SAFEGUARDING AND CHILD PROTECTION POLICY

1 PURPOSE AND SCOPE OF THIS POLICY

The purpose of this Safeguarding and Child Protection Policy is to ensure, at all times, the maximum protection from any kind of harm for all young people involved in any way with Sundial Centre for Education on Harmful Practices.

Sundial Centre for Education on Harmful Practices (Sundial) is firmly committed to the belief that all children and young people without exception have a fundamental right to be protected from harm regardless of gender, ethnicity, disability, sexuality or beliefs. Sundial fully recognise their responsibility for child protection and promotion of the welfare of children and young people. The safety and protection of all children and young people supported by Sundial is paramount and has priority over all other interests.

The commitments laid out in this policy are in accordance with Children's Act 1989, Children's Act 2004 and the guidance "Working Together to Safeguard Children 2018". This policy will be reviewed annually to ensure it is in line with the Local Safeguarding Children's Board procedures.

Trustees, Staff and Volunteers will be provided with a copy of this policy and will be asked to indicate their commitment to it by signing the declaration on the final page, confirming they have read and understood it, and will adhere to it. The declaration will be kept in the charity's records.

Please Note: This policy applies to all staff/volunteers and focuses on the following elements:

i) Staff / volunteer recruitment and selection – ensuring that all staff and volunteers who have unsupervised access to children/young people have been safely recruited and appropriately checked though the DBS (previously known as CRB) process.
ii) Staff/volunteer training – ensuring all staff and volunteers attend safeguarding courses organised by Oxfordshire Safeguarding Children Partnership (OSCP).
iii) Ensuring the charity has a Safeguarding Officer, usually someone from the Board of Trustees, to whom all suspected or disclosed incidents of a safeguarding nature are reported, and that this Safeguarding Officer attends Level 3 Safeguarding organised by OSCP.
iv) Implementation of procedures for identifying and reporting suspected cases of abuse.
v) Establishing a safe and nurturing environment where children/young people feel safe and happy.

2 RECOGNISING ABUSE AND NEGLECT

DEFINITION OF HARM:

'Harm' means ill-treatment or the impairment of health or development including impairment suffered from seeing or hearing the ill-treatment of another. For example, domestic violence is very damaging to a child's emotional development; where a child is living with domestic violence, schools should consider making a referral to Social Care if the child shows any indicators of significant harm.

Based on the findings of the Victoria Climbie case, it is important to remember that often, only when information held by a number of workers is put together, that a picture of child abuse emerges. In addition to this, whilst respecting cultural differences, the basic requirement that children are kept safe is universal and cuts across cultural boundaries.

Abuse may occur in different forms and can be split into the following main categories. For the purposes of this policy, harm is defined as:

· physical abuse

· emotional abuse

· sexual abuse

· neglect

Under these four recognised categories of abuse, the following specific types are included:

- female genital mutilation (FGM), honour-based abuse (HBA), early and forced marriage (EFM), domestic slavery, bullying, and all forms of exploitation which includes sexual exploitation, drugs and alcohol, terrorism and slavery.

These four types of harm are further defined below:

i) Physical Abuse

A form of abuse which 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.

ii) Emotional Abuse

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 seeing or hearing ill treatment of another, for example, witnessing domestic abuse between parents. It may involve serious bullying (including cyber 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, though it may occur alone.

iii) Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape, digital penetration or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching over or under clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children

iv) Neglect

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. For example, lack of a healthy diet, adequate housing or clothing. It is also considered neglect if the parents did not supervise children under their care or seek medical advice appropriately. Neglect may occur during pregnancy as a result of maternal substance abuse or failure to seek medical advice. It is vital to take action that is needed to safeguard the child/children. The decision should be discussed with the Safeguarding Officer and Chief Executive Officer before any action is taken. More information can be found here: Neglect-Strategy-for-Oxfordshire-2022-24-FINAL.pdf (OSCP.org.uk)

In addition to the above forms of harm, this policy is concerned with protection of people who may be drawn into extremism.

The Counter Terrorism and Security Act received Royal Assent in February 2015 and will be reviewed regularly.

PREVENT is part of the Government's counter-terrorism strategy known as CONTEST which aims to stop people becoming terrorists or supporting terrorism.

The CHANNEL PANEL is the agency aimed at safeguarding those vulnerable to extremism. CHANNEL is about safeguarding individuals at risk and it is voluntary. It is about early intervention to protect and divert people away from extremism and radicalisation. CHANNEL provides a multi-agency approach to protect people at risk of being drawn into extremism.

3. PROCEDURES TO FOLLOW IF ABUSE OR HARM IS SUSPECTED OR ALLEGED

3.1 PRINCIPLES:

We recognise that staff and volunteers who work regularly with children and young people are best placed to notice changes in behaviour and/or physical injuries. We will therefore:

- Report any unusual or inappropriate behaviour to Sundial's Chief Executive Officer (CEO) or Safeguarding Officer.
- Ensure that children and young people know they can approach any of the adults in our charity if they are worried about something and that they will receive a consistent, supportive response.
- Never promise a child absolute confidentiality. Staff should inform the child that at times they would need to seek advice from professionals to ensure that appropriate action is taken.
- **Never assume that others are monitoring a child or young person. Others may have doubts but you could be the only person taking action.**
- If in any doubt about what action to take, employees must seek advice from the CEO or Safeguarding Officer.
- Sundial is committed to supporting staff that have safeguarding responsibilities through adequate supervisions, debrief and access to external support services where appropriate.

