

# **SAFEGUARDING AND CHILD PROTECTION POLICY**



**HOUSE OF RAINBOW CIC 2016**

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## 1.0 Introduction and Organisational Commitment to Safeguarding

Thank you for taking the time to read this Safeguarding Policy. The policy is intended to shape the way that we think and act in relation to supporting those most vulnerable around us. Whether you are a children's worker, pastoral carer for the elderly, a activities group leader, departmental head or simply attending **House Of Rainbow CIC**, we would like you to be familiar with the content of this policy.

**House Of Rainbow CIC**, is committed to the emotional and physical well-being of the children and young people who use our services. It is a function of the **House Of Rainbow CIC**, to safeguard and protect children and young people by ensuring all Directors, workers, staff and volunteers at the organisation understand this duty and are fully supported to meet their responsibilities should action be required. The following guidance has been produced for the use of all staff who are either employed by **House Of Rainbow CIC**, or work in a voluntary capacity.

The **House Of Rainbow CIC**, acknowledges that safeguarding the vulnerable in our organisation, activities and within the communities in which we work, both here and overseas is of paramount importance.

It is therefore our intention to ensure that safeguarding is fully supported and maintained through the development of policies and procedures that are accessible and understood by all those that have a legitimate interest in the welfare of our children, young people and vulnerable adults. Our formal activities will be operated in line with this policy and support at a regional and national level will always be available to ensure effective, sensitive and robust implementation.

We believe that safeguarding is everyone's business and that it is underpinned by scripture as a command to "love one another as I have loved you". None of us are therefore exempt from understanding this as a way of expressing our faith and values.

'Safeguarding is the process of protecting children and vulnerable adults from abuse or neglect, preventing impairment of their health and development, and ensuring they are living and growing in circumstances consistent with the provision of safe and effective care that enables them to have optimum life chances towards and throughout adulthood'  
(Adapted from 'Working Together to Safeguard Children', 2010).

### 1.1 Core Principles

- Safeguarding children is the responsibility of everyone at **House Of Rainbow CIC**,
- **House Of Rainbow CIC**, recognises its responsibility to safeguard and promote the welfare of children within the legal framework of the Children Act 1989 and 2004. We are aware that many children and young people are the victims of different kinds of abuse and that they can be subjected to socio- cultural factors that have an adverse impact upon their lives –

including domestic violence, punishments and physical abuse, domestic servitude, human trafficking, substance misuse, female genital mutilation, bullying, child prostitution, early or forced marriage, witchcraft abuse and others.

- We aim to create a safe environment within which children and young people who access our services can thrive and adults can work with the security of clear guidance.
- Our Child Safeguarding Policy is reviewed every year following a risk assessment process to ensure that it continues to be relevant and adequate for **House Of Rainbow CIC**, to meet its legal and moral obligations.

## **1.2 The essential inclusions for a safeguarding policy are outlined below:**

- The welfare of the child is paramount, as enshrined in the Children Act 1989
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, 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
- The policy is approved and endorsed by the Board of Trustee;
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- There is clear guidance on who the policy applies to (i.e. all members, trustees, staff and volunteers);
- Children and parents are informed of the policy and procedures as appropriate;
- All concerns, and allegations of abuse will be taken seriously by management, staff and volunteers and responded to appropriately – this may require a referral to Children's Services and in emergencies, the Police;
- A commitment to safe recruitment, selection and vetting;
- Arrangements for policy and procedures to be reviewed;
- All associated policies and procedures which promote safeguarding.

### **1.3 Child Protection Policy: Scope**

Under the terms of the Children Act 2004 anyone under the age of 18 is considered to be a child and young person. These guidelines are for the use of all trustees, paid staff, volunteers/interns and users. We will make them available to the parents and carers of the children and young people to whom we offer a service. Through them, we will work to ensure that:

- Children and young people are listened to, valued and respected
- Staff are aware of the need to be alert to the signs of abuse and know what to do with their concerns
- Adopting child protection practices through procedures and code of conduct for staff and volunteers
- All paid and unpaid staff are subject to rigorous safer recruitment procedures
- Providing effective management for staff and volunteers through supervision, support, induction and training
- Developing and implementing an effective e-safety policy and related procedures
- Sharing information about child protection and good practice with children, parents, staff and volunteers
- Sharing concerns with agencies who need to know, and involving parents and children appropriately.

