

Hebden Bridge Community Association

Safeguarding Children Policy and Procedures

Purpose of child protection policy

In implementing this child protection policy Hebden Bridge Community Association will:

- Ensure that all staff, trustees, and volunteers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's child protection procedures and work at all times towards maintaining high standards of practice;
- Ensure that all workers are aware of *Calderdale's Early Intervention Teams* and *Calderdale Safeguarding Children Board* and their procedures and guidelines, and are confident in how to work within them.
- Ensure that all workers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to our named person for child protection;
- Ensure that the named person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Calderdale Care Services and/or Police);
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- Provide opportunities for all workers to develop their skills and knowledge, particularly in relation to the welfare and protection of children and young people;
- Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to our complaints procedure;
- Ensure that parents/carers are encouraged to be involved in our work and, when requested, have access to all guidelines and procedures;
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

Hebden Bridge Community Association

Child Protection

Policy Statement

1. Hebden Bridge Community Association (HBCA) believes that children must be protected from harm at all times.
2. We believe every child should be valued, safe and happy. We want to make sure the children we have contact with know this and are empowered to tell us if they are suffering harm.
3. We want children who use or have contact with HBCA to enjoy what we have to offer in safety.
4. We want children and parents who use or attend HBCA to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.
5. HBCA will achieve this by an effective child protection procedure and following National guidance (What to Do If You're Worried a Child Is Being Abused) and local procedures (Calderdale Safeguarding Children Board).
6. If we discover or suspect a child is suffering harm we will notify Calderdale Care Services or the Police in order that they can be protected if necessary.
7. This child protection policy and our child protection procedure apply to all staff, volunteers and users of HBCA and anyone carrying out any work for us or using our premises.
8. We will review our child protection policy and procedures annually to make sure they are still relevant and effective.
9. HBCA are committed to policies and action to ensure that those who are employed in paid or voluntary capacity and the people it serves are not discriminated on the basis of disability, race, age, religion or belief, sexual orientation or gender.

Signed:

Position: Executive Director

Date: 24th January 2022

Hebden Bridge Community Association

Safeguarding Children

Procedures

Hebden Bridge Community Association (HBCA) operates The Town Hall, Hebden Bridge; a community town hall with a café, exhibition space, business units and mixed use spaces for hire. These procedures have been designed to ensure the welfare and protection of any child who accesses our service. The procedures recognise that abuse of children can be a difficult subject for workers to deal with. HBCA is committed to the belief that the protection of children from harm and abuse is everybody's responsibility and the aim of these procedures is to ensure that all managers, trustees, staff and volunteers act appropriately in responding to any concerns.

HBCA recognises that the majority of work with children is undertaken by organisations and individuals who have hired space within the Town Hall building whose service users may be children. HBCA will be no less vigilant in respect of safeguarding children as a result.

Section 1 - Preventing abuse

HBCA is committed to putting in place safeguards and measures to reduce the likelihood of abuse taking place within the services it offers and that all those involved within HBCA will be treated with respect.

HBCA is committed to safer recruitment policies and practices for all paid staff, trustees and volunteers. This includes appropriate DBS (disclosure & barring) checks, ensuring references are taken up and adequate training on safeguarding children is provided for staff and volunteers.

Section 2 - Recognising the signs and symptoms of abuse

HBCA will ensure that the Designated Named Person and other members of staff, trustees and volunteers have access to training around Safeguarding Children.

'Abuse'

Abuse is mistreatment by any other person or persons that violates a person's human and civil rights. The abuse can vary, from treating someone with disrespect in a way that significantly affects the person's quality of life, to causing actual physical suffering.

Forms of abuse can include:

- Physical abuse may involve: hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.
- Sexual Abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in

looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

- Emotional Abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's development capability, as well as over protection 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 causing children 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 children, though it may occur alone.
- 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 and development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to: provide adequate food and clothing, shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate care-givers); ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

People who behave abusively come from all backgrounds and walks of life. They may be doctors, nurses, social workers, advocates, staff members, volunteers or others in a position of trust. They may also be relatives, friends, neighbours or people who use the same services as the person experiencing abuse.

Section 3 - Designated Named Person for Child Protection

HBCA has appointed Graham Mynott, Executive Director of HBCA as the Designated Named Person for child protection and is responsible for dealing with any child protection issues that may arise.

Graham Mynott can be reached on 01422 417302 or in emergencies on 07974 971770.

In Graham's absence Verity Herrington and James Cragg act as deputies and can be reached on 01422 417301.

