



Safeguarding Policy

Policy date - January 2022 Review date - January 2025

The Purpose and Scope of the policy

The purpose of this policy is:

To protect children and adults of all ages who receive Engage Community's services. This includes the children of adults who use our services, and any partner clubs or affiliated organisations.

To provide parents, staff and volunteers with the overarching principles that guide our approach to child protection. We make our policies and practices available online and upon request.

This policy applies to anyone working on behalf of Engage Community, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England, Northern Ireland, Scotland and Wales. A summary of the key legislation is available from nspcc.org.uk/learning

Related Policies and Procedures

This policy should be read alongside our organisational policies and procedures featured in this document to understand the context of safe working environments. Heads of Community can find the [Policy and Procedures Handbook for Safeguarding Children and Adults 2020-21](#) by clicking on the link.

We believe that:

- Children and adults should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all children and adults, to keep them safe and to practise in a way that protects them.



We recognise that:

- The welfare of children and adults is paramount.
- All children and adults, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.
- Working in partnership with children, adults, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and adults safe by:

- Valuing, listening to and respecting them.
- Appointing a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead trustee/board member (if applicable) for safeguarding.
- Adopting protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers.
- Developing and implementing an effective online safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Recording and storing information professionally and securely.
- Sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, adults, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, adults, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.



Definitions of Abuse

Abuse

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.

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.

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 capacity, 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 serious bullying (including cyberbullying), 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, although it may occur alone.

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 or oral sex), or



non-penetrative acts such as masturbation, kissing, rubbing and touching outside of 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. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

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. Neglect may occur during pregnancy as a result of maternal substance misuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers) or
- Ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Child Sexual Exploitation

This is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity: (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Child Criminal Exploitation

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity: (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.



Extremism

Extremism goes beyond terrorism and includes people who target the vulnerable - including the young - by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society. Extremism is defined in the Counter Extremism Strategy 2015 as “the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for death of members of our armed forces as extremist.”

County Lines

As set out in the Serious Violence Strategy, published by the Home Office, County Lines is a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other forms of ‘deal line’. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Organisational Policies

- The Policy was written in line with our Handbook.
- Training arrangements and refresher timelines
- All staff and volunteers working with children and young people must undertake basic safeguarding awareness training, which should be updated on a three yearly basis.
- All staff will have an enhanced DBS

Records and Retention

When a staff member is disclosed to, and shares that information with the Safeguarding Lead, it is the Safeguarding Lead’s responsibility to ensure that the information is recorded and stored in a confidential way. We will keep records of the concern and subsequent actions taken for a minimum of 6 years. This record will not be shared with any other member of staff or volunteer.

If the allegation is made against a member of staff, a comprehensive, confidential summary of the allegation should be kept on their personnel file. This record should be kept by the organisation until normal retirement



age, or 10 years after the allegation if longer. This record should include a clear outcome, including when cases have been investigated and found to be without substance.

Confidentiality

Child protection concerns, disclosures from children or safeguarding allegations made against another staff member or volunteer **MUST NOT** be discussed across the workforce as a whole. This information should be shared solely with the Safeguarding Lead / Deputy Safeguarding Lead (and/or with First Response / the LADO as appropriate)

Personal information which is shared by the child on a 1:1 level, such as sexual orientation or gender identification, should not be disclosed to the workforce as a whole. If staff and volunteers wish to discuss situations in order to gain a wider perspective from colleagues, this should be done on an anonymous basis, with names and identifying information relating to the child and their family remaining strictly confidential.

When responding to a concern about a child, making a referral to First Response or contacting the LADO, the safeguarding lead should consult the thresholds document to clarify whether consent from the child / family is required. In any situation where a child is at risk of harm, consent is not required.

Whistleblowing

Please see Handbook for our whistleblowing procedure.

E-Safety

If media such as emails or mobile phones are to be used to contact children, this use should be agreed and monitored by your organisation. Use of personal email addresses, mobile numbers or social media accounts should be strongly discouraged, as it can leave both parties in a vulnerable position if relationship boundaries become blurred. If staff and volunteers need to be able to use technology as part of their role (i.e. social media accounts) this should be approved at managerial level, and a designated work account should be set up which is accessible to all relevant staff.

Photography

Engage Community will ensure written consent is sought from the parent or carer of any child under the age of 18 using our service before any



photographs are taken. If consent is given, Engage Community will make a clear agreement with the parent or carer as to how the image will be used (for example, in a school brochure or on a drama schools website) and how widely (as part of a schools bulletin for all parents, on the child's individual development records etc) Due consideration will be given to the appropriateness of clothing and posture, and details such as the child's name or age will not be shared unless integral to the use of the image (such as the acceptance of an award), in particular when additional identifiers (i.e. a school or uniform logo) are also being shared.

Visitor Management

Visitors coming on to the premises will need to sign in with the Lead Organiser. All visitors will be escorted around the building and will not be left alone unless they have a DBS and photo ID has been provided.

All visitors must agree to and sign our Safeguarding Policy.

