

## **East Cumbria Family Support Association SAFEGUARDING POLICY**

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East Cumbria Family Support has a duty to safeguard and promote the welfare of children. The organisation has a commitment to the development of good practice and sound procedures, sharing of information and ensuring that Safeguarding concerns and referrals are handled sensitively, professionally and in a way, which supports the needs of children.

### **Purpose of the Safeguarding Policy**

The Whole Safeguarding Policy provides clear direction to staff and others about expected practice in dealing with safeguarding issues.

### **Underpinning Principles**

- The welfare of the child is paramount (Children's Act 2004) (5 outcomes).
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work, and be seen to work, in an open and transparent way.
- Staff should discuss and/or take advice promptly from their line manager or another senior member of staff over any incident, which may give rise to concern.
- Records should be made of any such incident and of decisions made/further action agreed, in accordance with organisational policy for keeping and maintaining records.
- Staff should apply the same professional standards regardless of gender or sexuality.
- All staff should know the name of their designated person for child protection, be familiar with local Safeguarding arrangements and understand their responsibilities to safeguard and protect children and young people. (Designated person Pam Hutton chief officer in their absence Sarah Craig).
- Staff should be aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

## **Introduction**

The aim of this policy is to safeguard and promote children and young people's welfare, safety, health and guidance by fostering an honest, open, caring and supportive climate. The child or young person's welfare is of paramount importance.

**Significant harm** can be defined as the ill treatment or impairment of health and development of a child or young person. Development includes physical, intellectual, emotional, social or behavioural development. Health includes physical and mental health. Ill-treatment includes sexual abuse and other forms of ill-treatment which are not physical. This is viewed from the perspective of normal behaviour for a child/young person of similar age and understanding.

This policy applies to all staff, volunteers, Trustees, secondees or placements.

East Cumbria Family Support fully recognises the contribution it can make to protect and support children and young people known to the organisation.

There are 3 main elements to our Safeguarding Policy:

- **Prevention** – for example, positive atmosphere, accessible, approachable and trained staff
- **Protection** – by following agreed procedures, ensuring staff are appropriately recruited, trained and supported to respond appropriately and sensitively to Child Protection concerns.
- **Support** – To staff, children and young people who may have been abused.

## **Commitment**

We recognise that high self-esteem, confidence, supportive friends and clear lines of communication with a trusted adult helps all children and young people, and especially those at risk of, or suffering from abuse. East Cumbria Family Support will therefore:

- Establish and maintain an ethos where children and young people feel secure and are encouraged to talk and are listened to. We will ensure that children and young people know that there are adults they can approach if they are worried or in difficulty.
- Ensure that wherever possible every effort will be made to establish effective working relationships with parents/carers and colleagues from other agencies.
- Develop a culture and ethos that reflects the Government's vision for children's services in helping children and young people to achieve the five outcomes which are key to wellbeing and in childhood and later life.
- Work with parents and carers to build an understanding of East Cumbria Family Support's responsibility to ensure the welfare of all children and recognition that this may occasionally require children to be referred to investigative agencies as a constructive and helpful measure.

- Be vigilant in cases of suspected child abuse, recognising the signs and symptoms, have clear procedures whereby all adults report such cases to the Designated Member of Staff, Pam Hutton and in her absence Sarah Craig and be aware of local procedures so that information is effectively passed on to the relevant professionals.
- Monitor children who have been identified as at risk, keeping, *in a secure place*, clear records of their progress, maintaining sound policies on confidentiality except on a need to know basis, providing information to other professionals, submitting reports to, and attending, case conferences when required.
- Provide and support Safeguarding training for all staff and volunteers (including Trustees if appropriate) and in particular for the designated officers to ensure their skills and expertise are up to date, and ensure that any targeted funding for this work (if any) is used solely for this purpose.
- Contribute to an inter-agency approach to Safeguarding by developing effective and supportive liaison with other agencies which will embrace the use of the EarlyHelp Assessment in order to improve outcomes for children and their families.
- Use the tools recommended by the LSCB to measure risk and assess need. These include the Risk and Resilience matrix, Graded care profile, scaling tool and scaling tool for CSE. The escalation procedure is when appropriate.
- Use the service delivery opportunities to raise children and young people's awareness and build confidence so that they have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others, taking into account all relevant guidance, together with the Cumbria LSCB web based systems, advice and guidance.
- It is important to make children and young people aware of behaviour towards them that is not acceptable and how they can help keep themselves safe
- Provide clear policy statements for parents and carers, staff, volunteers, Trustees and children and young people on this and positive behaviour policies.
- Have a clear understanding of the various types of bullying - physical, verbal, cyber and indirect, and act promptly and firmly to combat it, making sure that children and young people are aware of East Cumbria Family Supports position on this issue and who they can contact for support take particular care that children and young people with learning disabilities who may be especially vulnerable to abuse, are supported effectively with particular attention paid to ensuring that those with communication difficulties are enabled to express themselves to a member of staff with appropriate communicative skills.

