An individual support plan (registration form and care plans) will be devised, implemented and reviewed regularly for these children. This plan will detail areas of support, who will be involved, and the child's wishes and feelings.
- 13.3** A child going missing from scheme is a potential indicator of abuse or neglect. ASAS staff members must follow the Leeds Children's Services LA procedure *"Identifying, engaging and locating children missing education - Handbook of procedures"*
Contact: cme@leeds.gov.uk. Tel: 0113 2475276.

Aireborough Supported Activities Scheme

Registered Charity: 1167044

- 13.4** Children who are absent, abscond or go missing during the scheme day are vulnerable and at potential risk of abuse or neglect. Staff members should follow the charity's procedures for dealing with children who are absent/ go missing, particularly on repeat occasions, to help identify the risk of abuse and neglect including sexual abuse or exploitation and to help prevent the risks of their going missing in future.
- 13.5** Where child sexual exploitation, or the risk of it, is suspected, frontline practitioners should complete a cause for concern form and pass onto the designated member of staff for child protection. The DSL should complete a CSE Checklist and refer to local authority (LA) children's social care and the police, if appropriate, regardless of whether the child is engaging with services or not.
- 13.6** We will ensure that the needs of children and young people who abuse others will be considered separately from the needs of their victims.
- 13.7** Children and young people who abuse others will be responded to in a way that meets their needs as well as protecting others within the community through a multi-agency risk assessment.
- 13.8** We will ensure the charity works in partnership with parents / carers and other agencies as appropriate.
- 14 Children with additional needs**
- 14.1** ASAS recognises that while all children have a right to be safe, some children *may* be more vulnerable to abuse e.g. those with a disability or special educational need, those living with domestic violence or drug/alcohol abusing parents, etc.
- 14.2** We will identify and provide opportunities for children to develop skills, concepts, attitudes and knowledge to promote their safety and well-being
- 15 Children in Specific Circumstances**
- 15.1** ASAS follows the Leeds LSOP online multi-agency procedures and will where necessary have due regard to the government guidance on the issues listed below via the GOV.UK website for children in specific circumstances as outlined below:
- child sexual exploitation (CSE)
 - bullying including cyberbullying
 - domestic violence
 - drugs
 - fabricated or induced illness
 - faith abuse
 - female genital mutilation (FGM)*

Aireborough Supported Activities Scheme

Registered Charity: 1167044

- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- preventing radicalisation
- sexting
- teenage relationship abuse
- trafficking

*Female Genital Mutilation: The Mandatory Reporting Duty

Section 5B of the Female Genital Mutilation Act places a statutory duty upon professionals to report to the police where they discover (either through disclosure by the victim or visual evidence) that FGM appears to have been carried out on a girl under 18. Those failing to report such cases will face disciplinary sanctions.

16 Radicalisation

- 16.1** Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups. The process of radicalisation is different for every individual and is a process, not a one-off event; it can take place over an extended period or within a very short time frame. It is important that staff are able to recognise possible signs and indicators of radicalisation.
- 16.2** Children and young people may be vulnerable to exposure or involvement with groups or individuals who advocate violence to a political or ideological end.
- 16.3** Children and young people can be drawn into violence or they can be exposed to the messages of extremist groups by many means. These can include family members or friends, direct contact with members groups and organisations or, increasingly, through the internet, including through social media sites. This can put children and young people at risk of being drawn into criminal activity and has the potential to cause significant harm.
- 16.4** Examples of extremist causes that have used violence to achieve their ends include animal rights, the far right (UK) and international terrorist organisations such as Al Qaeda and the Islamic State.
- 16.5** Potential indicators identified include (List not definitive or exhaustive):
- Use of inappropriate language
 - Possession of violent extremist literature

Aireborough Supported Activities Scheme

Registered Charity: 1167044

- Changes in behaviour, language, clothing or appearance
- The expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

16.6 If staff are concerned about a change in the behaviour of an individual or see something that concerns them (this could be a colleague too) they should seek advice appropriately with the Local Authority Prevent Lead – 07891 275424 for further advice.

16.7 PREVENT does not require staff to do anything in addition to their normal duties, what is important is that if staff are concerned that someone is being exploited in this way, they have the confidence to raise these concerns. The PREVENT lead can advise and identify local referral pathways.

16.8 Effective early help relies on all staff to be vigilant and aware of the nature of the risk for children and young people, and what support may be available.

17 Professional Confidentiality

17.1 Confidentiality is an issue which needs to be understood by all those working with children, particularly in the context of Safeguarding. ASAS recognises that the only purpose of confidentiality in this respect is to benefit the child.

Aireborough Supported Activities Scheme

Registered Charity: 1167044

Appendix Title:	Cause for Concern Form	Unique Identifier:	QS_001_A1
-----------------	------------------------	--------------------	-----------

Note: Please do not interpret what is seen or heard; simply record the facts. After completing the form, pass it immediately to a safeguarding officer.

Name of child..... DOB:../../.....

Name of leader/volunteer completing form.....

Day..... Date..... Time..... Place.....
(of observed behaviour / discussion / disclosure)

Nature of incident / concern including relevant background (Record child's word verbatim)

Signed: _____

Action/passed to _____

Aireborough Supported Activities Scheme

Registered Charity: 1167044

Appendix Title:	Safeguarding Children Communication Log	Unique Identifier:	QS_001_A2
------------------------	--	---------------------------	-----------

Provision Name: _____

Child's Name:	Date:	Code:

Code:

NFA: No further action

M: Monitor

F: CP File Created

N: New Concern

Aireborough Supported Activities Scheme

Registered Charity: 1167044

Appendix Title:	Named Person Log – Threshold Not Met	Unique Identifier:	QS_001_A3
------------------------	--------------------------------------	---------------------------	-----------

Name of child.....

