

Centre for Emotional Growth and Resilience

**SAFEGUARDING CHILDREN AND YOUNG PEOPLE
POLICY**

(INCLUDING CHILD PROTECTION)

May 2020

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External	Birmingham Safeguarding Children Partnership Children's Advice and Support Service (CASS)	Tel: 0121 303 1888 CASS@birminghamchildrenstrust.co.uk
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	NSPCC Whistleblowing Advice Line	Tel: 0800 028 0285 Email: help@nspcc.org.uk

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1. Introduction

CEGR fully recognises its moral and statutory responsibilities for safeguarding and promoting the welfare of children. The aim of this policy is to safeguard and promote children's welfare, safety, health and well-being by creating an honest, open and caring environment.

This policy has been developed in accordance with the principles established by:

- The Children Acts 1989 and 2004
- The Children and Social Work Act 2017
- Working Together to Safeguard Children 2018

2. Safeguarding Commitment

Our policy applies to all staff, directors and volunteers working for CEGR.

There are four main elements to our policy:

- Ensuring we practise safer recruitment in checking the suitability of staff and volunteers to work with children;
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe;
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse;
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day to day contact with children, staff are well placed to identify concerns early and to observe the outward signs of abuse. CEGR will therefore:

- Establish and maintain an environment where children feel safe, secure, valued and respected and are encouraged to talk, believing they will be listened to
- Ensure children know that there are staff in whom they can approach if they are worried

We seek to ensure that the child's wishes and feelings are taken into account when determining what action to take and what services to provide to protect children from harm.

To this end we will:

- Ensure there are systems in place for children to express their views and to give feedback;
- Ensure that the child's thoughts/wishes and feelings are sought and recorded on all referrals.

3. Procedures

We follow the West Midlands Safeguarding Procedures as required by the Birmingham Safeguarding Children's Partnership (BSCP).

CEGR will:

- Ensure it has a senior leader nominated as Designated Safeguarding Lead (DSL) who has received appropriate training and support for this role;
- Ensure it has a nominated trustee who will take leadership responsibility for the safeguarding arrangements;
- Ensure every member of staff (including temporary and supply staff and volunteers) and the directors know the name of the DSL and understand their role;
- Ensure all staff and volunteers are alert to the potential need for early help and aware of those children whose vulnerabilities may indicate a greater need and are aware of the role they may play in supporting other agencies and professionals in an early help assessment;
- Ensure that the duty of care towards children and staff is promoted by raising awareness of illegal, unsafe and unwise behaviour and assist staff to monitor their own standards and practice;
- Ensure that all staff and volunteers feel able to raise concerns about poor or unsafe practice and are aware of whistleblowing procedures and helplines;
- Ensure that a referral is made to the DBS service if a person in regulated activity has been dismissed or suspended or removed from regulated activity where the harm criteria is met, or would have been had they not resigned;
- Operate safer recruitment practice, ensuring that at least one member on every recruitment panel has completed safer recruitment training.

Our procedures will be regularly reviewed and updated at least annually unless an incident or new legislation or guidance requires the need for an interim review. We recognise the expertise our staff build, by undertaking safeguarding training and managing safeguarding concerns on a daily basis. We therefore invite staff to contribute to and shape this policy and associated safeguarding arrangements.

4. Training

When staff join our CEGR, they will be informed of the safeguarding children arrangements in place. They will be given a copy of this policy and will be told who the DSL is, who acts in their absence and what this role includes.

All staff will receive induction in safeguarding children. The induction programme will include basic child protection information relating to signs and symptoms of abuse, how to manage a disclosure from a child, when and how to record a concern about the welfare of a child and advice on safe working practice.

5. Responsibilities

The Directors will nominate a member to take leadership responsibility for safeguarding children who will liaise with the DSL in matters relating to safeguarding.