- Have a clear policy about the handling of allegations of abuse by members of staff, ensuring that all staff are fully aware of the procedures and that they are followed correctly at all times, using the guidance set down in Cumbria Local Safeguarding Children Board Guidance.

**We want every child to fulfil their potential, regardless of their background, disability or circumstances**

East Cumbria Family Support does not operate in isolation. The welfare of children is a corporate responsibility of the entire local authority, working in partnership with other public agencies, the voluntary sector and service users and carers. All local authority services have an impact on the lives of children and families, and local authorities have a particular responsibility towards children and families most at risk of social exclusion.

Local Safeguarding Children Boards (LSCBs) have statutory responsibility for children and young people’s safety and are independently Chaired. Members required under legislation include:

Local Authorities NHS Bodies Cumbria PCT Cumbria Constabulary Cumbria Fire Service Safer & Stronger Communities	Inspira CAFCASS NSPCC Voluntary Sector District/Borough Councils Church Faith Communities	Children’s Services Primary/Secondary Heads Independent Centres Cumbria Probation/ Youth Offending Prison Safeguarding Adult Partnership
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**Roles and Responsibilities**

All adults working with or on behalf of young people have a responsibility to safeguard and promote the welfare of young people. There are, however, key people within Centres and the LA who have specific responsibilities under Safeguarding procedures.

**The Role of the Children’s Services**

**Strategic**

- Planning, coordinating delivery of services, allocating resources and working in partnership with other agencies.
- Monitor the compliance of organisations with the guidance and bring deficiencies to the attention of the Governing Body.
- Head of Local Services, Cumbria

## **Support**

- Ensuring Organisations are aware of their responsibilities for Safeguarding.
- Monitoring their performance.
- Making available appropriate training to staff and volunteers, and those in Governance.
- Provide advice and support to Organisations and LA staff.
- Provide "model" Policies and Procedures on all aspects of Safeguarding, including the vetting of new staff and volunteers, and procedures for dealing with allegations against staff and volunteers.

## **Operational**

- Prevent unsuitable staff from working with children by training staff in strict recruitment procedures.
- Take responsibility for safeguarding children who are excluded from universal services.

## **Other Responsibilities**

### **Protecting Children from Unsuitable People**

There are several aspects to protecting children from unsuitable people. These include safe recruitment practices, procedures for dealing with allegations of abuse against staff, guidance about appropriate behaviour, and reporting cases to the Secretary of State so that unsuitable people can be stopped from working with children in any setting, and arrangements for safeguarding children in long term placements in a workplace.

### **Appointment of Staff**

Safe recruitment practice means scrutinising applicants, verifying identity and any academic or vocational qualifications, obtaining professional and character references, checking previous employment history and that a candidate has the health and physical capacity for the job, and a face to face interview as well as the appropriate level of check with the Criminal Records Bureau (CRB).

### **Declaration of Conviction and the Recruitment of Ex-Offenders**

- Under the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, applicants for employment which is concerned with the provision of personal support and which would enable the applicant to have access to people receiving this support in their normal duties will be required to disclose spent convictions.

