



Todmorden Learning Centre and Community Hub
Child Protection (Safeguarding) Policy
Child Protection Policy Statement

Todmorden Learning Centre and Community Hub (TLCCH) is fully committed to safeguarding and promoting the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children and young people, from harm, abuse and exploitation. TLCCH acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.

TLCCH expects that all staff, volunteers, tenants, and hirers, will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children and young people.

Tenants and hirers must have regard to the TLCCH safeguarding policies in addition to their own and be aware that the TLCCH policy operates throughout the building at all times, and as such the TLCCH safeguarding named person (identified within this policy) must be informed of any safeguarding concerns arising with the TLCCH building. Such information will be treated in line with this policy.

The West Yorkshire Consortium Safeguarding Children Boards Procedures provides overarching guidance and procedures on safeguarding issues which have been agreed by all five Safeguarding Boards within West Yorkshire

http://westyorkscb.proceduresonline.com/chapters/quick_guide.html.

These should always be consulted in conjunction with TLCCH's procedures and Calderdale local policies <http://calderdale-safeguarding.co.uk/>

In implementing this Child Protection (safeguarding) policy TLCCH will:

- Ensure that all staff and volunteers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation;
- Ensure that all staff and volunteers understand their responsibility to work to the standards that are detailed in the organisation's Child Protection (safeguarding) Procedures and work at all times towards maintaining high standards of practice - in addition to and in pursuit of their own safeguarding policies where applicable.
- Ensure that all staff and volunteers are aware of Calderdale Safeguarding Children Partnership (CSCP) interagency safeguarding procedures. TLCCH will ensure that its own staff and volunteers are confident to work within these procedures.
- Ensure that all staff and volunteers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child or young person, to the organisation's named person for Child Protection (safeguarding);
- Ensure that the named person understands his/her responsibility to refer any Child Protection (safeguarding) concerns to the statutory Child Protection (safeguarding) agencies (i.e. Police and/or Children and Young People's Social Care, formerly Department of Social Services);
- Ensure that any procedures relating to the conduct of staff and volunteers are implemented in a consistent and equitable manner;
- Provide opportunities for all staff and volunteers to develop their skills and knowledge, particularly in relation to the welfare and protection of children and young people;
- Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's Complaints Procedure;

- Ensure that parents/carers are encouraged to be involved in the work of the organisation and, when requested, have access to all guidelines and procedures;
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children or young people.
- Ensure that all recruitment practices are in line with Safer recruitment guidance and processes.

Section 1 – Introduction:

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the facilities provided by TLCCH. The procedures recognise that child protection (safeguarding) can be an emotive subject and understand that some people may find it a challenging area. However, it is important that staff respond appropriately to a child protection (safeguarding) incident and are aware of their responsibilities. TLCCH is committed to the belief that protecting children and young people is everybody's responsibility and that these guidelines will enable all staff and volunteers to act appropriately to any concerns that arise in respect of a child or young person.

TLCCH is committed to equal opportunities as an employer. Safeguarding best practice regarding Disclosure and Barring checks will be followed with every employee at TLCCH but only those offences which could impact on the safety of children or young people will be taken into consideration.

Section 2 - Recognising the Signs and Symptoms of Abuse

See appendix 1 definitions of abuse

TLCCH will ensure that all staff members whether paid or unpaid, undertake training to gain a basic awareness of the signs and symptoms of child abuse and of the CSCP's interagency safeguarding procedures. Concerns relating to a child or young person's safety can come to light in a number of ways. For example:

- .. a child or young person alleges that abuse has taken place or that they feel unsafe;
- .. a third party or anonymous allegation is received;
- .. a child or young person appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect;
- .. a child or young person reports an incident(s) of alleged abuse which occurred some time ago;
- .. a report is made regarding the serious misconduct of a worker towards a child or young person.

Section 3 - A Named Person(s) for Child Protection (safeguarding)

TLCCH has an appointed individual who is responsible for dealing with any Child Protection (safeguarding) concerns. In their absence, a deputy will always be available for workers to consult with. The named persons for Child Protection within TLCCH are:

Named Person for Child Protection (safeguarding): Centre Manager to be appointed

Interim Named Person for Child Protection (safeguarding): Helen Jones
Emergency contact no: 07980268462

Interim Deputy Name of contact person: Catherine Bann
Emergency contact no: 07980 291478

The role and responsibilities of the named person(s) are:

- To ensure that all staff and volunteers are aware of what they should do and who they should go to if they are concerned that a child or young person maybe subject to abuse or neglect.
- Ensure that any concerns about a child or young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child or young person or breach of Child Protection (safeguarding) policies and procedures (TLCCH Incident reporting procedure). This will be kept in a secure place and its contents will be confidential.

Section 4 - Stages to Follow if you are Worried about a Child or Young Person

TLCCH recognises that it has a duty to act on reports or suspicions of abuse and believes that the safety of the child or young person, should override any doubts, hesitations, or other considerations (such as the potential to have a negative impact on professional relationships with a family). When worrying changes are observed in a child's or young person's behaviour, physical condition or appearance, staff and volunteers will:

Stage 1

- Initially talk to a child or young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay? But never use leading questions
- Listen carefully to what the young person has to say and take it seriously
- Never investigate or take sole responsibility for a situation where a child or young person talks about matters that may be indicative of abuse
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm
- In the first Instance bring your concerns to your line manager for discussion. If your line manager isn't available then speak directly to the Centre Manager, or the organisations Named Person for Child Protection
- If following discussion with you your line manager there are still concerns of harm to a child then notify the organisation's Named Person for Child Protection (safeguarding) using the incident reporting system
- Record what was said as soon as possible after any disclosure; the person who receives the allegation or has the concern should complete the incident reporting form and ensure it is signed and dated.
- Respect confidentiality and file documents securely.

