



SAFEGUARDING & CHILD PROTECTION POLICY

Registered Charity Number 1194240

Registered address: Bangor Street Community Centre, Norwich Street, Blackburn BB1 6NZ

SAFEGUARDING & CHILD PROTECTION POLICY

One Voice Blackburn acknowledges the duty of care to safeguard and promote the welfare of children and adults and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and local safeguarding requirements.

The policy recognises that the welfare, wellbeing and safety are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children, young people and adults:

- Have a positive and enjoyable experience of activities at One Voice Blackburn in a safe environment and
- are protected from abuse whilst participating in any activity provided by One Voice Blackburn or outside of the activity.

One Voice Blackburn acknowledges that some children and adults, including those who are disabled or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare. As part of our safeguarding policy One Voice Blackburn will:

- promote and prioritise the safety and wellbeing of children, young people and adults;
- ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children, young people and adults;
- ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern;
- ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored;
- ensure all paid members of staff and volunteers who work directly with children and adults will be required to be checked via the Disclosure and Barring Service (DBS), ensure robust safeguarding arrangements and procedures are in operation.

DEFINITION OF SAFEGUARDING

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment;
- Preventing impairment of children's health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

Further information about the definitions, categories of abuse and indicators can be found in **Categories and Indicators of Abuse and Harm**

PURPOSE

The purpose of this policy is to ensure that all staff and volunteers are aware of their legal and personal responsibilities to ensure the safeguarding and welfare of children and young people at One Voice Blackburn and to ensure that staff/volunteers know what to do should they have a concern. One Voice Blackburn strives to create a culture in which children are valued, heard and that their right to be safe is upheld; this policy aims to support One Voice Blackburn staff/volunteers in achieving this.

This policy outlines how to recognise the signs and symptoms of possible abuse to ensure that staff/volunteers recognise the significance of what they are observing, and the procedures that they need to follow if they have a concern. Staff and volunteers are trained to support their development this ensures that we have a knowledgeable staff/volunteer team able to respond appropriately in safeguarding and child protection situations.

Guiding Principles

One Voice Blackburn subscribes to the principles as set out in Working together to Safeguard Children, 2018;

- safeguarding a child is everyone's responsibility;
- all children have a right to be safe and should be protected from all forms of abuse and neglect;
- that it is better to help children as early as possible;
- children are best supported and protected when there is a coordinated response from all relevant agencies

The welfare and safety of children is paramount and should take priority over other work and other considerations.

Scope

This policy applies to the Board of trustees, all staff (full time, part time, temporary and freelance) and volunteers working on behalf of One Voice Blackburn.

One Voice Blackburn's Safeguarding Policy must be followed alongside local inter-agency procedures, protocols & arrangements devised by Blackburn with Darwen Local Safeguarding Children Board.

The following policies should be referred to:

- Safeguarding Vulnerable Adults Policy
- Whistleblowing Policy
- Social Media Policy
- Photography Policy
- Equality and Diversity Policy
- Code of Conducts

Legal Framework

The Children Act 1989 makes it clear that people who work with children have the responsibility to keep them safe. This is supported by the United Nations Convention on the Rights of the Child (to which the UK is a signatory) which sets out the rights of children to be free from abuse. The document 'Working Together to Safeguard Children (2018) sets out the arrangements for how all organisations must work together to safeguard and promote the welfare of children.

“Safeguarding is everybody’s responsibility. Everyone who comes into contact with children and their families has a role to play in safeguarding children, child protection should take priority over all other work”

(Working Together to Safeguard Children, July 2018)

Statutory Guidance:

- Working together to Safeguard Children 2018
- The Children's Act 2004
- The Children's Act 1989
- UN convention on the rights of the child
- The Data Protection Act 2018
- Prevent Strategy 2015

Application

This policy is aimed (and applies to) at all One Voice Blackburn employees, trustees and volunteers including external agencies or partners delivering on behalf of One Voice Blackburn. It provides an outline on how to recognise the signs and indicators of possible abuse to ensure that they recognise the significance of what they are observing, and the procedures that they need to follow if they have a concern.

All staff members, trustees and volunteers are required to read this document and sign to say they have done so.

All staff, volunteers and trustees are required to complete the local "Safeguarding Children - Basic – Level 1 and 2 provided by Blackburn with Darwen Local Safeguarding Children's Board (LSCB).