- Under the provisions of the Protection of Children Regulations any person selected for appointment to a post giving substantial access to people under the age of 16, or above that age if the person suffers from a mental or physical disability will need to complete an Enhanced Disclosure.
- ECFSA complies fully with the Criminal Records Bureau Code of Practice. We undertake to treat all applicants for positions fairly and not to discriminate unfairly against the subject of a Disclosure on the basis of a conviction or other information revealed.
- ECFSA will request a Disclosure only where this is considered proportionate and relevant to the position concerned.
- When the need for a disclosure is a requirement of employment it will be detailed as part of the Recruitment Advert and notified on the Application Form.
- Where a disclosure is to form part of the recruitment process, ECFSA encourage all applicants to provide details of their criminal record in their application form. This information will be treated as confidential and will only be seen by those who need to see it as part of the recruitment process.
- At interview or in a separate discussion if requested, we ensure that an open and measured discussion takes place on the subject of any offences or other matters that may be relevant to the position. Failure to reveal information that is directly relevant to the position could lead to a withdrawal of the offer.
- Prior to an offer of appointment, the Appointing Manager should be satisfied that the selected candidate would not be debarred from holding the post by reason of conviction of an offence as outlined in the 'Protection of Vulnerable Adults/Children' regulations.
- ECFSA will ensure that all those involved in the decision making aspect of the recruitment process have been suitably trained to identify and assess the relevance and circumstances of Disclosure information and the relevant legislation.
- ECFSA undertakes to discuss any matter revealed in a Disclosure certificate with the subject of that disclosure in person before withdrawing any conditional offer of employment.
- Employees who are convicted of an offence whilst in ECFSA employment are required to inform their service manager in writing detailing the offence and outcome. The service manager in conjunction with the operational manager will then consider the implications for employment and take appropriate action.
- Failure to disclose a spent conviction when required to may lead to disciplinary action or dismissal.
- A person who has disclosed a spent conviction and is offered employment will be afforded equal opportunities. However, should an employee's job content or duties change the spent conviction will be reconsidered in the context of the new job role.

- HAVING A CRIMINAL RECORD WILL NOT NECESSARY BAR YOU FROM EMPLOYMENT WITH ECFSA THIS WILL DEPEND ON THE NATURE OF THE POSITION, THE CIRCUMSTANCES AND THE BACKGROUND OF THE OFFENCE.

### **Compliance with the Warner Report**

- It is the policy of ECFSA to recruit staff in line with the recommendations of the Warner Report. Our procedures, process and related forms and paperwork including the application form have all been designed to accommodate the recommendations that affect the recruitment of staff supporting vulnerable adults and children.
- All new employees will have a verbal check with one of their referees to verify the written reference already received. This reference check will be conducted by the H.R. Team and the Warner compliancy Form completed

### **Role of Designated Officer**

Pam Hutton is the Designated Officer for Safeguarding in ECFSA In her absence Sarah Craig will take on this role.

### **Referrals**

- Refer cases of suspected abuse or allegations to the relevant investigating agencies.
- Act as a source of support, advice and expertise within the organisation when deciding whether to make a referral by liaising with relevant agencies.
- Liaise with the line managers over any issues and ongoing investigations.

### **Training**

- To recognise how to identify signs of abuse and when it is appropriate to make a referral.
- Have a working knowledge of how Local Safeguarding Children's Board operate the conduct of a Child Protection Case Conference and be able to attend and contribute to these effectively when required to do so.
- Ensure each member of staff has access to and understands the Safeguarding policy especially new or part time staff.
- Ensure all staff have induction training covering Safeguarding and are able to recognise and report any concerns immediately they arise.
- Be able to keep detailed accurate secure written records of referrals/concerns.
- Obtain access to resources and attend any relevant or refresher training courses at least every two years.



## **Raising Awareness**

- Ensure the Safeguarding policy is updated and reviewed annually and work with the governing body regarding this.
- Ensure service users have access to and understand the purpose of the Safeguarding policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later.
- Where children leave the establishment ensure their Safeguarding file is sent to the new establishment as soon as possible but transferred separately from main file.

## **Whistle-blowing**

Whistle-blowing is the mechanism by which staff can voice their concerns, made in good faith, without fear of repercussion. All employers should have a clear and accessible whistle blowing policy that meets the terms of the Public Interest Disclosure 1998.

Staff should acknowledge their individual responsibilities to bring matters of concern to the attention of senior management and/or relevant external agencies. This is particularly important where the welfare of children may be at risk.

