

INNERVATION TRUST
SAFE FROM HARM POLICY AND PROCEDURE
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This Child Protection Policy is subject to an Annual Review.

OUR SAFE FROM HARM POLICY – SAFEGUARDING IN ACTION

This policy, complete with its relevant sections of procedure and guidance is intended to ensure that all staff understand the importance of **safeguarding** the young people and vulnerable adults with whom we work. **Safeguarding** is broader than ‘child protection’ as it also includes prevention.

Innervation Trust recognises its responsibilities and moral duty in relation to the safeguarding of those children and vulnerable adults it may come into contact with during the course of its operations. We will adhere to all government legislation and statutory guidelines on the matter.

The trustees of Innervation Trust have a legal responsibility to ensure that all staff and those working on behalf of the organisation act in a way appropriate to the role they are undertaking and that those staff are fully aware of their responsibilities under Safeguarding legislation and guidance. The trustees have a duty of care towards the children with whom their organisation has contact. Having safeguards in place within an organisation not only protects and promotes the welfare of children but also it enhances the confidence of trustees, staff, volunteers, parents/carers and the general public.

In pursuit of this responsibility the trustees are committed to the adherence of this policy and future reviews and procedures that may be adopted.

Staff and those working on behalf of Innervation Trust are required to:

- Ensure they provide a safe environment for the children and young people with whom they may work
- Understand the signs of possible abuse of children and young people and report it to the appropriate authority/officer
- Make themselves aware of this policy and the “Designated Safeguarding Officer” in the school/organisation where they are working

Responsible Persons

Within Innervation Trust the Safeguarding Trustee is Alan Charlesworth. He will take responsibility for monitoring this policy and other working practices. Clare Morgan is the Designated Person for Safeguarding for the organisation and will be the first point of contact within the organisation for any member of staff who may have concerns or queries.

There are others, within the organisation, who have responsibility for ensuring that all staff and those working on our behalf, have gone through the required recruitment process including a DBS check where appropriate. These checks will be renewed on a regular basis, not being more than 5 years from the previous check.

The Innervation office will maintain a record of all DBS checks, and it is the responsibility of every member of staff or person working on the organisation’s behalf to provide them with a copy of their most recent DBS check and also to inform them of any incidents or matters that may affect their ability to continue to work with children.

Reporting Concerns

It is the duty of each member of staff or person working on behalf of Innervation Trust to ensure that, when working with children or vulnerable persons, they do everything to ensure that those persons are not subjected to abuse, and to report any concerns they may have, whether disclosed, discovered or suspected. The report must be made to the Designated Safeguarding Officer at the location where they are working.

Policy & Guidelines

A copy of this policy statement will be displayed on our website. Each member of staff, whether paid or volunteer, is duty bound to abide by it.

Guidance, Definitions and Explanations

Contents:

- A.** The Designated Staff with Responsibility for Child Protection
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A. Designated Person with Responsibility for Child Protection

Within each school or organisation where we work there should be an identifiable person nominated as the designated person with responsibility for child protection. It is the responsibility of each person working on behalf of Innervation Trust to identify who this person is so that they can act appropriately, should the need arise. This person will be the main contact point for Child Protection issues and will have contact details for relevant organisations available for employees and volunteers. They will deal with any issues or allegations and will maintain written records of any reported incidents, in particular, Incident Report Forms.

B. Dealing with Disclosure of Abuse and Procedure for Reporting Concerns

If a child or young person tells you about possible abuse, it is not your responsibility to investigate further or make any enquiries. You will:

- Listen carefully and stay calm
- Not interview the child, and only ask questions in order to be sure that you understand what the child is telling you
- Not put words into the child's mouth
- Reassure the child that by telling what has happened, they have done the right thing
- Never promise confidentiality, but inform the child that the information must be passed on, but that only those that need to know about it will be told. Inform them who the matter will be reported to
- Note the main points carefully
- Make a detailed note of the date, time, place, what the child said, did and questions asked etc preferably within one hour of the discussion with the child. You may feel it appropriate to draw a basic body outline and indicate on that any injuries that you can see. These notes will be passed on to the Designated Officer where you are based, to assist should the matter need to be referred further
- Not investigate concerns or allegations yourself, but report them immediately to the Designated Officer whereupon they will be responsible for any further investigation

C. Action By Designated Officer

This is the responsibility of each organisation or school where we work, and we have no authority to inform them what they should do.

