



Safeguarding & Child Protection Policy

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1. Statement

The Amble Youth Project is fully committed to promoting children's rights, notably their right to be protected from harm, abuse and exploitation and to be involved in any decisions that directly affect them. The Amble Youth Project has a duty of care to implement effective policies and procedures for safeguarding the welfare of children and young people. In order to achieve this we will ensure our staff and volunteers are carefully selected, screened, trained and supervised. Furthermore we will endeavour to keep up to date with national developments relating to the care and protection of children and young people.



The Amble Youth Project will:

1. Ensure that all workers understand their legal and moral obligations to protect children and young people from harm, abuse and exploitation
2. Develop best practice in relation to the recruitment of all workers (paid staff and volunteers)
3. Provide opportunities for all newly appointed workers (paid and unpaid) through induction training, an overview of the organisation's purpose, values, structure and services
4. Ensure that all workers understand their responsibility to work to the standards and procedures detailed in the organisations Code of Conduct and Child Protection procedures
5. Ensure that all workers understand their obligations to report care or protection concerns about a child/young person, or a workers conduct towards a child/young person, to the organisation's designated person for child protection
6. Ensure that all procedures relating to the conduct of workers are implemented in a consistent and equitable manner
7. Ensure that the designated child protection officer understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. police and/or social work)
8. Ensure that the organisation meets all its responsibilities in employment by adhering to the requirements of the Safeguarding Vulnerable Groups Act (SVGA) 2006
9. Provide opportunities for all workers (unpaid) to develop their skills and knowledge particularly in relation to the care and protection of children and young people
10. 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 the organisation's complaints procedures
11. Endeavour to keep up to date with national developments relating to the care and protection of children and young people
12. We adhere to the Children's Act 2004, Care Act 2014, Working Together to Safeguard Children 2018 and the Counter-terrorism and Security act 2015 (specifically the prevent duty). The safeguarding and health & wellbeing of all children and adults is of paramount importance.

Commented [MM1]: Added the prevent duty reference

The Amble Youth Project promotes the welfare of children and young people is defined as:

- Protecting children and young people from maltreatment
- Preventing impairment of children and young people's health or development
- Promoting by ensuring children and young people are growing up in circumstances consistent with the provision of safe and effective care.



Our Safeguarding Policies also includes our Health & Safety Policies and Procedures to safeguard staff, volunteers, young people and all who visit the premises where the activities of The Amble Youth Project take place

Our policies and procedures aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced.

2. Roles and Responsibilities

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The Amble Youth Project appoints:

- A senior member of the Amble Youth Project (a Designated Safeguarding officer DSO) to coordinate child protection arrangements and an appointed Deputy DSO
- A Trustee to take a senior lead position for Safeguarding and another for health and safety.

The names of these people will be listed in the Safeguarding Policy and amend when there is a change. (Section 21)

The Local Authority receives the names of the appointed people for the list they maintains of all **Designated Senior Persons (DSPs)** for safeguarding and child protection. They will be notified of any changes.

The Safeguarding Policy includes Health & Safety and The Amble Youth Project will appoint a member of staff who oversees the Health & Safety Management for the service and they will be names in the Health & Safety Policy

The Amble Youth Project ensures that the Designated Safeguarding Persons are appropriately trained and supports the DSO in their responsibilities. The Deputy in the absence of the DSO carries out those functions necessary to ensure the ongoing safety and protection of children and young people. In the event of the long-term absence of the designated safeguarding officer, the deputy will assume all of the functions above

The Amble Youth Project DSO ensures that

- DSP's are appropriately trained
- acts as a source of support and expertise to the project's
- written records of all concerns, when noted and reported by staff, or when disclosed by a child/young person are securely kept separately from child's general file and reported onward in accordance with this policy guidance
- cases of suspected neglect and/or abuse are referred to children's social care or police in accordance with this guidance and local procedure
- child protection conferences are attended or contributed to, in accordance with local procedure and guidance
- the project's contribution to child protection plans are coordinated if requested
- effective links with relevant statutory and voluntary agencies are developed
- all staff sign to indicate that they have read and understood this policy