This means that adults should

- Report any behaviour by colleagues that raises concern.
- All adults working in regulated settings should know the name of the Centre's designated officer for child protection, and know and follow relevant safeguarding policy and procedures. All staff have a duty to report any child protection concerns to their designated person for child protection.
- Anyone who has concerns or is in doubt should refer to the document "What to do if you're worried a child is being abused" and follow the threshold guidance.

Guidance is available at: [www.cumbrialscb.com](http://www.cumbrialscb.com)

## **Procedures**

'Where it is believed that a child is suffering from, or is at risk of, significant harm, we will follow the procedures set out in the Local Safeguarding Boards Procedures.

## **Informing**

- Staff will be kept informed about Safeguarding Procedures through discussion of updated information annually and when appropriate.
- New staff will receive information about Safeguarding Procedures and be shown where they can access the information and know who to discuss any concerns with.
- Parents, carers are informed of our duties and responsibilities with regards to safeguarding children in our Centre documents.

## **Training and Support**

- All staff will have access to Safeguarding training, which is relevant and appropriate to their role. This should include training in procedures to follow, signs to note and appropriate record keeping. It is extremely important that all staff, whether paid or unpaid, have access to appropriate training in order that they are able to react appropriately if an incident should occur. Refresher training should be available every three years for all staff, but bi-annually for designated staff. The demands and difficulties associated with working in this very sensitive area cannot be ignored, and staff must receive training and appropriate support to help them to safeguard and promote the welfare of the children and young people with whom they work.
- All staff will be trained to recognise and respond to situations where a child may be considered to be at risk. ECFSA has a nominated member of staff Pam Hutton who is the Chief Officer and is responsible for the implementation of appropriate procedures. There is also a deputy-designated person (Sarah Craig). The Governing body must ensure that these staff members have appropriate time and resources made available to them to enable them to fulfil their duties in this very sensitive area.
- All staff including sub contracted staff, volunteers, Trustees etc will receive relevant training, preferably annually.
- Staff will be informed on current safeguarding issues on a need to know basis.
- Any member of staff who may have concerns should seek advice from Pam Hutton or Sarah Craig immediately.

## Professional Confidentiality

- Confidentiality is an issue which needs to be discussed and fully understood by all those working with young people, particularly in the context of Safeguarding. The only purpose of confidentiality in this respect is for the benefit of the child.
- Members of staff may have access to confidential information about children and young people in order to undertake their every day responsibilities. In some circumstances staff may be given additional highly sensitive or private information. They should never use confidential or personal information about a child or family for their own, or others advantage including that of partners, friends, relatives or other organisation. Information must never be used to intimidate, humiliate, or embarrass a service user.
- **“Need to Know Policy”** - Confidential Information about a child or young person should never be used casually in conversation or shared with any person other than on a need to know basis. In circumstances where the child’s identity does not need to be disclosed the information should be used anonymously.
- There are some circumstances in which a member of staff may be expected to share information about a child, for example when abuse is alleged or suspected. In such cases, individuals have a duty to pass information on without delay, but only to those with designated Safeguarding responsibilities.
- Parents, Trustees and every adult, should understand the need for confidentiality through access to this policy.
- Staff (including volunteers) must never guarantee/promise confidentiality to a child.
- Remember if an allegation is made by a child or a young person the member of staff will need to sensitively explain that the information may need to be shared with others. We will communicate with the child / young person in a manner that is appropriate to their age and preference. This is especially important for disabled children and children whose preferred language is not English.
- Staff (including volunteers) must give information relating to a child about whom they are concerned to the designated member of staff, Pam Hutton and Sarah Craig in her absence.
- Professionals can only work together to safeguard children if there is an exchange of relevant information between them. This has been recognised in principle by the courts. Any disclosure of personal information to others, including Children’s Services staff, must always however, have regard to both common and statute law.
- Generally, personal information should only be disclosed to 3<sup>rd</sup> parties (including other agencies) with the consent of the subject of that information (Data Protection Act 1998, European Convention on Human Rights, Article 8). Wherever possible, consent should be obtained before sharing personal information with 3<sup>rd</sup> parties. In some circumstances, obtaining consent may not be possible or in the best interest of the child. The safety and welfare of that child necessitates that the information should be shared. The law permits the disclosure of confidential information necessary to safeguard a child or children.