Recognising Abuse

Abuse is "a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children"

(Working Together to Safeguard Children, July 2018).

In relation to **child protection** there are 4 kinds of abuse defined in "Working Together", they are:

- Physical Abuse
- Emotional Abuse
- Neglect
- Sexual Abuse

The signs of abuse might not always be obvious, and a child/vulnerable adult might not tell anyone what is happening to them. You should therefore question behaviours if something seems unusual and try to speak to the young person, alone, if appropriate, to seek further information.

Indicators of abuse and neglect

Knowing what to look for is vital to the early identification of abuse and neglect. All staff and volunteers should be aware of the indicators of abuse and neglect so that they are able to identify cases of children and vulnerable adults who may be in need of help or protection.

Please see the document Categories and Indicators of Abuse and Harm which outlines further information.

Underlying Risk Factors and vulnerabilities

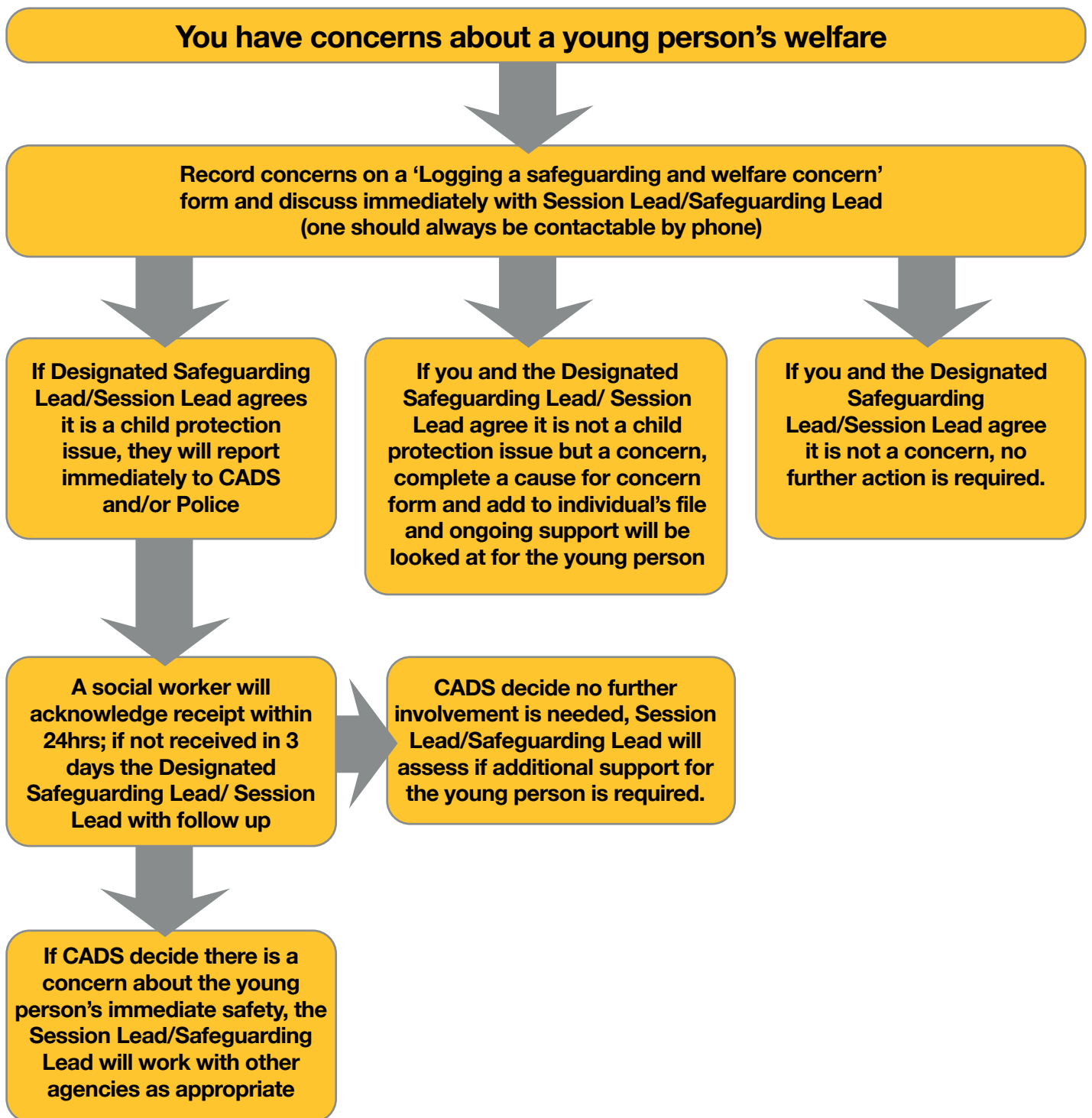
Those elements that are often present in risk situations but which do not, of themselves, constitute a risk:

- Poverty
- Poor housing
- Lack of support network/isolation
- Experiences of poor parenting
- Low educational attainment
- Physical/learning disability (adult / child)
- Mental health difficulties (adult / child)
- Drug and alcohol use/misuse
- Victimisation from abuse/neglect
- Disordered/discordant relationships
- Previous history of offending
- Rejecting/antagonistic to professional support
- Behavioural/emotional difficulties in parent
- Behaviour/emotional difficulties in child
- Young, inexperienced parent
- Physical ill health (adult / child)
- Unresolved loss or grief

ONE VOICE BLACKBURN PROCEDURES

“Safeguarding is everybody responsibility and everyone who comes into contact with children and their families has a role to play in safeguarding children, child protection should take priority over all other work”

WHAT TO DO IF YOU SUSPECT ABUSE



WHAT TO DO IF A YOUNG PERSON TELLS YOU ABOUT ABUSE

Action: Person receiving the information:

1. Always offer reassurance, listen to, and take seriously, what the young person is saying. Never promise to keep secrets or be persuaded by the young person not to take action if you are worried that a young person is being harmed or there is a risk of harm.
2. It is not your job to investigate, verify what is being said, or examine the child; this is the statutory responsibility of the local authority/child protection services and/or the Police. However, it is important to gather relevant information and it may be necessary to undertake some enquiries before making a referral.
3. Explain the process to the young person: that you will need to pass this information on, explain to who to, and the reasons why and possible follow up actions.
4. Consult with the Session lead or Safeguarding Lead, as soon as possible and certainly the same day, to agree the course of action but do not delay if this would place a child at increased risk. You must record the incident in detail as soon as possible, or at least within 24 hours of being made aware.
5. If the situation is an emergency and neither safeguarding lead or deputies available you should telephone Children's Social Care directly or, if out of hours, the Emergency Duty Social Work team or Police Child Protection Team.

Action: Activity Lead or Safeguarding Lead

1. If the young person is subject to a Care Order or an ongoing Child Protection Investigation, or has a child protection plan, any new incident must be referred to the lead professional/allocated social worker/local child protection services and information shared accordingly.
2. If the child is not subject to a current child protection plan or child protection or care proceedings, you must make a clear assessment of whether the child is at risk of significant harm. If you are unsure of the course of action you should take, you must seek guidance from the safeguarding lead.
3. If your assessment is that the child is suffering, or likely to suffer, significant harm, a referral must be made to the Child Advice and Duty Service (CADS) on the details below.
4. If your assessment is that a referral is not needed, you must identify what course of action is to be taken to respond to the concerns identified and ensure that all decisions and the reasons for them are recorded on the young person's file.
5. Where there is some form of assessed need refer to relevant services, discuss and agree with the Safeguarding Lead before making a referral.

The Children's Advice and Duty Service (CADS) Team

Tel (01254) - 666400, Email – cypreferrals@blackburn.gov.uk

Blackburn with Darwen Safeguarding Adults Team

01254 585949

Outside work hours Emergency Duty Team

01254 587547

CONCERNS AND ALLEGATIONS INVOLVING STAFF OR VOLUNTEERS

Action: Person receiving the information:

If a young person makes an allegation of abuse against a staff member or volunteer, or you have concerns regarding a staff member or volunteer you should:

- report this immediately to their line manager and the Safeguarding Lead.
- If the volunteer or member of staff against which the allegation is made is onsite and you cannot contact the Safeguarding Lead speak immediately to the manager in charge.
- If it is against a member of staff from another organisation report it directly to the Safeguarding Lead.

One Voice Blackburn has a **Whistleblowing Policy** that outlines the course of action staff or volunteers can take if there are major concerns over apparent wrong doing by One Voice Blackburn without fear of detrimental treatment.