D.O.B.:

Date & Time	Outline of Concern	Agencies Involved	Monitoring: What? How Often? Form?	Signature

Aireborough Supported Activities Scheme

Registered Charity: 1167044

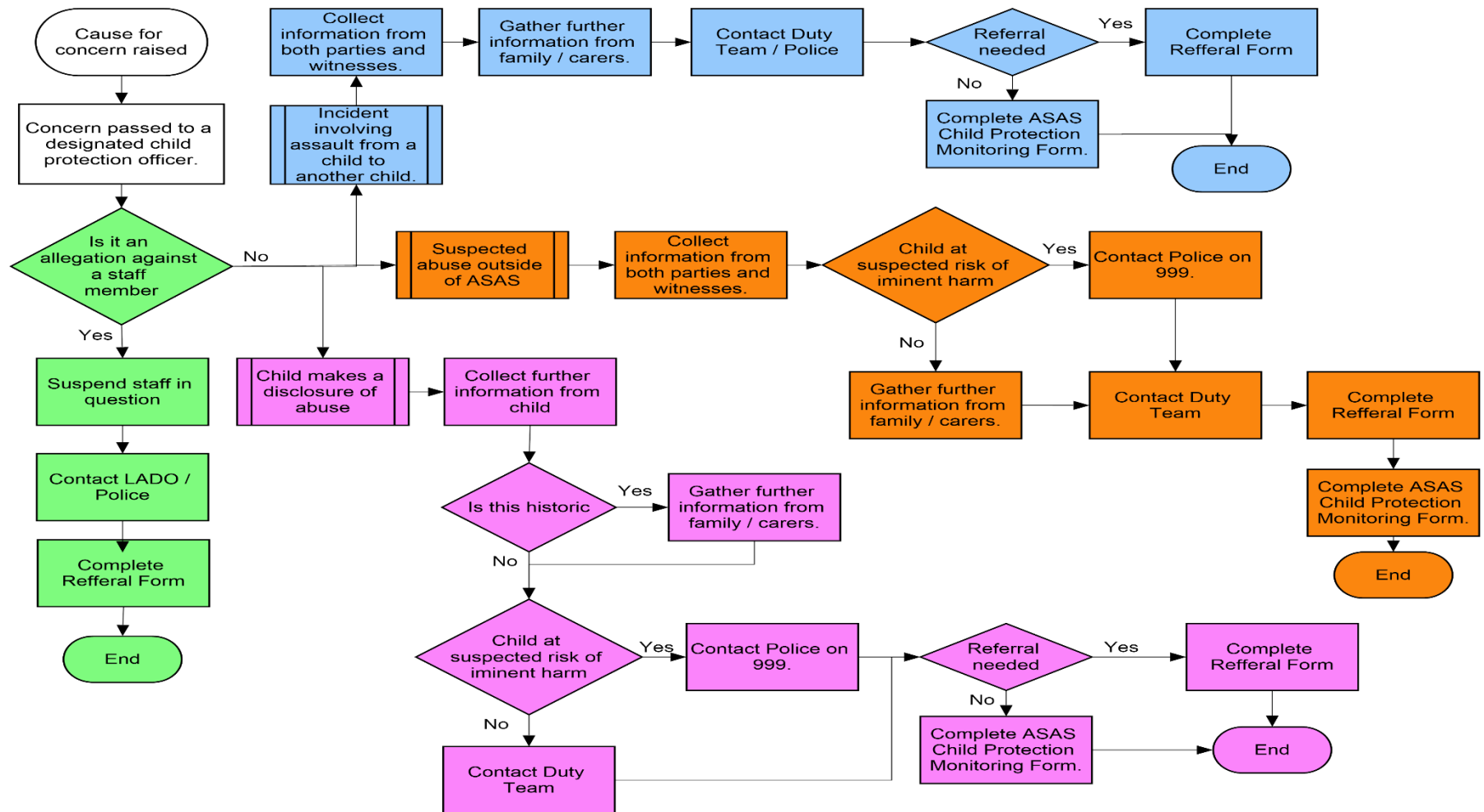
Appendix Title:	Safeguarding Children Monitoring Form	Unique Identifier:	QS_001_A4
------------------------	---------------------------------------	---------------------------	-----------

Name: Group: D.O.B:	Monitoring Start Date:	Monitoring End Date:
	Notes:	
What are we monitoring? <ul style="list-style-type: none"> Attendance Mood Change Change in general function Relationships Language Behaviour Demeanour and appearance Disclosures 		
Date of next monitoring review:		
Update:		
Date of next monitoring review (if required):		
Update:		

Aireborough Supported Activities Scheme

Registered Charity: 1167044

Appendix Title:	Safeguarding Children Process Map	Unique Identifier:	QS_001_A5
-----------------	-----------------------------------	--------------------	-----------



Aireborough Supported Activities Scheme

Registered Charity: 1167044

Appendix Title:	Safeguarding Children Designated Staff	Unique Identifier:	QS_001_A6
------------------------	--	---------------------------	-----------



Jo Galasso
Designated Safeguarding Officer
07764432933



Liam Sanders
Deputy Safeguarding Officer
07338449734



Nicole Dempsey
Deputy Safeguarding Officer
07749304369



Louise Naylor
Deputy Safeguarding Officer
07871593061



Matthew Popple
Deputy Safeguarding Officer
07999706422

Should you have any concerns about the conduct of a colleague in the relation to their ability to safeguard children and young people you must report them immediately to Chris Parapia on 07503180315 (not one of the safeguarding officers).

Aireborough Supported Activities Scheme
PROVIDING LEISURE ACTIVITIES FOR CHILDREN WITH DISABILITIES