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# Lane End Farm Trust

# Safeguarding Children and Young People Policy

# Child Protection & Vulnerable Adult Mission Statement

Lane End Farm Trust is committed to creating and maintaining a safe

environment for children and young people.

We do this by:

* Recognising that any child/young person is entitled to the protection afforded by the contents of this document whatever their age, culture, disability, gender, racial origin, sexual orientation, language or religious belief, have the right to protection from physical, mental, sexual or emotional abuse.
* Acknowledging that the welfare of the child/young person is paramount
* Ensuring that our volunteers and staff are carefully selected and that they accept responsibility for helping to prevent the abuse of children/young people in their care.
* Responding swiftly and appropriately to all suspicions or allegations of abuse, and providing parents, carers and children/young people with the opportunity to voice any concerns that may have. Any suspicions or allegations of abuse will be not be ignored.
* Appointing a Child Protection Officer and Deputy who will take specific responsibility for child protection matters and who will act as the main points of contact for children/young people, parents, carers and outside agencies.
* Ensuring access to confidential information is restricted to the Child Protection Officer and the Deputy, or the appropriate external authorities
* Reviewing annually the effectiveness of our Child Protection Policy and this document.
* Carrying our DBS checks on all staff and volunteers.

**Legislation**

There is a considerable body of legislation designed to ensure that children and young people are protected and it is important to understand that everyone is responsible for the safety of children and young people. The main acts include:

# Children’s Act 1989

The intention of the Children’s Act is to protect children and ensure that their welfare and development is paramount and promoted. The Act gives Local Authorities responsibility for ensuring that this happens by working together with all the relevant agencies. The Act says that only the Police, Social Services and the NSPCC have the legal right and responsibility to investigate concerns about child abuse.

The Children (protection from offenders) (miscellaneous Amendments) Regulations 1997

These regulations came into force in October 1997. They are mainly concerned with preventing the approval of people as foster carers or adoptive parents where either they or any member of their household over the age of 18 is known to have been convicted of, or cautioned for, relevant offences. These regulations also apply to child minding, private fostering and residential care.

# The United Nations Convention on the Rights of the Child

The United Nations Convention sets out the rights of all children, including their right to be protected from harm

# Rehabilitation of offenders Act 1974

This act allows people not to declare convictions to employers. People who are involved in situation where they have sustained or prolonged access to children are exempt from the Rehabilitation of Offenders legislation. This means that prospective employers, self-employed workers and volunteers must declare all criminal convictions relating to children however long ago; and these will be taken into account when deciding on their suitability for working with children.

**Health and Safety at Work Act 1974**

The Health and Safety at work act gives all organisations a legal responsibility to prevent injuries and ill health to employees and others, including members of the public. Much of this responsibility is delegated to managers who have control of work activities but the legislation also provides employees with an obligation to take reasonable care of themselves and others.

The welfare of the child is paramount and all reasonable steps must be taken to protect them from harm.

**Guidelines for safeguarding children’s welfare**

Please read the following guidelines carefully – they will help you to understand child abuse

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| --- | --- |
| **Forms of Child Abuse** | **What to look for** |
| Sexual Abuse Both boys and girls can be sexually abused in the following ways:   * Full sexual intercourse, masturbation, oral sex and fondling * Showing children pornographic books and videos * Asking children to take part in making videos or taking pornographic photographs | * Pain, itching, bruising or bleeding in the genital area * Stomach pains * Discomfort when walking * Unexplained sources of money * Inappropriate drawings, language or behaviour * Aggressive withdrawn behaviour or fear of one person |
| Physical Abuse Physical abuse can be in the form of injuries sustained through hitting, shaking, squeezing, biting or burning. In certain cases abuse may occur when the nature and intensity of training exceeds the capacity of the child’s body | * Unexplained or untreated injuries * Injuries on unlikely parts of the body * Cigarette burns, bite or belt marks, scalds * Fear of parents being contacted, going home or receiving medical advice * Flinching when touched * Refusal to discuss injury * Covering arms and legs |
| Neglect Where adults   * Fail to meet a child’s basic physical needs e.g. for food, warmth and clothing * Constantly leaves children alone or unsupervised * Fails or refuses to give children love, affection or attention   **Neglect might also occur during organised activities if young people are placed in an unsafe environment, are exposed to extreme weather conditions or where they are at risk of being injured.** | * Poor personal hygiene * Constantly hungry * Inappropriate clothing or dress * Constantly tired * Lonely, no friends * Underweight * No parental support or interest * Dishevelled appearance |
| Emotional abuse This form of abuse includes:   * Persistent lack of love or affection * Frequently shouting at children * Taunting children * Over protection which can lead to poor social skills   **Emotional abuse may include situations where parents, coaches or organisers subject children to constant criticism, bullying or unrealistic pressure to perform to high expectations.** | * Over reaction to mistakes * Sudden speech disorders * Extremes of emotions * Self-mutilation |

**What to do if a child or young person tells you about abuse**

* Most importantly you should listen to their worries and let him/her know it was right to tell someone about their worries
* Stay calm and make sure that the child feels safe and knows that he/she is not to blame for what has happened
* Explain that you will have to tell someone else about the abuse if it is to stop
* Try to establish the basic facts but leave detailed questioning to the professionals
* Make a note of what the child has said and the date and time of your conversation
* Do not act without seeking help from the group’s child protection officers, or from social services or the Police, who must be informed about all suspected cases of child abuse.
* Seek advice before telling parents or carers about the conversation or let any person suspected of abuse know what has happened – you could be putting the child in greater jeopardy by doing so.
* Don’t worry that you may be making things worse by reporting your concerns – few things are worse than allowing child abuse to continue. Many children are devastated by the experience of abuse and, in the most severe cases, may be seriously harmed.