Action: Safeguarding Lead

- Consult the Safeguarding Allegations Made against Staff and Volunteers Procedure
- The Safeguarding Lead will make a referral directly to the Local Authority Designated Officer who will advise on the most appropriate course of action.
- This referral will usually be made immediately, but must be made within 24 hours.

Blackburn with Darwen - LADO

Megan Dumpleton

01254 585184

Megan.Dumpleton@blackburn.gov.uk

WHAT TO DO IF YOU SUSPECT RADICALISATION

If you have concerns that a young person or vulnerable adult is at risk of radicalisation or involvement in terrorism speak to the Safeguarding Lead who will help you decide whether it is appropriate to make a referral to the Prevent lead.

Channel (Preventing Violent Extremism)

Primary contact:

Paul Lee, 01254 666428, Paul.Lee@blackburn.gov.uk

If you have any concerns about someone and would like more advice ring 101/999 if urgent, if not then email concern@lancashire.pnn.police.uk

In the rare event of a firearms or weapons attack:

RUN to a place of safety. This is a better option than to surrender or negotiate.
If there's nowhere to go then...

HIDE remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can.

TELL the police by calling 999 when it is safe to do so

CONFIDENTIALITY, INFORMATION SHARING AND STORING

Staff and volunteers who receive information about children and families in the course of their work should have the information only within a professional context. Personal information about all young people and their families is regarded as confidential. All records relating to child protection incidents will be maintained by the Safeguarding Lead and only shared as is consistent with the protection of children. If staff are unsure whether or not to share information support can be sought from the Safeguarding Lead.

INFORMING PARENTS OF SAFEGUARDING CONCERNS

The Activities Lead or Safeguarding Lead will inform the young person's family/carer that a safeguarding incident has taken place and/or a referral is being made unless it would:

- place the young person at greater risk,
- place the member of staff or public at risk
- impede an investigation;
- sexual abuse or fabricated illness is suspected; or multiple abuse is suspected.

In these cases Social Services or the Police will decide whether or not to inform the parents. An inability to inform parents should not delay or prevent a referral being made.

RECORDING INFORMATION

Recording Initial concerns

- Record the information of the concern on the 'Logging a Safeguarding Concern Form'.
- Ensure you record the date, time, place and context of the disclosure or concern.
- Record facts and not assumption and interpretation, including what you saw and heard.
- Note any non-verbal behaviour and record the language used by the young person (do not translate into correct terminology)
- If the concern was raised by a third party. The source of the information should be recorded.
- Distinguish clearly between fact and your professional opinion. When recording your professional opinion, make it clear what facts your opinion is based on.
- Record what you have done with the information.
- Once you have submitted the form you will receive an email with a reference number confirming that your form has been successfully submitted.
- If you do not receive an email, please inform your Designated Safeguarding Lead that you have submitted a Cause for Concern form but have not received an email notification.

Recording follow up actions

- Follow up actions are to be recorded on the 'Logging a safeguarding concern' record.
- Ensure you record the date you made contact with the young person's parents, children's social care, their school or the police if appropriate.
- If an existing record exists for an individual please update the SG Sheet with the most recent incident, even if a 'Logging a Safeguarding and Concern sheet has been completed.

STORING INFORMATION

One Voice Blackburn will keep a clear and comprehensive summary of;

- Any disclosures or concerns relating to abuse
- Details of how the concerns or disclosures were followed up and resolved
- Any action taken
- Decisions reached

SUPPORTING THOSE INVOLVED

Support should be provided for the parents/carer and child as well as the person who is the subject of the allegation.

Parents/carers should be kept constantly apprised of the situation and of any developments. They should also be informed of the outcome (if there is not a criminal investigation), including the result of any disciplinary procedures.

SUPPORTING STAFF WHO RECEIVE DISCLOSURES

Safeguarding children and young people can entail making difficult professional judgements and decisions. Receiving a disclosure or observing signs of abuse can be very distressing.

- Staff should discuss their feelings with their line manager if they feel affected.
- All staff and volunteers have access to advice and support through formal and informal supervision from their peers and managers.
- Staff can receive confidential support via telephone counselling on
- Members of staff may be asked to attend a Strategy Meeting or Child Protection Case Conference. Staff should seek guidance and advice from the Designated Person on these meetings.

