

**Bookham Youth and Community Association
Safeguarding Children and Young People
Policy and Procedures
(revised January 2014)**

This Policy and Procedures document should be made available to all involved in the work of BYCA, all who use the facilities provided by BYCA, the parents of any children and young people who access any activity directly provided by BYCA.

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1. Statement of Intent:

Bookham Youth and Community Association (BYCA) is committed to safeguarding children and young people. It is our intention that no child or young person is placed at risk of harm whilst using the facilities provided at Bookham Youth and Community Centre.

We recognise that in all our activities our trustees, volunteers and those who use our facilities, share a responsibility to ensure that children and young people are protected from harm and provided for safely, in accordance with Children Act 1989 and The Children Act 2004.

This means that:

We will recruit safely to positions within the organisation, seeking references and making Disclosure and Barring checks (as permitted under the Protection of Freedom Act 2012) for trustees and all other roles, as appropriate.

We will make sure that trustees and those in other relevant roles have access to Safeguarding training to ensure an awareness of Safeguarding issues and practices.

We will ensure that individuals and organisations who let or use our premises for their activities, are made aware of this Safeguarding Policy and are required to have in place their own Safeguarding Policy and Procedures and a named Safeguarding Officer (excepting private party hire by individuals for friends and family)

We will respond without delay to every complaint made that a child or young person may have been harmed.

We will fully co-operate with statutory agencies during any investigation concerning a trustee, member or volunteer or any other person understood to be acting on behalf of BYCA.

2. Underlying principles

BYCA is committed to the protection of children and young people and fully accepts, endorses and will implement the principle enshrined in the Children Act 1989 that the welfare of the child is paramount

No child or young person should feel vulnerable or at risk of harm whilst engaging in activities provided by the BYCA or when using their premises

Children are listened to and their views respected.

All reasonable steps will be taken to prevent children or young people suffering from harm

Maintenance of appropriate and confidential records regarding the vetting of trustees and other roles and Safeguarding matters in accordance with the Data Protection Act

3. Safeguarding Officer Role

The oversight and co-ordination of Safeguarding matters will be the responsibility of a named officer, hereafter referred to as SO

The SO will oversee the vetting of trustees or volunteer by reference and DBS checks

The SO will alert the board if there is cause for concern as a result of checks undertaken, or complaints received about any trustee or volunteer.

The SO will ensure their own Safeguarding knowledge is kept up to date through appropriate training and access to information.

The SO will ensure that all trustees and volunteers are made aware of the Safeguarding Policy and Procedures and have access to suitable training every five years.

The SO will advise and act as the liaison with the police and Local Authority Safeguarding Children's Board in the event that safeguarding concerns are raised.

4. Safe Recruitment Procedures

New Trustees and applicable volunteers will be asked to provide two referees and a standard Disclosure and Barring (DBS) check will be undertaken as appropriate

Any trustee or volunteer who, as an aspect of their role, will have direct contact on a regular and unsupervised basis with children and young people, will be required to have an enhanced plus DBS check, this must be cleared prior to any unsupervised contact with children and young people

Trustees and volunteers will be given basic awareness information concerning the Safeguarding of Children and Young People and encouraged to attend training every five years

5. Code of Conduct

Volunteers will be required to act responsibly according to the guidelines laid out in this policy

That means:

- Respect everyone as an individual, regardless of age, ability or ethnicity
- Recognise that some children and young people, due to disability or cultural differences, may be particularly vulnerable to abuse and therefore additional steps may need to be taken to ensure their safety
- Try to ensure that your own and others actions cannot be misunderstood, or cause offence and are acceptable within a relationship of trust.
- Be aware of the different kinds of abuse children may experience
- Listen sensitively to what children have to say
- Be prepared to act if there is concern for a child or young person's safety
- Do not place yourself, another volunteer or a child or a young person in a vulnerable position
- Do not take photographs or videos for any purpose without permission to do so, with regard to specific purpose, from the parents of children and young people involved
- Adhere to risk assessment requirements
- Adhere to e-safety guidance

6. Responding to Concerns

What to do if you are concerned:

You may become aware that a child or young person is at risk of harm in a range of ways:

- a child may tell you about something that has upset or harmed them
- someone else might report that a child has told them, or that they believe that a child has been or is being harmed
- a child might show signs of physical injury for which there appears to be no explanation
- a child's behaviour may suggest he or she is being abused
- the behaviour or attitude of one of the workers towards a child worries you
- you witness worrying behaviour from one child to another.

.(information about different types of abuse and what you might notice is provided in section 9)

If a child talks to you about abuse by someone else,

- Listen carefully to what the child tells you, accepting what is said.
- Do not ask probing questions, simply listen and acknowledge
- Be supportive and understanding
- Offer reassurance but explain that you cannot keep it secret. Tell them 'I believe you' 'its not your fault' and 'I'm going to help you'.
- Tell the Safeguarding Officer your concerns and agree who will contact social services
- Record all details including the actions you take. Sign, date and keep these
- If you are concerned about the child's immediate safety, you must contact either the Police or Children's Services straight away

- Try to keep the child informed and reassured about your actions so that they know what is happening

If you suspect a child is being abused physically, sexually or emotionally:

- Do not investigate – do not question
- Do not challenge parents/carers about your concerns
- Tell the Safeguarding Officer of your concerns as soon as possible
- Record all details, which support your suspicions and any actions you take. Sign, date and keep these
- Agree with the Safeguarding Officer, what action should be taken.
- If you are in any doubt speak to an adviser at the Children's Services Department. This will be done confidentially

If there is an allegation or suspicion of abuse by someone involved in the BYCA, including yourself:

- Inform the Safeguarding Officer of the allegation or suspicion. (In the event that the concern is about the Safeguarding Officer, report to the Chair of Trustees)
- Record all details, as you know them. Sign, date these and pass to the Safeguarding Officer. Keep a copy for yourself in a confidential place.
- The Safeguarding Officer will seek advice from the Local Authority Designated Officer
- Never be afraid to speak out if you are concerned – remember, the safety of the child is the most important thing.

Contact numbers:

Named BYCA Safeguarding Officer: Sue Lawrence, 07958 242258

Surrey Police, 0845 125 2222

Surrey Children's Services, 0300 200 1006

NSPCC 24/7 Helpline 0808 800 500

7. Risk Assessment

Any activity organised by BYCA trustees and / or volunteers and which directly involves children and young people, must be risk assessed in accordance with BYCA's Youth Activities protocol.

8. E-Safety

B.Y.C.A. requires that any e communication directed at one or more child or young people, e.g. email and texting, be undertaken with an appropriate adult contact and not directly with the child or young person.

Organisations working directly with Children and Young People who use the facilities provided by BYCA are expected to have an e-communications policy or for that issue to be clearly addressed within their Safeguarding Policy and Procedures

9. Definitions

Physical abuse 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 feigns the symptoms of or deliberately causes ill-health to a child whom they are looking after.

Neglect is the on-going failure to meet a child's basic physical and/or psychological needs, likely to result in serious damage to the child's health and development.

It may involve a parent or carer not giving the child adequate food, shelter, and clothing; not protecting a child from physical harm or danger or not making sure the child gets medical care or treatment when it is needed. It may also include ignoring a child's basic emotional needs.

Sexual abuse involves forcing or enticing a child or young person to take part in activities, whether or not the child is aware of what is happening.

The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.