- the Safeguarding and child protection policy is updated annually
- The DSO liaises with the nominated trustee as appropriate
- keeps a record of staff/volunteer attendance at child protection training
- makes this policy available to parents and carers of children and youth people receiving a service from The Amble Youth Project
- liaison with LADO is timely and accurate in the event of an allegation of abuse being made against any member of staff, volunteer or a Trustee of the Project
- A report is submitted for each Trustees meeting detailing the Safeguarding responsibilities that have been carried out .
- Any report requested by the Chair of the Trustees about Safeguarding is compiled

The DSP ensures that:

- Safer recruitment procedures that include the requirement for appropriate checks in line with national guidance are in place and adhered to
- All staff working in partnership with the organisation are adequately safeguarding trained and are willing to work with the policies of the Amble Youth Project.
- A training strategy that ensures all staff and volunteer, including the senior manager/coordinator, receive child protection training, with refresher training at two-yearly intervals or if there is a change in legislation. The DSP should receive refresher training at two-yearly intervals
- Arrangements to ensure that all temporary staff and volunteers are made aware of the project's arrangements for child protection.
- A senior trustee has the lead responsibility for liaising with the local authority and other agencies in the event of an allegation being made against the DSO .
- In the absence of the DSO, the trustees will be informed of any safeguarding concern or matter if occurs and procedures to be reviewed. Any areas of concern will be rectified without delay.

Commented [MM4]: Added section regarding DSP responsibilities with partnership organisations

The Senior Manager/Coordinator will:

- ensures that the safeguarding and child protection policy and procedures are implemented and followed by all staff and volunteers.
- allows the DSP's to carry out their roles effectively.
- ensures that all staff and volunteers feel able to raise concerns about poor or unsafe practice and that such concerns are handled sensitively and in accordance with the project's whistle blowing procedures.
- ensures that child's safety and welfare is addressed through the service.

3. Good practice guidelines

To meet and maintain our responsibilities towards children and young people, the projects community agrees to the following standards of good practice;



- treating all children and young people with respect
- setting a good example by conducting themselves appropriately
- involving children and young people in decision-making which affects them
- encouraging positive and safe behaviour among children and young people
- being a good listener
- being alert to changes in a child or young person's behaviour
- recognising that challenging behaviour may be an indicator of abuse or welfare concerns
- reading and understanding of the project's safeguarding and guidance documents on wider safeguarding issues, for example bullying, physical contact, e-safety plans and information-sharing
- asking the child/young person permission before doing anything for them which is of a physical nature, such as administering first aid
- maintaining appropriate standards of conversation and interaction with and between children and young people, and avoiding the use of sexualised or derogatory language
- being aware that the personal and family circumstances and lifestyles of some children lead to an increased risk of neglect and or abuse.

4. Abuse of trust

All staff and volunteers are aware that inappropriate behaviour towards children is unacceptable and that their conduct towards all children and young people must be beyond reproach.

In addition, staff and volunteers should understand that, under the [Sexual Offences Act 2003](#), it is an offence for a person over the age of 18 to have a sexual relationship with a person under the age of 18, where that person is in a position of trust, even if the relationship is consensual. This means that any sexual activity between a member of the staff or volunteer and a child under 18 may be a criminal offence, even if that child is over the age of consent.

5. Children who may be particularly vulnerable

Some children and young people be at increased risk of neglect and or abuse. Many factors can contribute to an increase in risk, including prejudice and discrimination, isolation, social exclusion, communication issues and reluctance on the part of some adults to accept that abuse happens, or who have a high level of tolerance in respect of neglect.

To ensure that all of our children and young people receive equal protection, we will give special consideration and attention to individuals who receive the service from The Amble Youth Project who are:



- have special educational needs or have a disability
- Are suffering from trauma or severe mental health issues
- living in a known domestic abuse situation
- affected by known parental substance misuse
- asylum seekers
- living away from home
- vulnerable to being bullied, or engaging in bullying
- living in temporary accommodation
- living transient lifestyles
- living in chaotic, neglectful and unsupportive home situations
- vulnerable to discrimination and maltreatment on the grounds of race, ethnicity, religion or sexuality and gender
- involved directly or indirectly in prostitution or child trafficking
- being sexually exploited
- do not have English as a first language.

Commented [MM5]: Added reference to mental health issues and trauma

Special consideration includes the provision of safeguarding information, resources and support services in community languages and accessible formats.