- Disclosure should be justifiable in each case, according to the particular facts of the case, and legal advice should be sought if in doubt.

## **Records and Monitoring**

- Well-kept records are essential to good safeguarding practice ECFSA is clear about the need to record any concerns held about a child or children, the status of such records and when these records should be passed over to other agencies.
- In the event of staff concern with regard to a safeguarding issue contact Pam Hutton or in her absence Sarah Craig immediately.
- Safeguarding records are kept separate from other records. The gate keeping procedure is as follows in ensuring that staff do not have access to the information in Child Protection files.

## **Attendance at Safeguarding Conferences**

- A Safeguarding Conference is a multi-agency meeting convened following a referral to Children's Social Care Services.
- The following can attend the conference:
  - Parents/carers.
  - The young person if they are of an age and wanting to join the meeting.
  - Other professionals involved with the young person.
  - If the Chair of the Conference extends an invitation to ECFSA rather than a named person, the designated member of staff should attend.
- Level 1 and Level 2 training of support is available to staff who attend the conference. Training is organised and available throughout the county.
- Advice can be sought if staff require training to produce relevant, concise and professional reports for Child Protection Conferences.
- Staff training and support is available in preparing staff in support in maintaining a working relationship with parents before, during and after a referral has been made.

## **Supporting Children and Young People at Risk**

- ECFSA recognises that children who are abused or who witness violence may find it difficult to develop a sense of self-worth and to view the world in a positive way.

- It is also recognised that some children who have experienced abuse may in turn abuse others. This requires a considered, sensitive approach in order that the child can receive appropriate help and support.
- The implementation of positive behaviour management policies.
- Regular liaison with other professionals and agencies that support the children and young people and their families.
- A commitment to develop productive, supportive relationships with parents whenever it is in the child's interests to do so.
- The development and support of a responsive and knowledgeable staff group trained to respond appropriately in child protection situations.
- We recognise that, statistically, children with behavioural difficulties and disabilities are most vulnerable to abuse. Staff who work, in any capacity, with children with profound and multiple disabilities, sensory impairment and/or emotional and behaviour problems will need to be particularly sensitive to signs of abuse.
- It must also be stressed that in a home environment where there is domestic violence, drug or alcohol abuse, mental health issues, children may also be vulnerable and in need of support or protection.

## **Safe Staff**

### **Physical Contact**

There are occasions when it is entirely appropriate and proper for staff to have physical contact with children and young people, but it is crucial that they only do so in ways appropriate to their professional role.

A "none touch" approach is impractical for most staff and may in some circumstances be inappropriate. When physical contact is made with children and young people this should be in response to their needs at the time, of limited duration and appropriate given their age, stage of development, gender, ethnicity and background.

This means that adults should:

- Be aware that even well intended physical contact may be misconstrued by the child, an observer or by anyone to whom this action is described.
- Never touch a child in a way which may be considered indecent.
- Always be prepared to explain actions and accept that all physical contact can be open to scrutiny.
- Never indulge in horseplay, tickling or fun fights.

It is not possible to be specific about the appropriateness of each physical contact, since an action that is appropriate with one child in one set of circumstances may be inappropriate in another, or with a different child. Staff should therefore, use their professional judgement at all times.

Physical contact should never be secretive, or for the gratification of the adult, or represent a misuse of authority. If a member of staff believes that an action could be misinterpreted, the incident and circumstances should be recorded as soon as possible in the incident book and, if appropriate, a copy placed on the child's file.

This means that adults should:

- Ensure they have a system in place for recording serious incidents and the means by which information about incidents and outcomes can be easily accessed by senior management.
- Provide staff, on "a need to know" basis, with relevant information about vulnerable children and young people in their care.
- Make staff aware of the DCSF guidance in respect of physical contact with children and young people and meeting medical needs of children and young people.