It will ensure that:

- the DSL takes lead responsibility for safeguarding and child protection and does not delegate this responsibility;
- the DSL and deputy DSL role is explicit in the role holders' job descriptions;
- safeguarding policies and procedures are in place, available to parents on the CEGR website or by other means and reviewed at least annually;
- termly reports on the effectiveness of CEGR's safeguarding procedures are presented to the governing board;
- any weaknesses brought to its attention relating to safeguarding are remedied without delay;

The CEO will:

- Act as the Designated Safeguarding Lead
- Ensure that the Safeguarding policies and procedures are fully implemented and followed by all staff;
- Ensure that staff feel able to raise concerns about poor or unsafe practice and that these are handled sensitively and in accordance with the whistleblowing procedures;
- Co-ordinate action on safeguarding and promoting the welfare of children:
- Ensure that any deficiencies brought to the attention of the Directors and how these should be rectified without delay.
- Manage the referral of cases of suspected abuse to Birmingham Safeguarding Children Partnership (and/or Police where a crime may have been committed) and Disclosure and Barring Service (cases where a person is dismissed or left due to presenting risk / harm to a child).
- Ensure each member of staff has access to and understands this policy.
- Ensure all staff have received induction training covering child protection and staff behaviour and are able to recognise and report any concerns immediately they arise.
- Keeping detailed, accurate and secure records of concerns and referrals.

6. Procedures for Managing Concerns

CEGR adheres to child protection procedures that have been agreed locally through Birmingham Safeguarding Children Partnership.

Every member of staff, including volunteers working with children at CEGR, is advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members should always act in the interests of the child and have a responsibility to take action as outlined in this policy. They should not assume a colleague or another professional will take action and should share information that might be critical in keeping children safe.

All staff are encouraged to report any concerns that they have and not see these as insignificant. On occasions, a referral is justified by a single incident such as an injury or disclosure of abuse. More often however, concerns accumulate over a period of time and are evidenced by building up a picture of harm over time; this is particularly true in cases of emotional abuse and neglect. In these circumstances, it is crucial that staff record and pass on concerns in accordance with this policy to allow the DSL to build up a picture and access support for the child at the earliest opportunity. A reliance on memory without accurate and contemporaneous records of concern could lead to a failure to protect.

It is not the responsibility of staff to investigate welfare concerns or determine the truth of any disclosure or allegation. All staff, however, have a duty to recognise concerns and pass the information on in accordance with the procedures outlined in this policy.

The CEO should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our organisation. Any member of staff or visitor who receives a disclosure of abuse or suspects that a child is at risk of harm must report it immediately to the CEO.

Following receipt of any information raising concern, the CEO will consider what action to take and seek advice from BCSP as required. All information and actions taken, including the reasons for any decisions made, will be fully documented.

If, at any point, there is a risk of immediate serious harm to a child a referral should be made to BSCP immediately. Anybody can make a referral.

Any member of staff who does not feel that concerns about a child have been responded to appropriately and in accordance with the procedures outlined in this policy should raise their concerns with the Designated Director. If any member of staff does not feel the situation has been addressed appropriately at this point, they should contact BSCP directly with their concerns.

7. Safer Recruitment and Selection of Staff

CEGR has a written recruitment and selection policy statement and procedures linking explicitly to this policy. The statement is included in all job advertisements, publicity material, recruitment websites, and candidate information packs. The recruitment process is robust in seeking to establish the commitment of candidates to support the measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them.

References are requested and scrutinised for all candidates prior to interview and any discrepancies or concerns are raised and discussed during interview, including for any volunteers and internal candidates. References are always requested directly from the referee and verified as being from a senior person with appropriate authority; electronic references are checked to ensure they originate from a legitimate source. Where specific questions have not been answered satisfactorily or insufficient information is provided, the referee will be contacted directly for further clarification. Where references are not forthcoming, despite reminders, the candidate will be asked to provide an alternative referee.

All staff working within our CEGR who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications and a satisfactory barred list check, enhanced DBS check and a right to work in the UK.

CEGR seeks written assurance from supply and third-party agencies, alternative providers, initial teacher training providers and contractors that they have undertaken all appropriate checks on any of their staff that work with or have regular contact with our pupils.

8. Allegations made against staff

All staff should be mindful of the position of trust that they are in when working within a therapy setting. They need to comply with guidance about conduct and safe practice, including safe use of mobile phones.

Children's allegations or concerns about staff conduct will be taken seriously and followed up in a transparent and timely way.

If an allegation is made, the member of staff receiving the allegation will immediately inform the CEO, unless the allegation concerns the CEO, in which case the Designated Director will be informed immediately.

9. Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so.

All staff should be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

Whistleblowing concerns about the CEO should be raised with the Designated Director. Staff will be made aware that if they feel unable to raise a child protection failure internally, they can contact the NSPCC whistleblowing helpline.