6. Support for those involved in a child protection issue

Child neglect and abuse is devastating for the child and can also result in distress and anxiety for staff who become involved. We will support the children, young people and staff by:

- taking all suspicions and disclosures seriously
- Nominating a link person who will keep all parties informed and be the central point of contact. Where a member of staff is the subject of an allegation made by a child/young person, a separate link person will be nominated to avoid any conflict of interest
- responding sympathetically to any request for time out to deal with distress or anxiety
- maintaining confidentiality and sharing information on a need-to-know basis only with relevant individuals and agencies
- storing records securely
- offering details of help lines, counselling or other avenues of external support
- following the procedures laid down in our whistle blowing, complaints and disciplinary procedures
- Cooperating fully with relevant statutory agencies.

7. Complaint procedure in respect of poor practice

Our complaints procedure will be followed where a concern about poor practice towards a child/young person that initially does not reach the threshold for child protection action. Poor



practice examples include unfairly singling out a child/young person, using sarcasm or humiliation as a form of control, inappropriate language and approach, bullying or belittling a child/young person or discriminating against them in some way. Complaints are managed by senior staff of The Amble Youth Project.

Complaints from staff/volunteers are dealt with under the project's complaints and disciplinary and grievance procedures.

8. If you have concerns about a colleague – employed or voluntary

Staff who are concerned about the conduct of a colleague towards a child/young person are undoubtedly placed in a very difficult situation. They may worry that they have misunderstood the situation and they will wonder whether a report could jeopardise their colleague's career and reputation. All staff and volunteers must remember that the welfare of the child is paramount. The project's whistle blowing code enables staff to raise concerns or allegations in confidence and for a sensitive enquiry to take place. All concerns of poor practice or concerns about a child's welfare brought about by the behaviour of colleagues should be reported to the Senior Manager/Coordinator. Complaints about the senior manager/coordinator should be reported to the chair of trustees.

9. Staff/volunteer who are the subject of an allegation

When an allegation is made against a member of staff/volunteer, set procedures must be followed. It is rare for a child to make an entirely false or malicious allegation, although misunderstandings and misinterpretations of events can and do happen. A child may also make an allegation against an innocent party because they are too afraid to name the real perpetrator. Even so, we must accept that some adults do pose a serious risk to children's welfare and safety and we must act on every allegation made. Staff/volunteers who are the subject of an allegation have the right to have their case dealt with fairly, quickly and consistently and to be kept informed of its progress. Suspension is not mandatory, nor is it automatic but, in some cases, staff/volunteer may be suspended where this is deemed to be the best way.

Allegations against staff/volunteer should be reported to the senior manager/coordinator. Allegations against the senior manager/coordinator should be reported to the chair of trustees.

The full procedures for dealing with allegations against staff/volunteer can be found in Safer Recruitment Policy and outlined in the Amble Youth Project's Disciplinary & Grievance Procedure

For further information and assistance on managing allegations against staff/volunteer, The Amble Youth project will contact Northumberland Designated officer (formally known as LADO) at LADO@northumberland.gcsx.gov.uk



10. Staff/volunteer Training

It is important that all staff and volunteers have training to enable them to recognise the possible signs of abuse and neglect and to know what to do if they have a concern and also to act in a safe manner. New staff, volunteers and trustees will receive training during their induction.

All staff, volunteers and trustees, including DSP receive Safeguarding refresher every two years and thereafter. Earlier training will be required if there is a change in legislation or if the Project believe it would be necessary.

Training will be delivered “in –house” and also by professional agencies and organisations. The Project will also consider on line Safeguarding training/refresher

All those attending will receive a certificate of Attendance and a copy will be placed in their personnel file held securely in the office.

11. Safer Recruitment

The Amble Youth Project endeavours to ensure that we do our utmost to employ ‘safe’ staff and recruit “safe” volunteers.

Safer recruitment means that staff and volunteers will have to:

- complete an application form
- a CV may be requested
- provide two referees, including at least one who can comment on the applicant’s suitability to work with children and young people
- provide evidence of identity and where applicable – qualifications and right to work in the UK
- To operate a current DBS – apply for a new DBS under The Amble Youth Project or checks to be made on line – checker if the DBS was made Portable.
- Be interviewed.

All new members of staff /volunteers will undergo an induction that includes familiarisation with the project’s safeguarding and child protection policy, its relevant procedures and staff conduct and good practises. All staff sign to confirm they have received a copy of the child protection policy and attended the induction.