D. Definitions Of Abuse

The following is a guide regarding definitions of abuse but this is not an exclusive list:

i. Physical Abuse

Physical abuse causes harm to a child's person. It may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning or suffocating. It may be done deliberately or recklessly, or be the result of a deliberate failure to prevent injury occurring.

ii. Neglect

Neglect is the persistent or severe failure to meet a child or young person's basic physical and/or psychological needs. It will result in serious impairment of the child's **health or development**.

iii. Sexual Abuse

Sexual abuse involves a child or young person being forced or coerced into participating in or watching sexual activity. It is not necessary for the child to be aware that the activity is sexual and the apparent consent of the child is irrelevant.

iv. Emotional Abuse

Emotional abuse occurs where there is persistent emotional ill treatment or rejection. It causes severe and adverse effects on the child's or young person's behaviour and emotional development, resulting in low self-worth. Some level of emotional abuse is present in all forms of abuse.

E. Regulated Activity and obtaining Enhanced Disclosure and Barring Service checks

Under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, an individual working unsupervised with children is considered to be engaged in regulated Activity and must have an enhanced Disclosure and Barring Service (DBS) check which will involve a check of the children's barred list, in order to perform their duties.

However, an individual working in a directly and permanently supervised position is not considered to be engaged in regulated activity but must still have an enhanced DBS disclosure check. Since they are working in a supervised role, the enhanced check will not include a check of the children's barred list.

Note that applications for a DBS enhanced check can only be submitted where the applicant is aged 16 or over at the time of making the application.

Whilst as an organisation, our staff may not generally be left alone with children, and therefore would not legally require a DBS check, we recognise that schools and other organisations will ask for this check as a means of protecting themselves. We will therefore ensure that all of our staff and those working on our behalf receive a DBS check.

F. Duty to refer to the Disclosure and Barring Service (DBS)

The Safeguarding of Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 both make it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable people to the Disclosure and Barring Service (DBS). This means that the lead person responsible for safeguarding must not knowingly employ anyone who poses a risk of harm to children or vulnerable adults; this includes anyone who is believed to have committed a relevant conduct while on the job or who has a record of such conduct.

Innervation Trust has a legal duty to refer an employee or volunteer who poses a risk of harm to children or vulnerable adults to the DBS: failure to do so can result in a fine and/or up to 5 years imprisonment for the Trustees. There must be sufficient and solid evidence that the employee or volunteer poses a risk of harm before they can be referred to the DBS. The DBS will not consider evidence based on rumour or unsubstantiated reports. The employer must also inform the police and other relevant authorities if they believe a relevant breach of good conduct has occurred

Referral forms can be downloaded from the DBS's website www.homeoffice.gov.uk/dbs.

G. The DBS's barring process

Whenever new relevant information (such as a conviction or caution) becomes known, the information will be sent to the DBS. The DBS will consider this information, together with other information known on the individual, and decide whether it indicates that the individual poses a risk of harm to vulnerable groups. If so, the DBS will commence its barring process and the DBS will issue a disclosure certificate to the applicant with the barring information.

The applicant may make representation to the DBS regarding the barring information. The DBS will assess the barring information and representation and decide whether to bar the applicant. If there is sufficient barring evidence, the applicant will be placed on either the Children's Barred List or the Vulnerable Adults Barred List or both depending on the offence. The applicant must then be removed from regulated activity.

The applicant has the right of appeal to a tribunal and must be advised of this right. Serious offences committed against vulnerable people will lead to automatic barring and the applicant will have no right to make representations or to appeal against a barring decision.

Any member of staff or person working on behalf of Innervation Trust, to whom this may apply, must immediately inform the Safeguarding Officer at Innervation Trust.