### **1.4 Related Safeguarding Documents: Legal framework**

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Nations Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Children Act 2014
- Relevant government guidance on safeguarding children

## **2.0 Recognising Signs of Abuse**

It can often be difficult to recognise abuse. The signs listed in these guidelines are only indicators and many can have reasonable explanations. Children may behave strangely or seem unhappy for many reasons, as they move through the stages of childhood or their families experience changes. It is nevertheless important to know what could indicate that abuse is taking place and to be alert to the need to consult further.

Someone can abuse a child by actively inflicting harm or by failing to act to prevent harm. Abuse can take place within a family, in an institutional or community setting, by telephone or on the Internet. Abuse can be carried out by someone known to a child or by a complete stranger. All staff worried about a child must keep a written record of any physical or behavioural signs and symptoms. In this way they can monitor whether or not a pattern emerges and provide evidence to any investigation if required.

## **2.1 Physical Abuse**

Physical abuse can involve hitting, beating, shaking, throwing, poisoning, burning, scalding, drowning and suffocating a child. It can also result when a parent or carer deliberately causes the ill health of a child in order to seek attention; this is called fabricated illness, or Munchhausen's Syndrome by Proxy. Symptoms that indicate physical abuse include:

- Bruising in or around the mouth, on the back, buttocks or rectal area
- Finger mark bruising or grasp marks on the limbs or chest of a small child
- Bites
- Burn and scald marks; small round burns that could be caused by a cigarette
- Fractures to arms, legs or ribs in a small child
- Large numbers of scars of different sizes or ages

## **2.2 Emotional Abuse**

Emotional abuse happens when a child's need for love, security, praise and recognition is not met. It usually co-exists with other forms of abuse. Emotionally abusive behaviour occurs if a parent, carer or authority figure is consistently hostile, rejecting, threatening or undermining. It can also result when children are prevented from social contact with others, or if developmentally inappropriate expectations are

imposed upon them. It may involve seeing or hearing the ill-treatment of someone else.

**Symptoms that indicate emotional abuse include:**

- Excessively clingy or attention-seeking behaviour
- Very low self-esteem or excessive self-criticism
- Excessively withdrawn behaviour or fearfulness; a 'frozen watchfulness'
- Despondency
- Lack of appropriate boundaries with strangers; too eager to please
- Eating disorders

**2.3 Neglect**

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing damage to their health and development. It may involve a parent or carer failing to provide adequate food, shelter or clothing, failing to protect a child from harm or danger, or failing to access appropriate medical care and treatment when necessary. It can exist in isolation or in combination with other forms of abuse. Symptoms of physical and emotional neglect can include:

- Inadequate supervision; being left alone for long periods of time
- Lack of stimulation, social contact or education
- Inadequate nutrition, leading to ill-health
- Constant hunger; stealing or gorging food
- Failure to seek or to follow medical advice to the extent that a child's development or life is endangered
- Inappropriate clothing for weather conditions

**2.4 Sexual Abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. This may include physical contact, both penetrative and non-penetrative, or involve no contact, such as watching sexual activities or looking at pornographic material. Encouraging children to act in sexually inappropriate ways is also abusive. Under

the Sexual Offences Act 2003, any sexual activity – contact or non-contact – with a child under the age of 13, is a crime. Symptoms of sexual abuse include:

- Allegations or disclosure
- Genital soreness, injuries or discomfort
- Sexually transmitted diseases; urinary infections
- Excessive preoccupation with sexual matters; inappropriately sexualized play, words or drawing
- A child who is sexually provocative or seductive with adults
- Repeated sleep disturbances through nightmares and/or bed wetting

**Older children and young people may additionally exhibit:**

- Depression
- Drug and/or alcohol abuse
- Eating disorders; obsessive behaviour
- Self-mutilation; suicide attempts
- School/peer/relationship problems

## **2.5 Harmful Cultural and Religious Practices**

In addition to the above, some communities hold cultural and/or religious beliefs which might put children at risk of significant harm. Examples of particular practices are:

- **Forced Marriages**

No faith supports the idea of forcing someone to marry without their consent. This should not be confused with arranged marriages between consenting adults.