Employed persons will have a probation period relevant to the length of their contract. It may be appropriate for some staff to have their review after a number of sessions worked rather than worked.

Volunteers will be permitted to volunteer for a 6 weeks/sessions before a DBS is applied for to determine whether they are suited to the work and wish to continue to volunteer. An application form to be received prior to a DBS being applied for. In this time, no volunteer will be left alone with any child/young person and until their security checks have been approved.



Following the receipt of the disclosure, the appointment member of staff will meet with the volunteer too discuss the check and to discuss suitability and needs to continue to volunteer.

Volunteer are expected to receive the safeguarding training and support/supervision as employed members of staff and expected to comply with the staff code of conduct and all policies and procedures of The Amble Youth Project as employed members of staff

See safe recruitment policy for full policy and procedure information

Application forms may be written to suit a particular role.

Appendix 1 A generic application form – may not be for a specific role and to be submitted alongside a CV

Appendix 1a A volunteer application form

12. Extended project activities and off-site arrangements

Where extended activities are provided by and managed by The Amble Youth Project, our own safeguarding and child protection policy and procedures apply and risk assessments carried out accordingly.

If other organisations provide services or activities on our site we will check that they have appropriate procedures in place, including safer recruitment procedures.

When our children attend off-site activities we will check that effective child protection arrangements and risk assessments are in place and those with Parental Responsibility consent received.

13. Photography and images

The vast majority of people who take or view photographs or videos of children do so for entirely innocent, understandable and acceptable reasons. Sadly, some people abuse children through taking or using images, so we must ensure that we have some safeguards in place. To protect children we will

- seek their consent for photographs to be taken or published (for example, on our website or in newspapers or publications or our funders)
- seek parental consent
- use only the child's first name with an image
- ensure that children are appropriately dressed
- Encourage children to tell us if they are worried about any photographs that are taken of them.

Appendix 2 – Consent form (when submitted with a registration form). Amble Youth project also has a consent form that requires a signature when issued with out a registration form



14. E Safety

Most of our children will use mobile phones and computers at some time. They are a source of fun, entertainment, communication and education. However, we know that some men, women and young people will use these technologies to harm children. The harm might range from sending hurtful or abusive texts and emails, to enticing children to engage in sexually harmful conversations, webcam photography or face-to-face meetings. The Amble Youth Project e-safety policy explains how we try to keep children safe during the project activities. Cyber-bullying by children, via texts and emails, will be treated as seriously as any other type of bullying and will be managed through our anti-bullying procedures.

Chat rooms and social networking sites are the more obvious sources of inappropriate and harmful behaviour and children are not allowed to access these sites whilst at The Amble Youth project or any of its activities, nor permitted to access any such sites on computers that are the property of The Amble Youth project and available for use.

We have a Digital Policy which further outlines guidance for staff regarding all use of technology, social media and digital communications. All staff and volunteers must agree to following this guidance.

Some children will undoubtedly be 'chatting' on mobiles or social networking sites at home and we have produced a short factsheet to help parents and children understand the possible risks.

Appendix 3 – Factsheets to help parents and children understand the possible risks

15. Safeguarding and Child Protection Procedures - Forms of abuse

This information outline the forms of abuse that can occur.

To ensure that our children are protected from harm, we need to understand what types of behaviour constitute abuse and neglect.

Abuse and neglect are forms of maltreatment. Somebody may abuse or neglect a child by inflicting harm, for example by hitting them, or by failing to act to prevent harm, for example by leaving a small child home alone, or leaving knives or matches within reach of an unattended toddler.

There are four categories of abuse: physical abuse, emotional abuse, sexual abuse and neglect.

Domestic Abuse

Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It is not just physical violence – domestic abuse includes emotional, physical, sexual, financial or psychological abuse.



Abusive behaviour can occur in any relationship and can continue after the relationship has ended. Both men and women can be abusers.

Domestic abuse can seriously harm children and young people. Witnessing domestic abuse is child abuse and can have an emotionally and physiological affect. Teenagers can also be subjected to domestic abuse with in their relationship

Physical abuse

Physical abuse is deliberately hurting a child. It 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 (this used to be called Munchausen's Syndrome by Proxy, but is now more usually referred to as fabricated or induced illness).

Physical abuse in any form is not acceptable and causes serious, and often long-lasting harm and in severe cases – death.

