



Title of Policy: Safeguarding
Effective Date: December 2014
Review Date: November 2017 Next review due: November 2018
<p>1. Rationale or background to policy:</p> <p>This document outlines Wecan’s policy on responding to concerns regarding the safeguarding and protection of children and young people with additional needs. This policy, combined with the associated procedures, provides guidance to all staff who may come across concerns of this nature within the context of their work for Wecan.</p> <p>Definition of Safeguarding</p> <p>Wecan adopts the definition used in the Children Act 2004 and the Department for Education (DCSF (now DfE)) guidance document Working Together to Safeguard Children (2010, paragraph 1.20), which focuses on safeguarding and promoting children and young people’s welfare.</p> <p>Aims and Objectives of the Policy</p> <p>During Wecan activity sessions, as well as responding to immediate concerns, the Service Manager and Deputy Manager ensure that appropriate measures and practices to safeguard and promote the welfare of children are in place.</p> <p>Wecan ensure that all employees maintain a proper focus on safeguarding children and young people and that this is reflected both in sound individual practice and internal policies and guidance. All staff working with children and young people must:</p> <ul style="list-style-type: none">• give highest priority to children’s welfare• recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people• respond appropriately to disclosure by a child, or young person, of abuse• respond appropriately to allegations against staff, other adults, and against themselves

- be alert to the risks which abusers, or potential abusers, may pose

All staff are required (as a minimum) to complete an online basic safeguarding training course, supplemented by a refresher module after three years. Staff are expected to have a good understanding of safeguarding concerns, including potential abuse and neglect of children and young people, which may come to light during working practice.

Wecan recognises that, statistically, children and young people with behavioural difficulties and disabilities are most vulnerable to abuse. Staff who deal with children with profound and multiple disabilities, cerebral palsy, sensory impairment and or emotional and behaviour problems need to be particularly sensitive to signs of abuse. Wecan recognises the vulnerability of children with additional needs, particularly those with communication difficulties.

Wecan does not investigate individual child protection cases neither does it have authority for the conduct of enquiries into specific child protection concerns; therefore all staff need to follow procedures to ensure that all allegations or suspicions of abuse or significant harm to any child are reported to the children's services department of the relevant local authority. Staff must share all relevant information with the respective statutory child protection agencies (children's services and/or police) without delay and within agreed protocols.

Wecan staff will ensure that they fulfil their responsibilities to work jointly with others to safeguard and promote the welfare of children and young people and, where necessary, to help bring to justice the perpetrators of crimes against children.

Procedure for responding to specific concerns

Staff at Wecan understand that abuse can take a number of forms, for instance seeing an adult hit a child, observing a member of staff using inappropriate restraint on a young person or witnessing the neglect of basic care needs of a child or young adult. Staff are trained/advised to do the following:-*****

- In the event of a child or young person disclosing Stop other activity and focus on what you are being told, or have just seen. Responding to suspicion of abuse takes immediate priority. Do all you can to stop the abuse immediately without putting the child or young person, or yourself, at undue risk. Inform the perpetrator of your concerns. Ask them to move themselves to an area where there is no contact with children or young people.
- Report the incident immediately to the Project Co-ordinator or a Senior Playworker.
- take notes of what has been said, heard or seen – if it is not possible to take notes straight away, do so immediately afterwards. The notes should be dated and signed. The notes should cover what you saw, who said what, what action you took, and the details of date, time and location and names of child and perpetrator.

Procedure for responding to allegations of possible harm to a child or a young person.

- Stop other activity and focus on what you are being told, or have just seen. Responding to suspicion of abuse takes immediate priority.
- Do not promise confidentiality or agree to 'keep it a secret'. Explain clearly to the person raising the concern that you will need to inform the Project Co-ordinator or a Senior Playworker. You can assure them that you will only tell those you have to tell to try to get the matter dealt with. You can and should express support and reassurance to the person giving you the information, particularly if it is a child or young person, that the matter will be dealt with quickly and appropriately.
- Avoid any action that could jeopardise subsequent investigations, particularly by asking leading questions. Ask only what you need to know to gather factual details:- details of the concern or allegation and name, date of birth and address of the child or young person. When talking with a child or young person work at their pace – do not rush them and avoid expressing opinions.

Role of the Designated Person

WECAN will ensure it has a designated senior member of staff, who has undertaken appropriate training (currently Mrs Hayley Marie Armstrong, Project Manager). The training should be updated every two years. There are contingency arrangements should the designated member of staff not be available (Senior Play-workers Mr Liam Watters, Ms Kirsty Jackson, Mrs Kirsty Sample or Mrs Melissa Gilchris to be available in Mrs Armstrong's absence).

The areas of responsibility for the Designated Person for Safeguarding are as follows:

- To have a sound knowledge of, and to follow, the Area Child Protection Committee (ACPC) procedures for child protection.
- To ensure that all staff report any concerns about children or suspicion of child abuse to the Designated Person.
- To coordinate consultation and action within WECAN.
- To make referrals of all cases of suspected child abuse to the relevant Social Services area team.
- To liaise with other agencies and arrange for the most appropriate activity scheme representative to attend Child Protection conferences, reviews and deregistration.
- To liaise with the Education Welfare Officer or the Advisor for Child Protection.
- To attend training for child abuse awareness and recognition and prevention.
- To ensure that all staff have a knowledge of Northumberland's safeguarding procedures through training, and ensure the implementation of an individual WECAN policy on child protection which includes internal procedures.

- To ensure every member of staff (including temporary staff and volunteers, and every trustee knows:
 - the name of the designated person and her/his role
 - that they have an individual responsibility for referring child protection concerns using the proper channels and within the timescales set out in the NSCB procedures
 - where the WECAN's Child Protection Procedures and the NSCB procedures are located
 - ensure that parents have an understanding of the responsibility placed on the school and staff for child

- To be aware of all WECAN excursions and clarify with party leaders their role and responsibility in connection with Child Protection.

Staff appointments

WECAN is committed to appointing quality staff who will add to the caring ethos.

All appointments including Play-workers, Volunteers and Trustees will undergo Police clearance (CRB) to ascertain their suitability and possible criminal background. All CRB clearance must go through a Home Office registered umbrella body. Full ID check according to the CRB guidelines must be undertaken and the validator must date and sign having seen these documents. Any candidate who has committed any offences inappropriate to a position working with children will not be appointed.

2. Policy Statement: A simple statement of What is to be accomplished.

3. Procedures: List in logical format the steps to take. How to implement the policy.