Stage 2

- The Named person(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person will contact the police and/or Calderdale Children, young people's Social Care. Contact details – see Appendix 3, this must be followed up in writing within 24 hrs.
- NB Parents / carers will need to be informed about any referral to Children & Young people's Social care unless to do so would place the child at an increased risk of harm. (see Confidentiality Policy).
- The named person can also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC National Child Protection (safeguarding) Helpline on 0808 800 5000.

Section 5 – Managing Allegations made against a member of staff or volunteer

TLCCH will ensure that any allegations made against a centre user, volunteer or member of staff will be dealt with swiftly and in accordance with these procedures:

- The staff member or volunteer with whom the concern is raised must ensure that that the child is safe and away from the person against whom the allegation is made.
- The named person for Child Protection (safeguarding) should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person. (Note: this could be a director or anyone within the organisation that is in a senior position within the organisation and believed to be independent of the allegations being made).
- The named person should contact the local authority designated officer – Calderdale LADO Cheryl Baxter, email cheryl.baxter@calderdale.gov.uk Tel 01422 394086 for reference see <http://calderdale-safeguarding.co.uk/wp-content/uploads/2018/06/LADO-Leaflet.pdf>
- Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.
- The individual who first received/witnessed the concern should make a full written record on an incident reporting form of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or Children, young people's Social Care.

Regardless of whether a police and/or Children, young people's Social Care investigation follows, TLCCH will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension and/or ultimate dismissal dependant on the nature of the incident.

Section 6 – Management and supervision of staff / volunteers

TLCCH is committed to the appropriate management and supervision of staff and / or volunteers working with children or young people to ensure that appropriate lines of accountability are in place with respect to work with children and young people.

- Staff will receive regular supervision meetings in line with the organisation's supervision policy. These will be recorded and the notes agreed by both parties.

- When a member of staff is involved in a Child Protection (safeguarding) incident this will be reviewed within supervision i.e. recordings, assessments, monitoring arrangements etc and decisions relating to the level of involvement will be taken by the appropriate officer/ member within the organisation
- When a member of staff is a member of a Child Protection (safeguarding) core group, working with a child who is subject to a Child Protection (safeguarding) plan, supervision will occur at a minimum of monthly intervals and discussion of the case will be a standing agenda item.
- Supervisors will ensure that information about children is appropriately shared with other organisations and that they will be informed if work ceases with a child when other organisations are involved.

Section 7 - Recording and managing confidential information.

As referred to above the system for reporting any incident at TLCCH is the incident reporting system. Details of this system are supplied to all staff on induction. Staff are advised to fill in the incident reporting form as soon as possible after any concerns have been raised and to include as much information as possible in a chronological order. The incident reporting form must be given to the Named Officer or Deputy as soon as possible. Completed incident reporting forms are confidential and kept in a locked cabinet. However if proceedings regarding the incident are instigated by the police or Children and Young People’s Social Care, TLCCH may be required to provide a copy of the form.

TLCCH operates a confidentiality policy which states:

Todmorden Learning Centre and Community Hub respects the confidentiality of staff, volunteers, tenants, hirers and other users of the building – we will only share information with other agencies or individuals where you have agreed that it is necessary. However where the information leads us to understand that there is a serious risk to the safety of yourself or others we may be legally obliged to share information. [See 7 Golden Rules for Information Sharing](#). For example where there was a serious risk of harm to a child. Wherever possible we would inform you if this was the case.

Everyone using the building need to have their attention drawn to this policy as early in their relationship with TLCCH as possible, particularly where literacy is an issue.

Section 8 – Disseminating/Reviewing Policies and Procedures

TLCCH will review the Child Protection (safeguarding) Policy bi – annually or sooner if local reporting processes or legislation is updated. Full consultation with staff will be undertaken as part of the review. Any recommendations for changes to the policy will be made to the management committee and the policy will then be reviewed and signed off at the next management committee meeting. All staff fully briefed and trained where necessary on the changes.

Section 9 – Recruitment

Refer to TLCCH recruitment policy

Policy agreed by the Board of Directors on

Signed

Appendix 1

Definitions of Abuse as cited in: No Secrets (Department of Health, 2000)

Abuse is a violation of and individual’s human and civil rights by any other person or persons.

Abuse may consist of a single or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subject to it.

Page Break

Appendix 2 – Flow Chart

Member of staff/volunteer has concerns about a Child/young person/ Welfare	
Staff member/volunteer fills in incident reporting form and discusses with Named Person(s)	
Named Person: Helen Jones	Named Deputy: Catherine Bann
Contact No: 07980268462	Contact No:
Still has concerns	No longer has concerns
Practitioner refers to Duty and Advice Team or Police, followed up in writing within 48 hours	No further safeguarding action, although may need to act to ensure services provided
Initial assessment; section 47 enquiries.	No further local authority Children's services involvement at this stage, although other action may take place, e.g. onward referral
Possible course of action	
Children and Young People's Social Care acknowledge receipt of referral and decide on next course of action within one working day	Feedback to referrer on next course of action

Appendix 3 Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility. You need to ensure that you speak to the appropriate organisations who can listen to and record your concern, and then take appropriate action. In Leeds, these are the numbers that you can ring for advice and to make a referral:

Multi Agency Screening Team 01422 3939336 (Monday to Friday, 8am to 6pm).

Children's Emergency Duty Team on 01422 288000

West Yorkshire Police 0845 60 60 60 6

The NSPCC Child Protection (safeguarding) Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 - Email: help@nspcc.org.uk

- Parents, carers or relatives who need advice
- Children or young people in need of help and advice
- Education, health and social welfare professionals seeking culturally sensitive advice and information.

Policy adopted

Signed.....