Please Note:

You should NOT discuss the child's concerns with their family if the concerns are about FGM or honour-based crime. Advice MUST be obtained from Social Care first as it may not be safe to speak to the parents at this stage
However:

- If you do discuss the issue with the family then, with the family's knowledge, you MUST immediately inform the Locality and Community Support Service (LCSS) and get their advice.
- If you wish to discuss with LCSS about a concern *without* a family's consent you can get their advice by means of a No Names Consultation only.

3.2 ACTION TO BE TAKEN

i) Action to Ensure Immediate Security

Immediate action may be necessary at any stage when involved with families and young people.

IN EVERY CASE IT IS OF PARAMOUNT IMPORTANCE TO TAKE WHATEVER ACTIONS ARE NEEDED TO ENSURE THE SAFETY OF THE CHILD OR YOUNG PERSON INVOLVED.

· If emergency medical attention is required, then either phone the emergency services or take the young person to the nearest Accident and Emergency department

· If a child is in immediate danger the police should be contacted, as they alone have the power to remove a child immediately if protection is necessary.

ii) If abuse is reported/alleged

- The child/young person should be listened to and encouraged to speak without interruption, comment or judgement.
- Where possible, clarify what the child/young person means when using certain terms – do not take it for granted that their understanding of a term is the same as yours or of a legal definition.
- You should explain to the young person that in terms of the charity's Confidentiality Policy, information may need to be shared in certain circumstances.
- Do not use leading questions. Think T.E.D. instead – Tell me… Explain that… Describe that….
- Consider using the 3 Rs: **Respond** (using TED), **Record** (using the child's own words), **Report**
- If the child/young person does not want to say anything further they do not have to.
- Further guidance from the OSCP on how to discuss a concern with a child / young person is given in the Annex to this Policy.

The matter must not be investigated or discussed with anyone outside of the charity.

- A written account of the report or allegation should be made, signed and dated, and the information then passed to Sundial's Safeguarding Officer / CEO.
- Sundial's Safeguarding Officer/CEO will assess the information and within **48 hours (or sooner if there is imminent danger)** contact the appropriate local statutory services, if necessary.
- If the matter is regarded as critical it should be referred immediately and directly to the Safeguarding Assessment Team at Oxfordshire County Council (details below) by Sundial's Safeguarding Officer/ CEO.

Multi-Agency Safeguarding Hub (MASH)

Tel: 0345 050 7666

iii) If abuse is suspected:

- Observations, conversations or concerns must be recorded, signed and dated. For an immediate concern contact the Multi Agency Safeguarding Hub (MASH) by phone. You may be asked to make an online referral

- If your concern is not immediate contact the Locality and Community Support Service (LCSS) for advice and guidance. (see 3.3 and table below for contact details.) You should also discuss your concerns with Sundial's Safeguarding Officer / CEO.

3.3 REPORTING

Please Note: Sundial will keep accurate written records of concerns for a child/young person, even in cases where a referral is not appropriate immediately.

If a safeguarding suspicion or disclosure occurs, it should be reported immediately to the Safeguarding Officer and CEO:

Kate Agha (Chief Executive Officer) **Contact details: 07909 510840** **Kate.agha@sundial.org** **Claire Webster, Sundial's Safeguarding Lead** **Contact details: 07767640971** **Claire.Webster@oxfordhealth.nhs.uk**

3.4 CONTACTING THE LOCAL AND COMMUNITY SUPPORT SERVICE (LCSS):

The Locality and Community Support Service (LCSS) has been created as part of Oxfordshire County Council's Children's Services Integration Programme to support partner agencies across Oxfordshire. It is a professional facing service (including community/voluntary sector).

You should contact the Locality Community Support Service if you:

- Have emerging concerns for a child that does not require an immediate safeguarding response
- Need support or guidance with an Early Help Assessment or Team Around the Family (TAF)
- Wish to complete a No Names Consultation

LCSS North	Tel: 0345 2412703

Samuelson House, Tramway Rd, Banbury OX16 5AU	LCSS.North@oxfordshire.gov.uk
LCSS Central Knights Court, Between Towns Road, Cowley, Oxford, OX4 3LX	Tel: 0345 2412705 LCSS.Central@oxfordshire.gov.uk
LCSS South Abbey House, Abbey Close, Abingdon, Oxon, OX14 3JD	Tel: 0345 2412608 LCSS.South@oxfordshire.gov.uk
Opening Hours: 8.30 – 5pm (Mon – Thurs); 8.30am – 4pm (Fri)	

3.5 CONFIDENTIALITY

- Under no circumstances should any staff or volunteer keep confidential any information that raises concerns about the safety and welfare of a child or young person.