## **Social Contact**

Staff should not establish or seek to establish social contact with children and young people for the purpose of securing a friendship or to pursue or strengthen a relationship. Even if a young person seeks to establish social contact, or if this occurs coincidentally, the member of staff should exercise professional judgement in making a response and be aware that such social contact could be misconstrued.

Staff should not give their personal details such as home/mobile number, home or e-mail address to children and young people unless the need to do so is agreed with senior management.

Also staff should not engage in text messaging or other forms of social networking with children and young people.

Internal e-mail systems should only be used in accordance with ECFSA policy.

This means that adults should:

- Always approve any planned social contact with senior colleagues, for example when it is part of a reward scheme or pastoral care programme.
- Advise senior management of any regular social contact they have which may give rise to concern.
- Report and record any situation, which they feel, might compromise them, ECFSA or their own professional standing.

## **Children and Young People in Distress**

There may be occasions when a distressed child or young person needs comfort and reassurance. This may include age appropriate physical contact. Staff should remain self-aware at all times in order that their contact is not threatening, intrusive or subject to misinterpretation.

Where a staff member has a particular concern about the need to provide this type of care and reassurance they should seek further advice from a senior manager.

This means that adults should:

- Consider the way in which they offer comfort to a distressed child or young person.
- Always tell a colleague when and how they offered comfort to a distressed child or young person.
- Record situation which may give rise to concern.

## **Care, Control and Physical Intervention**

Staff may legitimately intervene to prevent a child from committing a criminal offence, injuring themselves or others, causing serious damage to property. Staff should have regard for the health and safety of themselves and others.

This is a complex area and staff must have regard to DCSF guidance:

- DCSF Guidance LEA/0242/2002 The Use of Restrictive Physical Interventions for Staff Working with Children and Adults who Display Extreme Behaviour in Association with Learning Disability and/or Spectrum Disorders.
- DCSF Guidance LEA/0264/2003 The Use of Restrictive Physical Interventions for Children and young people with Severe Behaviour Difficulties

This means that Centres should:

- Regularly acquaint staff with relevant Centre policy and DCSF Guidance.
- Ensure that staff are provided with appropriate training in line with Children's Services guidelines, accredited training recognised by BILD.

This means that staff should:

- Adhere to the Centre physical positive intervention policy.
- Always seek to defuse situations.

- Always use minimum force for the shortest period necessary.
- Under no circumstances should physical force be used as a form of punishment. The use of unwarranted physical force is likely to constitute a criminal offence.
- In all cases where physical intervention is deemed necessary, the incident and subsequent actions should be documented and reported.

### **Sexual Contact with Young People**

Any sexual behaviour by a member of staff with or towards a child or young person is both inappropriate and illegal. Children and young people are protected by the same laws as adults in relation to non-consensual sexual behaviours. They are additionally protected by specific legal provisions regardless of whether the child or young person consents or not.

This means that adults should:

- Not pursue sexual relationships with children and young people either in or out of Centre.
- Avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or provocative i.e. verbal comments, letters, notes, electronic mail, phone calls, texts, physical contact.

The sexual activity referred to does not just involve physical contact including penetrative and non-penetrative acts. It may also include non-contact activities, such as causing children to engage in or watch sexual activity or the production of pornographic material. "Working Together to Safeguard Children" (April 2006) defines sexual abuse as "forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening".

There are occasions when adults embark on a course of behaviour as "grooming" where the sole purpose is to gain the trust of a child, and manipulate that relationship so sexual abuse can take place. Staff should be aware that conferring special attention/favour upon a child might be construed as being part of a grooming process which is an offence.

### **One to One situations**

Staff working in one to one situation with children and young people may be more vulnerable to allegations. Managers, supervisors and others should recognise this possibility and plan and conduct such meetings accordingly. Every attempt should be made to ensure the safety and security needs of both staff and children and young people are met.

Senior managers should undertake a risk assessment in relation to the specific nature and implications of one to one work for each worker. In addition, each assessment should take into account the individual needs of each child. Any arrangements should be reviewed on a regular basis.



Pre-arranged meetings with children and young people away from the Centre premises should not be permitted unless approval is obtained from their parent and the Designated Officer or their senior colleague with delegated authority.