Emotional abuse

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 for meeting 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 developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse

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 and non-penetrative acts. They may include non-contact activities, and it can be on line. It can also involve children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

The child may not even understand that it is wrong or they may be afraid to speak out

Neglect



Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing or shelter, including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision, including the use of inadequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs – they may not get the love, care and attention they need from their parents

Neglect is the most common form of abuse. A child who is neglected will often suffer other forms of abuse as well. Neglect is dangerous and can cause serious, long term damage- even death.

Bullying and cyber bullying

Bullying is behaviour that hurts someone else – such as name calling, hitting, pushing, spreading rumours, threatening or undermining someone. It can happen anyway – at school, at home, on line, at youth groups and out in the streets. It is usually repeated over a long period of time and can hurt a child both physically and emotionally. At its most serious level, bullying is thought to result in suicides or suicidal feelings

Bullying that happens on line, using social network, games and mobile phones is often called cyber bullying. A child can feel like there is no escape because it can happen where they are at any time of day or night

All incidences of bullying at The Amble Youth project will be reported and will be managed through our anti-bullying procedures. All those who use the services of The Amble Youth Project and their parents/carers receive a copy of the anti-bullying procedures in our projects Information Pack and the subject of bullying is addressed at regular intervals with on our activities.

If the bullying is particularly serious, or the anti-bullying procedures are deemed to be ineffective, the project coordinator and the DSP will consider implementing child protection procedures.

On line abuse

Online abuse is any type of abuse that happens on the web, whether through social networks, playing on line games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploration or emotional abuse.

Children can be at risk of on line abuse from people they know, as well as from strangers. On line abuse may be part of abuse that is taking place in the real world (for example grooming or bullying) or it may be that the abuse only happens online (for example persuading children to take part in sexual activity online)

Children can feel that there is no escape from online abuse – abusers can contact them at any time of the day or the night, the abuse can come into safe places like their bedrooms, images and videos can be stored shared with other people

Radicalisation



This is the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups.

Radicalisation can be really difficult to spot. Signs that may indicate a child is being radicalised include:

- o isolating themselves from family and friends
- o talking as if from a scripted speech
- o unwillingness or inability to discuss their views
- o a sudden disrespectful attitude towards others
- o increased levels of anger
- o increased secretiveness, especially around internet use.

Children who are at risk of radicalisation may have low self-esteem, or be victims of bullying or discrimination. Extremists might target them and tell them they can be part of something special, later brainwashing them into cutting themselves off from their friends and family.

However, these signs don't necessarily mean a child is being radicalised – it may be normal teenage behaviour or a sign that something else is wrong.

In the North East it is more likely that far right extremist groups target young people. These include groups that promote anti-ethnicity in culture and quite often they use insignias and imagery. It is essential that if a member of staff sees these images being promoted by young people it is reported immediately. (see appendix)

Child sexual exploitation

Child sexual exploration (CSE) is a type of sexual abuse, children in exploitative situations and relationships receive something such as gifts, money or affection as a result of performing sexual activities or others performing sexual activities on them.

Children or young people may be tricked into believing they're in a living relationship, consensual relationship. They might be invited to parties and given drugs and alcohol. They may also be groomed and exploited on line

Some children and young people are trafficked in to or within the UK for the purpose of sexual exploitation. Sexual exploitation can also happen to young people in gangs.

Child Trafficking

Child trafficking and modern slavery are child abuse, Children are recruited, moved or transported and then exploited, force to work or sold.

Children are tracked for:

- child exploration
- benefit fraud
- forced marriages
- domestic servitude such=h as cleaning, childcare, cooking
- forced labour in factories or agriculture
- criminal activity such as pickpocketing, begging transportation drugs, working on cannabis farms, selling pirated DVD's and bag theft

Commented [MM6]: Added reference to digital policy for further clarification

Commented [MM7]: Added section on radicalisation



Many children are trafficked into the UK from abroad, but children can also be trafficked from one part of the UK to another

Grooming

Grooming is when someone builds up an emotional connection with a child to gain their trust for the purpose of sexual abuse, sexual exploration or trafficking

Children and young people can be groomed on line or face to face, by a stranger or by someone they know – for example a family member, friend or professional.