- **Under-age Marriages**

In England, a young person cannot legally marry or have a sexual relationship until they are 16 years old or more.

- **Female Genital Mutilation**

The practice of FGM is against the FGM Act of 2004. However, many communities in the UK still consider FGM a mandatory cultural practice

- **Witchcraft Abuse**

Some Christian faiths believe that spirits and demons can possess people (including children) and employ extreme physical violence and emotional trauma in exorcism rites or deliverance. Culture and religion can never be an excuse for child abuse and child exploitation.

- **Child Trafficking and Domestic Servitude**

The practice of using children as domestic servants to look after the home and care for children can lead to children being physically, emotionally and sexually abused and neglected in many ways. Domestic Servitude is also a form of exploitation under child trafficking. That is, children can be trafficked simply to be used as domestic servants, living in people's homes and looking after their children as well as doing most or all of chores in the household without being paid for their services

- **Racial and Religious Harassment**

The organisation has a responsibility to recognise Racial and Religious Harassment. Social Services Departments and police must be informed when incidents of racial and religious harassments and attacks place a child at risk of significant harm.

We are aware that families may suffer religious and/or racial harassment sufficient in frequency and seriousness to undermine parenting capacity. In responding to concerns about children in the family, full account will be taken of this context and every reasonable effort will be made to address the harassment.

**Please Note That:** Failure to protect a child from racism (whether it originates from within or outside of the family), or failure to take action when racism is being alleged is likely to undermine all other efforts being made to promote the welfare of the child.

- **Children with Disabilities**

A child with disability is as vulnerable to physical, emotional or sexual abuse or neglect as any other child. Any child with a disability is by definition a 'child in need' under s.17 of the Children Act 1989, though the level of risk may be raised by:

- A need for practical assistance in daily living, including intimate care from what may be a number of carers.
- Carers and staff lacking the ability to communicate adequately with the child.
- A lack of continuity in care leading to an increased risk those behavioural changes may go unnoticed.
- Physical dependency with consequent reduction in ability to be able to resist abuse.
- An increased likelihood that the child is socially isolated.
- Lack of access to 'keep safe' strategies available to others.
- Communication or learning difficulties preventing disclosure.
- Parents'/carers' own needs and ways of coping may conflict with the needs of the child.

In addition to the universal indicators of abuse / neglect the following abusive behaviours must be considered:

- Force feeding
- Unjustified or excessive physical restraint.
- Rough handling
- Extreme behaviour modification including the deprivation of liquid, medication, food or clothing.
- Misuse of medication, sedation, heavy tranquilisation.
- Invasive procedures against the child's will.
- Deliberate failure to follow medically recommended regimes.
- Misapplication of programmes or regimes.
- All fitting equipment e.g. callipers, sleep board which may causes injury or pain, inappropriate splinting.

Where a child is unable to tell someone of her/his abuse she/he may convey anxiety or distress in some other way, e.g. behaviour or symptoms and carers and staff must be alert to this.

Some sex offenders may target disabled children in the belief that they are less likely to be detected. Social services must be informed if any suspicion of abuse occurs.

### **3.0 How to deal with a report of abuse**

The following procedures are designed to support a worker in dealing with disclosures of abuse that may arise in the course of working with children and young people. Remember that for the purposes of this manual a child is a person under the age of 18 years.