- This statement relating to confidentiality must be made known to all who access any provision of Sundial Centre for Education on Harmful Practices.

- All staff and volunteers must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children and young people.

- All staff and volunteers must be aware that they cannot promise a child that they will keep secrets.

4 RECRUITMENT AND TRAINING OF STAFF AND VOLUNTEERS

4.1 RECRUITMENT

All staff/volunteers will complete an application form supplying the following information:

- Personal details
- Names of two independent referees
- Previous experience
- Any criminal convictions
- Competencies and areas of interest
- Signature and date

We will ensure that all new staff/volunteers are recruited safely and have had the appropriate checks, (e.g. DBS) which are re-checked every three years; and that they have undertaken, or will undertake OSCP Safeguarding training before they do any face to face work.

4.2 TRAINING

- All current staff/volunteers who work face to face with the public will need to complete OSCP Safeguarding training Level 3; this will be refreshed every two years.

- All new staff / volunteers will be supervised and accompanied by a staff/volunteer who has completed Level 3, until references have been verified, DBS checks have been carried out and the new staff / volunteer has undertaken Level 3.

- All current staff/volunteers who work face to face with the public will need to complete refresher training in their specialist area every year.

- We will ensure that all staff/volunteers have read this safeguarding policy and know who the Safeguarding Officer is in case they need to pass on concerns.

- We will ensure that all staff/volunteers are aware that they must refer any allegations against a member of staff/volunteer to the Safeguarding Officer/CEO who will then report to the Chair of Sundial's Board of Trustees, who may need to contact the Charity Commission.

5 PROTECTING STAFF/VOLUNTEERS

The Board of Trustees recognises the importance of protecting its staff and volunteers from possible allegations of abuse, and recommends the following guidelines:

5.1 STAFF / VOLUNTEERS SHOULD NOT:

- Be alone with young people
- Lock and unlock premises without another adult present
- Transport young people in a car/minibus or other vehicle without another adult present
- Take young people to their homes
- Make inappropriate contact with young people, i.e. develop relationships outside the charity setting, including via personal social media websites such as Facebook
- Leave young people unattended
- Leave young people in the presence of adults who are not suitably trained
- Leave young people in the presence of adults not known to leaders
- Leave young people in the presence of adults who have not had relevant DBS checks
- Show favouritism to young people within the charity

Note: Photography

Since young people may be photographed while participating in charity events and activities, written permission from parents/guardians will need to be obtained which will also allow

photographic material to be used in the public domain. Staff / volunteers should not take photos before permission has been obtained.

5.2 DEALING WITH ALLEGATIONS ABOUT STAFF/VOLUNTEERS

If any allegation is made or suspicions emerge regarding any member of staff/volunteer/trustee of the charity, this should be reported to the Chief Executive Officer to contact the Safeguarding Officer who will contact the Local Authority Designated Officer (LADO) at Oxfordshire County Council on 01865 810603 within 24 hours.

If an allegation concerns either the Safeguarding Officer or Chief Executive Officer, the report should be made to the Chair of the Board of Trustees.

If further action is required, the following procedure will apply during which all information relating to the allegation will remain confidential:

- A detailed factual record of the allegation and action taken must be written
- Information will be passed to the Trustees
- Consideration will be given to the suspension of the person involved, taking account of the risks to other young people and the member of staff/volunteer concerned
- If the allegation involves a young person/young volunteer, contact will be made with the young person's parent/guardian to advise them of the process.
- Relevant external bodies will be advised.

ANNEX: OXFORD SAFEGUARDING AND CHILDREN'S BOARD GUIDANCE

ALL STAFF and VOLUNTEERS have a responsibility for action in cases of suspected child abuse. The following procedure should be followed if you have concerns about the safety of a child/young person or if a disclosure is made.

OSCP Guidance:

1) If a child/young person asks to speak to you about a problem, DO NOT promise confidentiality, but explain that it may be necessary to consult a senior colleague. Explain this as soon as possible to the child/young person.

2) RECEIVE – Stop and listen if someone wants to tell you about suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief and take what is said seriously.

3) REASSURE – Stay calm and give reassurance to the child/young person. Explain to the child/young person that they have done the right thing by telling you and that what has happened is not their fault.

4) REACT – Establish the facts of what has happened but do not ask leading questions. Keep questioning open, e.g. 'Is there anything else you want to say?' or 'Can you tell me more about that?' Do not criticise the perpetrator. Explain to the child what you will do next, e.g. you will need to pass this information to your Safeguarding Officer.

5) RECORD – If possible, make brief notes about what the child/young person is telling you as they are speaking. If this is not appropriate, write down what was said, as soon as the child has left. Record the date, time, place, your name and role and what was said, (rather than your interpretation of it). Use the child's/young person's language wherever possible. **Note** - In most cases it is more appropriate to listen and record immediately afterwards.

6) REPORT – Report the incident to your Safeguarding Officer/CEO as soon as possible and do not tell any other adults or children/young people about it. Ensure that the lead person has your notes of what was said so that they can keep them in a safe place.