Safeguarding Leads

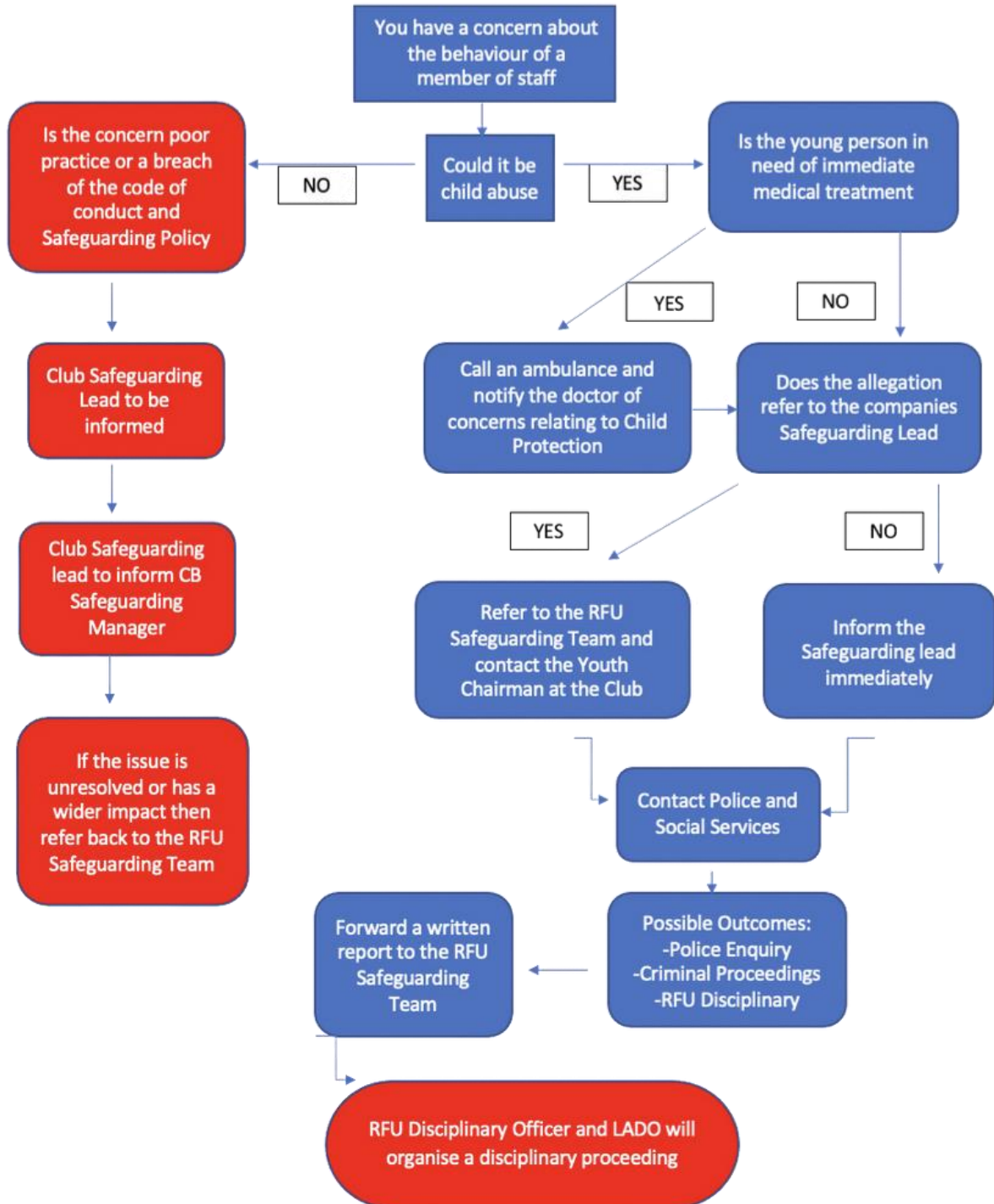
Chris Brannigan

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This policy has been developed in accordance with the principals established by the Children's Act 1989 and 2004 and Working Together to Safeguard Children Act 2018 and in line with the following: Working Together to Safeguard Children and What to do if you are worried a child is being abused 2015.



Dealing with Concerns





Engage Community

Dealing with Concerns about a Child

Member of staff, coach or volunteer made aware of concerns about child's welfare or safety. (e.g., suspicions of bullying at school, allegations of abuse within the family etc.)



If child requires immediate medical attention arrange this and ensure that medic is informed that there may be a child protection concern or allegation.



Member of staff, coach or volunteer reports to/consults with organisation/club/facility or event Safeguarding Lead Officer, and completes the safeguarding incident report form and forwards a copy to the



Safeguarding Lead Officer makes decision on immediate referral to or consultation with Children's Social Care or Police; records actions taken / agreed (including who will inform parents).



Safeguarding Lead Officer sends written safeguarding report to Children's Social Care / Police within 24 hours, and considers need for support or advice for original referrer or others involved.