Groomers may be male or female and of any age

Many children and young people don't understand that they have been groomed or that what has happened is abuse

Harmful sexual behaviour

Harmful sexual behaviour includes:

- Using sexually explicit words and phrases
- Inappropriately touching
- Using sexual violence or threats
- Full penetrative sex with other children or adults
- Children and young people who develop harmful sexual behaviour harm themselves and others

Age difference and harmful sexual behaviour

Sexual behaviour between children is also considered harmful if one of the children is much older – particularly if there is more than two years difference in age or if one of the children is pre-pubescent and the other isn't

However a younger child can abuse an older child, particularly if they have power over them – for example, if the older child is disabled

Female Genital Mutilation

Female Genital Mutilation (FGM) is the partial or total removal of external female genitalia for non-medical reasons. It is also known as female circumcision or cutting.

Religious, social or cultural reasons are sometimes given for FGM. However, FGM is child abuse. It is dangerous and a criminal offence in many countries, including the UK

There are no medical reasons to carry out FGM. It doesn't enhance fertility and it doesn't make childbirth safer. It is used to control female sexuality and can cause severe and long lasting damage to physical and emotional health

16. Indicators of abuse and what you might see



The signs of child abuse aren't always obvious to see and a child might not tell anyone what is happening to them.

Children might be scared that the abuser will find out, and worried that the abuse will get worse. Or they may think that there is no one they can tell or they won't be believed. Sometimes, children don't even realise that what is happening is abuse.

Physical signs define some types of abuse, for example, bruising, bleeding or broken bones resulting from physical or sexual abuse, or injuries sustained while a child has been inadequately supervised. The identification of physical signs is complicated, as children may go to great lengths to hide injuries, often because they are ashamed or embarrassed, or their abuser has threatened further violence or trauma if they 'tell'. It is also quite difficult for anyone without medical training to categorise injuries into accidental or deliberate with any degree of certainty. For these reasons it is vital that staff are also aware of the range of behavioural indicators of abuse and report any concerns to the designated person.

The Amble Youth Project promotes that it is everyone's responsibility to report concerns that they may have but only allocated persons responsibility to investigate or decide whether a child

Individual indicators will rarely, in isolation, provide conclusive evidence of abuse. They should be viewed as part of a jigsaw, and each small piece of information will help the DSP to decide how to proceed. It is very important that you report your concerns – you do not need 'absolute proof' that the child is at risk.

(Definitions taken from Working Together to Safeguard Children and NSPCC)

17. The impact of abuse

The impact of child abuse should not be underestimated. Many children do recover well and go on to lead healthy, happy and productive lives, although most adult survivors agree that the emotional scars remain, however well buried. For some children, full recovery is beyond their reach, and the rest of their childhood and their adulthood may be characterised by anxiety or depression, self-harm, eating disorders, alcohol and substance misuse, unequal and destructive relationships and long-term medical or psychiatric difficulties.

Adults who suffered abuse as a child may need advice and support

18 Taking action

Suspicion a child is at risk of harm

There will be occasions when a child is suspected to possibly be at serious risk, but there is no 'real' evidence. The child's behaviour may have changed, their artwork could be bizarre or you may have noticed other physical but inconclusive signs. In these circumstances, the child/young person is given



the opportunity to talk. The signs that have been noticed may be due to a variety of factors and it is fine to ask the child if they are alright or if you can help in any way.

If staff/volunteers are in a situation where they suspect abuse of a child but the child/young person hasn't actually said anything, staff/volunteers are advised to:

- Report concerns with the lead supervisor of the activity
- Staff/volunteer to complete a Safeguarding concern form.
- Concern discussed with the DSO and safeguarding form given – brought to their attention by the lead supervisor of the activity or the staff/volunteer direct.

If the DS Officer is not available report to the Deputy DSO and next in line accordingly.