#### **Dos and Don'ts**

##### **DO:**

- Make it clear that you cannot be asked to keep a secret
- Listen to the child or young person, let them express their views and feelings without interruption
- Accept what they are saying, reassuring the child or young person that they have done the right thing in telling someone
- Look at the child directly
- Reassure the child that they are right to tell you
- Make notes of what was said using the child or young person's words whenever possible
- Do not press for information
- Explain that you must pass this information on. Let them know what you are going to do next (who you will tell and why) and roughly what will happen; also, keep them up to date with what is happening
- Treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying.
- Speak to the Pastor, Priest, Imam or line manager and refer to the Designated Safeguarding Officer
- If the subject of the allegation is the Pastor, Priest or Imam contact the Designated Safeguarding Officer,
- Be aware that they may have been threatened
- Reassure the child that they are not to blame
- Finish on a positive and caring note
- Do take further action - you may be the only person in a position to prevent future abuse

##### **DO NOT:**

- Show shock or disbelief
- Agree to keep the disclosure a secret
- Make a promise or suggestion that you can stop the abuse
- Ask questions seeking further detail – you risk contaminating evidence
- Investigate any allegation – specially trained professionals will undertake this role
- Contact the alleged perpetrator

- Make any statement or comment to the press
- Interrupting or changing the subject
- Saying anything that makes the child feel responsible for abuse.

**Remember, do not investigate**

**3.1 Making a Referral**

The responsibility for investigating allegations of abuse, whether they result from the disclosure of a child or the concerns of an adult, lies with local authorities children's service (Children's Services) and the Police Child Abuse Investigation Team (CAIT). It is not **House Of Rainbow CIC**, 's role to investigate allegations of child abuse but we must ensure all risks of harm to children that come to our attention are addressed as a matter of urgency by making a referral.

It is vitally important that any disclosure made in confidence is recorded factually and as soon as possible; this is whether or not the matter is referred to another authority.

An accurate account should be made of:

- Date and time of what occurred and the time the disclosure was made
- Names of people who were involved
- What was said or done by whom
- Any action taken by the group to gather information and refer on
- Any further action, e.g. suspension of a worker or volunteer
- Where relevant, reasons why there is no referral to a statutory agency
- Names of person(s) reporting and to whom reported

**ALSO:**

- Do not delay
- Do not act alone
- Do not start to investigate, consult ONLY with either the Designated Person, the leadership, who will then follow the correct procedure depending on the circumstances. 'Suspected' abuse should be looked into and monitored by the designated person before referral.
- If child is in IMMEDIATE danger, call the police.

**3.2 What will happen next?**

It is normally the responsibility of the Designated Child Safeguarding Officer to make a referral to these agencies, but if you judge the situation to be an emergency and/or you require urgent advice in the absence of the designated officer, you must

contact the available Pastor or Chair Board of Trustee who must report concerns directly, using the appropriate reporting systems designed for the situation. The Children's Services also employ Child Protection Advisors (CPAs), who can be contacted in office hours for further specialist guidance. All staff must ensure that all actions taken are clearly documented and recorded and any course of action taken is communicated as soon as possible to the designated child protection officer. Report forms are designed for this purpose and are kept in the main office in order for staff to have easy access to them. Completed forms and any written information regarding child protection issues will be kept in the designated cabinet to ensure confidentiality.

The Duty Social Worker or CPA will advise what steps **House Of Rainbow CIC**, must take in relation to the concerns raised. If the Police of Children's Services decide to pursue a child protection investigation, **House Of Rainbow CIC**, must:

- Work closely and collaboratively with all professionals involved in the investigation, in order to keep the child safe;
- Attend a child protection conference if invited. We will be asked to provide information about our involvement with the child, which is why it is important to keep all records of staff concerns;
- Attend any subsequent child protection review conferences.

#### **4.0 Procedure for Dealing with Allegations made against Staff**

##### **4.1 Introduction**

This purpose of this procedure is to ensure a consistent and effective response to any circumstances giving ground for concern, or formal complaints, or expressions of anxiety about child abuse and exploitation and engagement in harmful cultural practices by a member of staff or volunteer of **House Of Rainbow CIC**. In this regard, a member of staff includes all those who work for **House Of Rainbow CIC** either in a paid or unpaid capacity. It is our aim to respond effectively and sensitively to these concerns. Such decisions can be complex and therefore this procedure is intended to assist staff in ensuring the process for dealing with such issues is dealt with effectively.