The role and responsibilities of the named person(s) are:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person maybe subject to abuse or neglect.
- Ensure that any concern about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Section 4 - Stages to Follow if You are Worried about a Child

HBCA recognises that it has a duty to act on reports or suspicions of abuse and believes that the safety of the child should override any doubts, hesitations, or other considerations (such as the potential to have a negative impact on professional relationships with a family). When *worrying changes are observed in a child's or young person's behaviour, physical condition or appearance*, staff or volunteers will:

Stage 1

- Initially talk to a child/young person about what has been observed using open questions.
- Listen carefully to what the young person has to say and take it seriously;
- Never investigate or take sole responsibility for a situation where a child/young person talks about matters that may be indicative of abuse;
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;
- Record what was said as soon as possible after any disclosure
- Respect confidentiality and file documents securely;
- Notify the Designated Named Person for Child Protection.

Stage 2

- The Designated Named Person(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person will contact the Multi Agency Screening Team (MAST) on 01422 393336 or 392881 or by e-mail to MAST@calderdale.gov.uk and/or Police.
- In an emergency situation outside of these times please contact the Emergency Duty team on 01422 288000 or e-mail EDT@calderdale.gov.uk.
- If a referral is made direct this must be followed up in writing within 48 hrs. NB Parents / carers will need to be informed about any referral to Calderdale Social Care unless to do so would place the child at an increased risk of harm.

Information & Advice

The Early Intervention Support teams can help agencies working with children where there are concerns. They offer advice and training, and bring agency partners together to make sure children receive the right support as early as possible. There is also a useful resource site for people working with children in Calderdale, supporting Early Intervention and the single assessment process.

To find out more about how this can help your work, contact the Early Intervention Team for the Upper Valley: Jeff Rafter Tel: 01422 368279 Email: eis.uppervalley@calderdale.gov.uk.

Agencies with a concern that a child is being neglected, abused or not cared for properly can also use the Signatures of Risk leaflet can help you take the next step:



Signatures of Risk
pdf

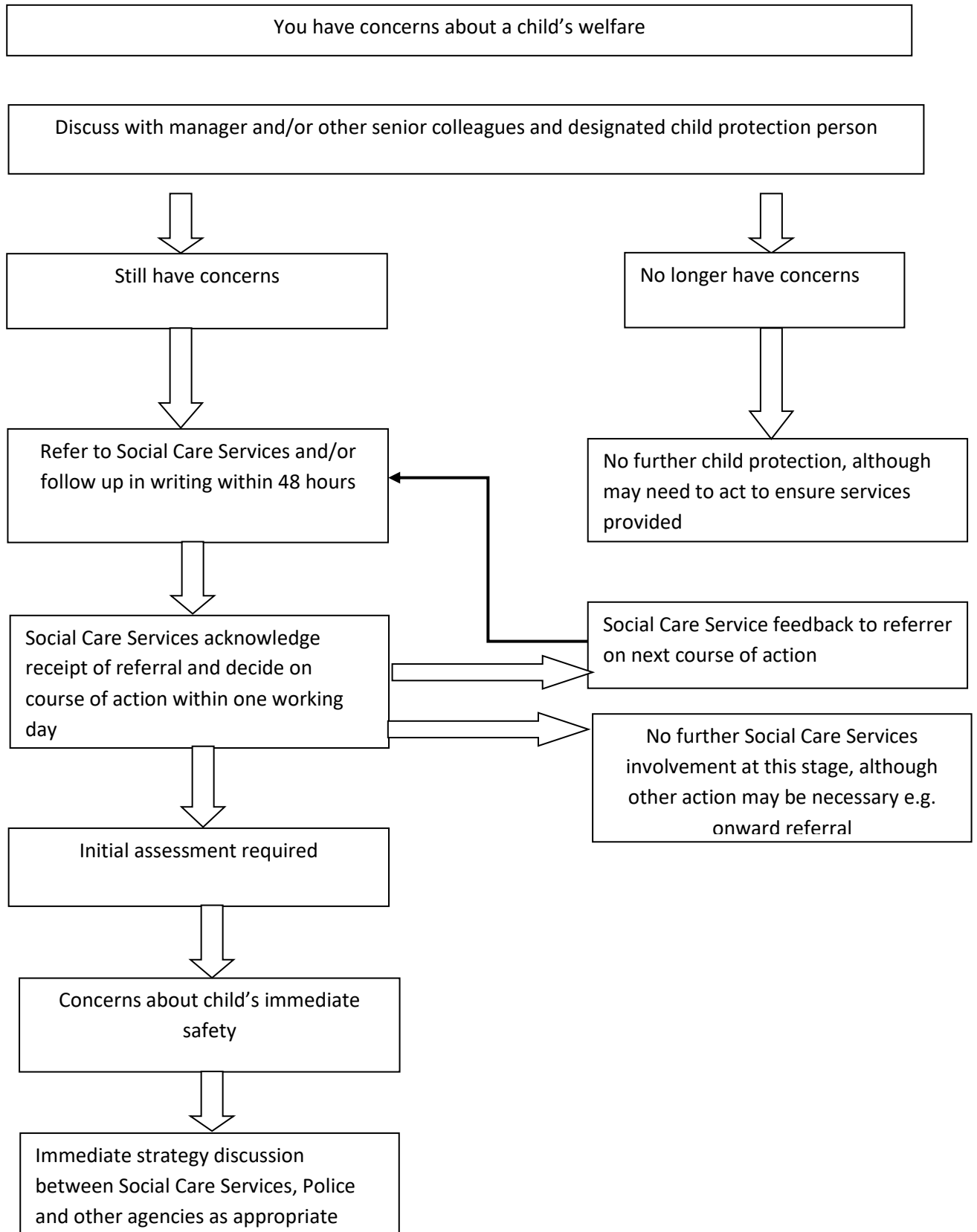
Other Sources of Information & Advice

The Child Protection and Review Team keeps the Child Protection Register on behalf of the [Calderdale Safeguarding Children Board](#) . For more information about the register or safeguarding and child protection in general, please visit the web site.

- [ChildLine](#)→
ChildLine is the free and confidential 24-hour helpline for children and young people in the UK. Children and young people can call on 0800 1111 to talk about any problem.
- [Childnet International](#)→
Childnet International works with others to help make the internet a great and safe place for children.
- National Society for the Prevention of Cruelty to Children (NSPCC)
<https://www.nspcc.org.uk/>

Child Protection line - 0808 800 5000.

Reporting Child Protection Concerns



Section 5 – Managing Allegations Made Against a Member of Staff or Volunteer

HBCA will ensure that any allegations made against member or members of staff or volunteers (“worker”) will be dealt with swiftly and in accordance with these procedures:

- The worker should listen carefully to what the child says, but not ask detailed questions.
- The worker must ensure that that the child is safe and away from the person against whom the allegation is made.
- The named person for child protection should be informed immediately. In the case of an allegation involving the Designated Named Person for Child Protection, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a Trustee who is believed to be independent of the allegations being made).
- The named person should contact the Local Authority Designated Officer (LADO - based within Calderdale Safeguarding & Quality Assurance Services: 01422 394086) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the Police.
- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The Named Person for Child Protection within HBCA (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the Police and/or Calderdale Social Care.

Regardless of whether a police and/or Calderdale Social Care investigation follows, HBCA will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident. Any actions should be discussed with the LADO to avoid compromising the Police or a child protection investigation.

Section 6 – Management and Supervision of Staff / Volunteers

HBCA is committed to the appropriate management and supervision of staff and/or volunteers working with children and or young people to ensure that appropriate lines of accountability are in place with respect to work with children and young people.

- Staff will receive regular supervision meetings in line with the HBCA’s supervision policy. These will be recorded and the notes agreed by both parties.
- When a member of staff is involved in a child protection matter this will be reviewed within supervision i.e. recordings, assessments, monitoring arrangements etc and decisions relating to the level of involvement will be taken by the appropriate officer/ member within Calderdale Social Care.

- When a member of staff is a member of a child protection core group, working with a child who is subject to a child protection plan, supervision will occur at a minimum of monthly intervals and discussion of the case will be a standing agenda item.

Supervisors will ensure that information about children is appropriately shared and that they will be informed if work ceases with a child when other organisations are involved.

Section 7 – Safe Recruitment

HBCA is committed to safer recruitment policies and practices for all paid staff, trustees and volunteers. This includes appropriate DBS (disclosure & barring) checks , ensuring references are taken up and adequate training on safeguarding adults at risk is provided for staff and volunteers.

Section 8 - Recording and Managing Confidential Information

HBCA is committed to maintaining confidentiality wherever possible and information around Child Protection issues should be shared only with those who need to know unless the organisation consider the individuals could be at risk of abuse and / or harm. For further information, please see HBCA confidentiality policy.

All allegations/concerns should be recorded in secure safeguarding file. The information should be factual and not based on opinions, record what the person tells you, what you have seen and witnessed.

The information that is recorded will be kept secure and will comply with the Data Protection Act. This information will be secured in a locked filing cabinet within the organisation. Access to this information will be restricted to the Designated Named Person and the Trustee with the safeguarding delegated duty.

HBCA does not currently have a pro-forma template for recording.

Section 9 – Disseminating/Reviewing Policies and Procedures

This Safeguarding Children’s Policy and Procedure will be clearly communicated to staff, trustees, volunteers, and service users. The Designated Named Person will be responsible for ensuring that this is done.

The safeguarding children policy and procedures will be reviewed annually by HBCA trustee board. The Designated Named Person for safeguarding children will be involved in this process and can recommend any changes. The Designated Named Person will also ensure that any changes are clearly communicated to staff, trustees and volunteers. It may be appropriate to involve service users in the review and service users and parents/carers need to be informed of any significant changes.