The DSP may wish to seek further advice from One Call and will guide the staff/volunteer/leader of activity on how to proceed with observing, reporting and supporting the child

One Call 01670 536400

If the child is known to be connected to Children's Services and has a social worker, then we are able to contact them at Northumberland Children Social Care Team – Centrally 01670 536000 or the 14+ Team on 01670 622930

Calls outside working hours can be made to 0345 6005252

Staff/volunteers are encouraged to continue to speak with the child/young person - **most children being abused find it difficult to speak to someone – by having on going conversations the time may come when the individual may talk**

Keep a diary – recording conversations and concerns will help to recall the information accurately and in a correct time line. If the child is being abused – this will help to provide the accurate information and course of events that is required in reporting. This information will be kept confidential and in safe storage

Continue to update DSO Another perspective may be helpful. Information shared is on a need to know basis only and not to be discussed with colleagues, friends or family

Continuous review about seeking advice

If the concern of abuse relates to a member of staff or volunteer of the project, then the staff member/volunteer are instructed to follow guidelines as laid out in "If you have concerns about a colleague – employed or volunteer"

If the child does begin to reveal that they are being harmed, guidelines in this policy procedures 'If a child discloses to you' will be followed by that member of staff or volunteer

If a child discloses information to you

It takes a lot of courage for a child to disclose that they are being neglected and or abused. They may feel ashamed, particularly if the abuse is sexual, their abuser may have threatened what will happen if they tell, they may have lost all trust in adults, or they may believe, or have been told, that the abuse is their own fault.



Staff are advised that if a child talks to them about any risks to their safety or wellbeing the child must be told that the information **must** be passed on and that they staff/volunteers are not allowed to keep secrets. The point at which staff/volunteers tell the child this is a matter for professional judgement. Consideration is given to jumping in immediately may result in the child thinking that they do not want to be listen to, or if left it till the very end of the conversation, the child may feel that they have been misled them into revealing more than they would have otherwise.

If a child or young person confides to someone that they are being, or have been, abused they have place that person in a position of trust. All children should be valued and listened to, and their views and wishes should be taken into account in so far this is consistent their safety and protection. The disclosure must be treated seriously

Staff and volunteers are advised to do and not to do the following:

- ✓ create an safe environment in which the child can share their concerns
- ✓ accept what they say as true
- ✓ Allow them to speak freely.
- ✓ Remain calm and do not over react – the child may stop talking if they feel they are upsetting you.
- ✓ Give reassuring nods or words of comfort – ‘I’m so sorry this has happened’, ‘I want to help’, ‘this isn’t your fault’, ‘You are doing the right thing in talking to me’.
- ✓ Do not be afraid of silences – remember how hard this must be for the child.
- ✓ maintain good eye contact and an open body language (but not staring)
- ✓ listen to what they have to say - keep listening, allow them time to say what they want
- ✓ use open question if needed to clarify meaning and help them to express what happened on their own words (e.g. what do you mean when you say “hurts me” or “is there anything else you want to say?” or “can you tell me more about that”
- ✓ Explain what you intend to do , who you need to tell (this may include their parents or guardian and will include the Projects DSO or DSP
- ✓ Reassure them that only those that need to know about it will be told, (i.e. it won’t become gossip, shared with other young people and all the staff/volunteers of the Project. The child’s right to confidentiality within the framework of ensuring the information is correctly handled and individual given support will be respected.
- ✓ Be aware that the child may be being threatening if they are to tell anyone
- ✓ Be aware that the child may be being manipulated
- ✓ The child to be told it is not their fault and they are not to blame, even if they have broken a rule or put themselves in a vulnerable position. Nobody deserves to be abused
- ✓ Reassure that they were right to say something

- ✗ The child is not to be interrupted or rushed
- ✗ Sensitively to the amount of questions – do not ask too many
- ✗ Do not try to investigate (it is not the volunteer or staff members responsibility to interview and investigate)
- ✗ Do not ask closed questions that have a yes or no answer
- ✗ Do not ask leading questions as they have inbuilt assumptions (e.g. is that why you are always late?)
- ✗ Do not pressurise or push for answers or more information that is forthcoming
- ✗ Do not pass judgement
- ✗ Do not put words in their mouth



- × Do not promise confidentiality (you have to pass the information on – you cannot keep secrets)
- × Do not make assumptions or offer promises about what will happen as a result of the disclosure
- × Do not automatically offer any physical touch as comfort. It may be anything but comforting to a child who has been abused.
- × Avoid admonishing the child for not disclosing earlier. Saying 'I do wish you had told me about this when it started' or 'I can't believe what I'm hearing' may be your way of being supportive but the child may interpret it that they have done something wrong.

Staff and volunteers must then:

- ✓ Report verbally to the DSO.
- ✓ Write up your conversation as soon as possible on the Safeguarding Concern Reporting form
- ✓ Report concerns to the DSO by the end of the session - if the DSO is not available, following in line DSP. The staff/volunteer or leader of activity will not start their own investigation - information is shared on a need-to-know basis only – and not discussed with colleagues (apart from senior lead of activity), friends or family.