This means that adults should

- Avoid meeting with children and young people in remote secluded areas of Centre.
- Ensure there is visual access and/or an open door in one to one situations.
- Inform other staff of the meeting beforehand, assessing the need to have them present or close by.
- Avoid use of “engaged” or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.
- Always report any situation where a child or young person becomes distressed or angry towards a colleague.
- Consider the needs and circumstances of the child/children involved.

### **Transporting Children**

In certain situations e.g. out of Centre activities, staff or volunteers may agree to transport children and young people. A designated member of staff should be appointed to plan and provide oversight of all transporting arrangements and respond to any difficulties that may arise.

Wherever possible and practicable it is advisable that transport is undertaken other than in private vehicles, with at least one adult additional to the driver acting as an escort.

Staff should ensure that their behaviour is safe and that the transport arrangement and the vehicle meet all legal requirements. They should ensure that the vehicle is road worthy and appropriately insured and that the maximum capacity is not exceeded.

This means that adults should

- Plan and agree arrangements with all parties in advance, responding sensitively and flexibly to disagreements.
- Ensure that they are alone with a child for the minimum time possible.
- Be aware that the safety and welfare of the child or young person is their responsibility until this is safely passed over to a parent/carer.
- Report the nature of the journey, the route and expected time of arrival in accordance with agreed procedures.
- Ensure that their behaviour and all arrangements ensure vehicle, passenger and driver safety.

## **First Aid and Administration of Medication**

All Centres must have trained first aiders/appointed person. Staff may volunteer to undertake this task but it is not a contractual requirement. Staff should receive appropriate training before administering first aid.

This means that adults should:

- Adhere to the Centre safety policy.
- Adhere to the Centres intimate care policy.
- Make other staff aware of the task being undertaken.
- Explain to the child what is happening.

When administering first aid, wherever possible, staff should ensure that another adult is present, or aware of the action being taken. Parents should always be informed when first aid has been administered.

## **Intimate Care**

All children have a right to safety, privacy and dignity when contact of an intimate nature is required (for example assisting with toileting or removing wet/soiled clothing). A care plan should be drawn up and agreed with parents for all children who require intimate care on a regular basis.

Children and young people should be encouraged to act as independently as possible and to undertake as much of their own personal care as is practicable. When assistance is required, staff should ensure that another appropriate adult is in the vicinity and is aware of the task to be undertaken.

This means that adults should

- Adhere to the Centres intimate care guidelines.
- Make other staff aware of the task being undertaken.
- Explain to the child what is happening.
- Consult with colleagues where any variation from agreed procedure/care plan is necessary.
- Record the justification for any variations to the agreed procedure/care plan and share this information with parents.

Additional vulnerabilities that may arise from a physical disability or learning difficulty should be considered with regard to individual care plans for each child and young person. As with all arrangements for intimate care needs agreements between the child, their parents/carers and the organisation must be negotiated, agreed and recorded. In addition the views and/or emotional responses of children with special educational needs, regardless of age and ability must be actively sought in regular reviews of these arrangements.

## **Dress and appearance**

A person's dress and appearance are matters of personal choice and self-expression. However, staff should consider the manner of dress and appearance appropriate to their professional role which may be different to that adopted in their personal life. Staff should ensure they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could render themselves vulnerable to criticism or allegation.

This means that adults should wear clothing which:

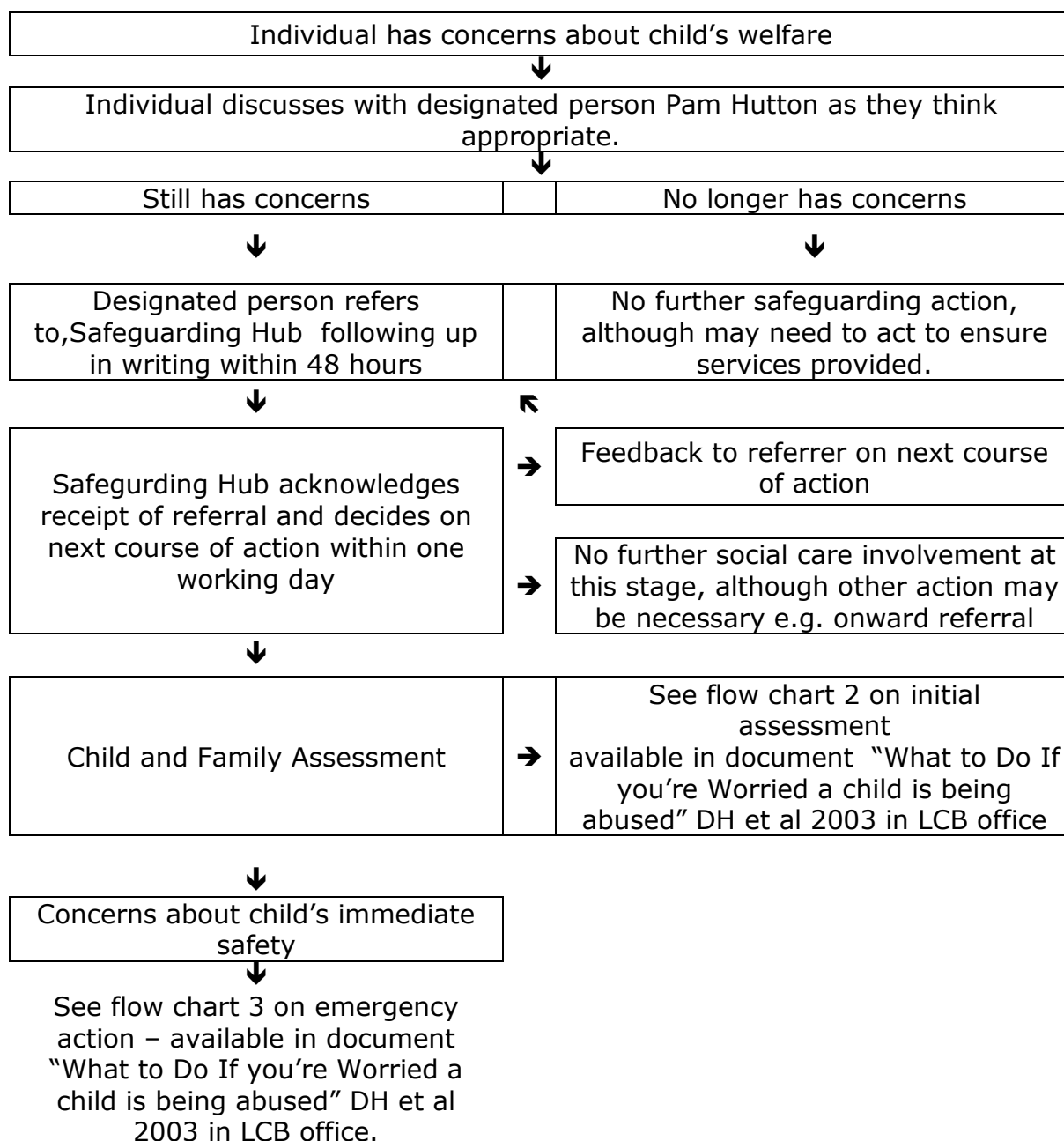
- Promotes a positive and professional image.
- Is appropriate to their role.
- Is not likely to be viewed as offensive, revealing, or sexually provocative.
- Does not distract, cause embarrassment or give rise to misunderstanding.
- Is absent of any political or otherwise contentious slogans.
- Is not considered to be discriminatory.

**Procedures to follow when the Safeguarding Person is notified of the concern about the welfare of a child**

If there is any concern – contact can be made with the Cumbria Safeguarding Hub Tel 0333 2401727, for a consultation, Emergency Dut team contact number is 03332401727. Allegations against members of staff in Cumbria are also dealt with at the Hub.

The process below will enable you to make a decision if a referral is the appropriate procedure.

**A Flow Chart for referral**



## **Bibliography**

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Department of Health Publication

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E-mail [doh@prolong.uk.com](mailto:doh@prolong.uk.com)

Every Child Matters: Change for Children in Centres

You can download the publication or order copies on line

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Further guidance or other issues

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[www.bichardinquiry.org.uk](http://www.bichardinquiry.org.uk)

[www.isa.gov.org.uk](http://www.isa.gov.org.uk) (Independent Safeguarding Authority)