H. Reporting and Dealing with Allegations of Abuse against Members of Staff

The procedures apply to all staff, whether trustees, administrative, management or support, as well as to volunteers. The word "staff" is used for ease of description.

In rare instances, staff of Christian organisations have been found responsible for child abuse. Because of their frequent contact with children and young people, staff may have allegations of child abuse made against them. Innervation Trust recognises that an allegation of child abuse made against a member of staff may be made for a variety of reasons and that the facts of the allegation may or may not be true. Where an allegation is made against a member of staff, the Safeguarding Trustee and Child Protection Co-ordinator must be informed. They will ensure that the relevant authorities are made aware and will ensure that every assistance is given to the investigating authorities.

The Trust recognises that the Children Act 1989 states that the welfare of the child is the paramount concern. It is also recognised that hasty or ill-informed decisions in connection with a member of staff can irreparably damage an individual's reputation, confidence and career. However, it may be that the staff member needs to be withdrawn from their role for a period of time. This does not indicate an admission of guilt but is to safeguard all involved including the member of staff whilst the relevant authorities investigate. Therefore, those responsible for Safeguarding within the organisation will manage the situation with sensitivity and will act in a careful, measured way.

I. Safer Recruitment and Selection Procedure

Innervation Trust recruitment and selection procedures take account of the following:

- The post or role must be clearly defined
- The key selection criteria for the post or role must be identified
- Obtain character references, including from outside our organisation
- Disclosure and Barring Service disclosure (maintain sensitive and confidential use of the applicant's disclosure)
- Use a variety of selection techniques (eg qualifications, previous experience, reference checks)

J. Abuse Of Trust

Innervation Trust accepts that relationships between children or young people and their leaders will develop and take many different forms. They can all be described as 'relationships of trust'. The leader is someone in whom the child or young person has placed a degree of trust. The trust may be because the leader has an educational role, is a provider of leisure activities, or even is a significant adult friend. In every case, however, that relationship is not one of equal partners and there is the potential for the trust to be abused by the leader, who is in a position of power over the child or young person. It is important for all

those in positions of trust to understand the power this can give them over those they care for and thus the responsibility they must exercise as a consequence of this relationship.

Those taking on work or already working with young people will be made aware, through training that they are in a position of trust and the responsibilities this brings with it. Our aim is to protect:

- the young person from an unequal and potentially damaging relationship
- the person in a position of trust by preventing him/her from entering into such a relationship deliberately or accidentally by providing clear and enforceable guidance on what behaviour is acceptable.

As an employee or volunteer we will expect you not to engage in any activity or correspondence with a child from a school or other place where you are working or have worked. It is not acceptable to give out your personal/work email address or contact details or any social media contact information. Any requests for such information should be declined and children, parents and adults should be referred to the organisation's email, telephone, website, facebook or twitter accounts.

K. Further Information

Additional and further information relating to safeguarding of children and young people can be found at <https://www.gov.uk/government/publications/safeguarding-children-and-young-people/safeguarding-children-and-young-people>

ANNEX

A: Incident Report Form (Level 1)

Incident Report Form

This form must be used for recording an incident/concern/allegation/disclosure

Stage 1 - Record and Report

To be completed by the person who has concerns/heard allegation.

Name of worker _____

Name of organisation _____

Name of child _____

Date of Birth (or approximate age if d.o.b not known) _____

Date and time of incident _____

Full written record of the incident/concern/allegation/disclosure (continue on further sheets if necessary)

This must include: The exact words of the child where possible

Your verbal responses to the child (eg questions asked)

Description of any relevant injury and a drawing of its location and shape on the child's body.

Action Taken

(if this information has already been written up on a separate piece of paper please attach your original notes to this report)

Signed _____ Dated _____

This record must be reported to the Designated Person within 24 hours.

If a child or young person is considered to be in imminent danger of harm a report must be made immediately to the police or Social Services. If such a report is made without reference to the Designated Person (because it was not possible to contact the Designated Person immediately), the Designated Person must be informed as soon as possible after the report has been made.