If emergency action necessary to help the child, the DSO will call 999

The Amble youth Project are committed to support their staff and volunteers and those who are involved in a safeguarding/child protection procedure will be supported and encouraged to gain professional support if necessary. Professional counsellors 24/7 are available at NSPCC to help, advice and support (0808 800 5000 or email help@nspcc.org.uk)

Appendix 4 – Safeguarding Concern Report Form

19 Notifying Parents & Agencies

The DSO or DSP of the Amble Youth Project will normally seek to discuss any concerns about a child with their parents. This must be handled sensitively and the DSP will make contact with the parent in the event of a concern, suspicion or disclosure.

However, if it is believed that by notifying parents could increase the risk to the child or exacerbate the problem, then advice will first be sought from children's social care team. If it is believed that the child is in immediate danger and concerns for the child returning home are high, then the Emergency Duty Team of Social services or One Call must be informed immediately and if necessary call 999

Referral to children's social care

The DSP will make a referral to children's social care if it is believed that a child is suffering or is at risk of suffering significant harm. The child (subject to their age and understanding) and the parents will be told that a referral is being made, unless to do so would increase the risk to the child.

At all times the DSO will take advice and guidance from One Call or the Duty Social Services Team



Reporting directly to child protection agencies

Staff, volunteers, the DSO or DSP will follow the reporting guidelines as laid out in this policy but it may be necessary to report directly with children's social care, police or the NSPCC if:

- the situation is an emergency and the DSO, DSP, manager or chair of Trustees are all unavailable
- They are convinced that a direct report is the only way to ensure the child's safety.
- Whistle blowing rights are deemed appropriate to use

20. Confidentiality and sharing information

All staff and volunteers will understand that child protection issues warrant a high level of confidentiality, not only out of respect for the child and staff involved but also to ensure that being released into the public domain does not compromise evidence.

Staff should only discuss concerns with the designated officer or person, the senior manager of the project or chair or the lead safeguarding officer of the trustees (depending on who is the subject of the concern). That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Child protection information will be stored and handled in line with Data Protection Act 2018 principles. Information is:

- processed for limited purposes
- adequate, relevant and not excessive
- accurate
- kept no longer than necessary
- processed in accordance with the data subject's rights
- Secure.

Record of concern forms and other written information will be stored in a locked facility and any electronic information will be password protected and only made available to relevant individuals.

Every effort should be made to prevent unauthorised access and sensitive information should not be stored on laptop computers, which, by the nature of their portability, could be lost or stolen. If it is necessary to store child protection information on portable media, such as a CD or flash drive, these items should also be kept in locked storage. Child protection information will be stored separately from general information and records of the project



Child protection records are normally exempt from the disclosure provisions of the Data Protection Act, which means that children and parents do not have an automatic right to see them. If any member of staff/volunteer receives a request from a child or parent to see child protection records, they should refer the request to the DSO

The Data Protection Act does not prevent the project's staff from sharing information with relevant agencies, where that information may help to protect a child.

The projects policy on confidentiality and information-sharing is available to parents and children on request.

The statement is to be read alongside our full Confidential and Sharing Information Policy and procedure

The Amble Youth Project has voluntarily signed to ICO

Appendix 5 – Confidential Statement to Parents

Appendix 5a – Confidential Information for Parents/Guardians

Appendix 5b – Confidentiality Statement signed by staff/volunteers

Appendix 5 c Confidentiality Statement for Young People

Appendix 6 - Right wing terrorist groups

Commented [MM8]: Added appendix to rw terrorist groups

21. Designated Safeguarding Persons details

Designated Safeguarding Officer Mary Davidson Tel: 07939 783632
Email: mary.davidson@ambleyouthproject.org

Deputy Designated Safeguarding Officer Matthew Mahoney Tel:
07713675021 Email: matthewm@ambleyouthproject.org

Appointed Designated Safeguarding Trustee Kate Morrison Tel: 01665 711191
Email: kate.morrison@btinternet.com

Important Telephone Numbers

One Call 01670536400
NSPCC (0808 800 5000 or email help@nspcc.org.uk)

Safeguarding Policy Issue E