**Advice sheet for responding to signs of abuse**

It is not the responsibility of everyone working with children to decide if child abuse is taking place. It is, however, their responsibility to act on any concerns and to safeguard children in order to allow the appropriate agencies to take any necessary action.

Social services and the Police have a legal responsibility to safeguard the welfare of a child and have a duty to investigate any potential case of child abuse.

When concerns about the safety of a child arise the following action should be taken.

If a volunteers has concern that a child is being abused they must report their concerns to the child protection officer.

The child protection officer will decide whether to involve Social Services. If the signs are insufficient to warrant reporting the incident a note should be made in an incident book held by the children protection officer, recording date, times, nature of injury or behaviour and child’s explanation of what happened. The notes should be based on fact only and should not refer to child abuse.

It is the responsibility of the Child Protection Officer to inform Social Services. In their absence, the volunteer who was first concerned should contact Social Services. If the Child Protection Officer decides not to report the incident but the volunteer continues to be seriously concerned they may decide to contact Social Services in their own right.

Out of office hours it may be difficult to contact Social Services, in these circumstances where it is necessary to avoid delay contact the police.

Parents are the most important people in a child’s life and should be involved in all decisions relating to their child. Where social services are to be involved, decide with them when and how parents or carers are to be informed.

All concerns regarding child abuse should be treated as priority and acted on immediately.

**Tel: 07711 128269**

**Recording information**

The Child Protection Officer should maintain a confidential record book in which staff or volunteers can log details of any incidents and circumstances that have caused them concern. It is important that all concerns should be recorded whether social services are to be involved or not.

The following information should be recorded:

Name and address of child:

Age and date of birth:

Name and address of adults involved, if known:

Date and time of alleged incident:

Nature of injury and behaviour:

If the child arrived with an injury, child’s explanation of what happened in their own words:

Adult’s explanation of what happened:

Date and time of the record:

Any questions that were asked:

Signature of person recording the incident:

**Local Professional Contacts List**

The South Yorkshire Police Unit with responsibility for child protection is:

Address: Ecclesfield Police Station, 321 The Common, Sheffield S359 WL

Telephone: 0114 2964767

The nearest South Yorkshire Police Station with responsibility for general enquiries is: Hammerton Road Police Station, Sheffield S6 2NB

Telephone: 0114 2202020

Your local social services Duty Social Worker who will provide general advice and support can be contacted on. Adults – 0114 2734908

Children – 0114 2734855

Out of hours’ contact can be made via: 0845 6018802

Derbyshire County Council

Derbyshire Safeguarding Children Board (DSCB)   
Derbyshire County Council   
North Block   
County Hall   
Matlock   
Derbyshire   
DE4 3AG

If you needed contact us directly, you can email:  [**derbyshire.scb@derbyshire.gcsx.gov.uk**](mailto:derbyshire.scb@derbyshire.gcsx.gov.uk) or tel: 01629 535716.

**The Child Safety Code for Staff and Volunteers**

# Do

Treat all young people with respect and take notice of their reactions to the tone of your voice and manner.

Always seek the parent’s and child’s consent if he/she is very young or disabled and needs help to go to the toilet.

Remember that is okay to touch children in a way that is not intrusive, disturbing or threatening.

Make sure that allegations or suspicions are recorded and acted upon.

# Do not

Engage in rough physical games including horseplay.

Touch a child in an intrusive or sexual manner.

Make sexually suggestive comments to a child, even as a joke.

Do things of a personal nature that a child can do for themselves, such as going to the toilet or changing clothes.

# Try to avoid

Spending too much time alone with a child

Giving a child a lift in your car

Taking a child to your home

If some of these situations are unavoidable, try to get parental permission first. If this isn’t possible, make sure you let the parents know what happened as soon as you can.

**Remember: the welfare of the child is paramount and all reasonable steps must be taken to prevent them from harm**.

**Signature: Date:**

**Print Name:** Alison Fox  **Position in Company:** Business Manager

**Volunteer and staff declaration**

I understand the nature of my role and responsibilities at:

Lane End Farm Trust

I confirm that I have received a copy of the Lane End Farm Trust child protection policy including the safety code for staff and volunteers and the guidelines for safeguarding children’s welfare and am committed to the child protection policy of this.

I have read and understood the guidelines for safeguarding children’s welfare and I accept my responsibility to care for the children and young people with whom I come into contact. I can confirm that there is no reason why I should not have unsupervised access or otherwise to children and young people whilst working within Lane End Farm Trust.

I have declared all my previous convictions (subject to the Rehabilitation of Offenders Act 1974) to Lane End Farm Trust. There are no criminal convictions, civil findings or injunctions relevant to this declaration, and I am willing for a criminal conviction check to be carried out. I understand that, failure to disclose or purposely withhold such information will lead to my instant dismissal from Lane End Farm Trust, and in some circumstances may lead to criminal prosecution being taken against me.

**All staff and volunteers to read, sign, print and date.**

**To be Signed on Completion by Alison Fox (Business Manager)**

**Signature: Date:**

**Print Name:** Alison Fox  **Position in Company:** Business Manager