STAFF RIGHTS AND SOURCES OF SUPPORT WHEN FACING AN ALLEGATION

The member of staff who is the subject of the allegations will be kept informed of the progress of the case, and will receive appropriate support whilst the case is ongoing. Sources of support and advice for staff going through the Disciplinary Procedure include:

- Line manager or CEO if more appropriate
- Citizens Advice Bureau
- ACAS – This provides help and support for employers and employees, they have a helpline adviser available 8am-8pm, Monday – Friday.

Every effort will be made to maintain confidentiality and guard against publicity whilst the allegation is being investigated and considered.

INDUCTION AND TRAINING

One Voice Blackburn recognises that in order for staff and volunteers to fulfil their duties in line with 'Working Together to Safeguard Children (March 2015)', they require an induction and regular training updates to ensure they develop and maintain the necessary skills, judgement and confidence in their work in Safeguarding and protecting young people. One Voice Blackburn will ensure that all staff undertake appropriate training in Safeguarding to equip them to carry out their responsibilities effectively, and keep this up to date through refresher training.

All staff are required to:

- Complete the Blackburn with Darwen Safeguarding Children's Board Online Training "Safeguarding Children - Levels 1 and 2" on induction and refreshed every 3 years.
- Attend in house safeguarding training / briefings delivered by the safeguarding lead or volunteer and training manager refreshed annually
- Attend any external safeguarding training deemed necessary or appropriate for their role on induction and refreshed every 3 years.

Mandatory Staff Safeguarding training is dependent upon roles. Safeguarding is an agenda item for supervisions and team meetings up to and including board meetings.

It is a requirement that all staff read this Policy, and sign that they have read and understood this. Staff and volunteers will be asked to revisit the policy each time it is reviewed and updated. Staff and volunteers will have different training needs which are dependent on their degree of contact with children and young people, their responsibilities and the level of decision making. One Voice Blackburn holds a central record of training (including safeguarding) completed by all staff and volunteers.

SAFER RECRUITMENT & DBS

In order to ensure to minimise risk and ensure that young people are protected whilst at One Voice Blackburn, we will ensure that our staff and carefully selected, screened, trained and supervised. One Voice Blackburn's recruitment processes ensure:

- Standardised recruitment procedures to ensure consistency
- Require references from previous employers, education agencies or volunteer agencies
- Requirement for Disclosure and Barring Service Checks
- Scrutiny of employment history for unexplained gaps

Key Contacts

One Voice Blackburn

Designated Safeguarding Lead

Nina Khan

Tel: 01254 676193

Mobile: 07748 908745

Email: nina@1vblackburn.org

Deputy Safeguarding Lead

Saleha Kassam

Tel: 07751 214301

Email: saleha@1vblackburn.org

Director Responsible for Safeguarding

Ehsan Raja: 07894 684971

Email: ehsan@1vblackburn.org

Blackburn with Darwen children's / young adults contacts

The Children's Advice and Duty Service (CADS) Team (previously MASH)

Tel 01254 666400,

Email – cypreferrals@blackburn.gov.uk

Blackburn with Darwen Safeguarding Adults Team

01254 585949

Outside work hours Emergency Duty Team

01254 587547

In an emergency always call the police on 999. If you think there has been a crime but it is not an emergency call 101

Blackburn with Darwen - LADO

Megan Dumpleton

01254 585184

Megan.Dumpleton@blackburn.gov.uk

Channel (Preventing Violent Extremism)

Primary contact:

Paul Lee, 01254 666428,

Paul.Lee@blackburn.gov.uk

If you have any concerns about someone and would like more advice ring 101/999 if urgent, if not then email concern@lancashire.pnn.police.uk

Blackburn with Darwen LSCB

Abdul Ghiwala

01254 585174

07966 271202

Abdul.Aziz.Ghiwala@blackburn.gov.uk

Engage Team

01254 353667

engageteam@blackburn.gov.uk

Useful helplines

Child Protection Helpline 0808 800 5000

Asian Child Protection Helpline 0800 096 7719

For Deaf or Hard of Hearing 0800 096 7719

For any incident where a young person has required hospital treatment or an emergency call has been made to the police for any reason, you **must** regardless of the time of day inform the Projects Manager, who will make a decision as to if the CEO needs to be immediately informed.

September 2022

Review Date: December 2023

Next Review Date: September 2025



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