This procedure aims to draw together the duties and responsibilities of individuals without compromise and ensure that there is no conflict with other **House Of Rainbow CIC** policies and procedures, e.g. Disciplinary, Grievance, Harassment & Bullying.

On occasions concerns, allegations or incidents may need to be subject to Police investigation.

## **4.2 Duties and Responsibilities of all Employees**

All **House Of Rainbow CIC** employees or volunteers when working with children have the responsibility to be aware of potential abuse, and to take appropriate action whenever there is a concern that abuse may have taken place or may occur unless someone does something to stop it.

In circumstances where the alleged abuser is a member of staff (paid staff and volunteer/intern), the worker receiving the allegation must inform the Designated Safeguarding Officer as well as the Pastor immediately.

All staff members must familiarise themselves with the relevant **House Of Rainbow CIC** Child Safeguarding policies.

Staff should be clear that they do have a duty and responsibility to report such incidents or occasions of actual or potential abuse. Failure to report possible incidents, actual or potential, may indicate varying degrees of collusion. Along with malicious allegations or those made for personal gain these would be viewed extremely seriously. It is the Pastor's responsibility to assess whether such incidents or occasions would constitute abuse or verify or prove that the information they have is true.

## **4.3 Process**

On receipt of an allegation or concern of actual or potential abuse of a child which involves a member of staff the Designated Safeguarding Officer or Pastor will make the decision whether it is necessary to contact external agencies such as Children' Services or the Police.

Statements should be obtained from relevant individuals within 24 hours or as soon as possible thereafter.

Through this reporting process a decision will be made as to whether any immediate action needs to be taken e.g. that the employee needs to be suspended or temporarily redeployed. To ensure consistency of approach this decision will be made by the Designated Safeguarding Officer or Pastor. The Designated Safeguarding Officer or Pastor needs to be contacted immediately following the incident or concerns.

Any decision to suspend or redeploy an employee should only be made when, as far as possible, steps have been taken to establish that the allegations have some substance in line with the **House Of Rainbow CIC's** disciplinary procedure.

Where there is a possibility that a crime has been committed the Designated Safeguarding Officer or Pastor and the Police should be informed no later than 24 hours after the receipt of the allegation. In such circumstances a joint investigation may be necessary.

It is the responsibility of the Designated Safeguarding Officer involved in the case to collate all necessary paperwork for a referral to the Pastor who will ensure consistency and provide sufficient information on whether to make judgment and proceed.

#### **4.4 Investigation**

The policy and procedures relating to Safeguarding Children indicate that depending on the nature and seriousness of the allegations the Police or Children's services may have to conduct the investigation. Following the internal decision-making process, the Designated Safeguarding Officer involved should contact the relevant agency and seek approval for parallel working to ensure the process is completed as speedily as possible.

**House Of Rainbow CIC**, Pastor and Board of Trustee will work closely with the Police and Children's Services. Unless it is known that our own investigations would hamper or prejudice a Police investigation then **House Of Rainbow CIC** does not have to await the outcome of a Police and/or Children's Services Investigation before proceeding under its own internal disciplinary process. This will be agreed at the start of the investigation.

Should the Police or Children's Services decide not to pursue a criminal investigation, this does not preclude **House Of Rainbow CIC** from continuing its own investigation. Where it is deemed that a joint investigation is appropriate all staff will be expected to co-operate fully with the investigation.

#### **4.5 Additional Information**

Matters will be handled promptly to ensure situations are dealt with early. All relevant facts should be collected in the form of a statement within 24 hours or as soon as possible thereafter before memories fade; including anything the member of staff wishes to say. Statements should be signed and dated by the witnesses. The procedure needs to be followed and advice sought when any decision is made, records will need to be kept stating when and how these decisions were made.

A buddy can be established for members of staff who have had concerns/allegation made against them and also for witnesses where needed. However, this is in addition to any staff side representation that is available and may be helpful for individuals.

#### **5.0 Safe Environment**

This is to ensure that a safe and suitable environment is provided for all users of our service and participants in activities and projects. We have a separate

comprehensive Health and Safety Policy and Procedures Guideline and also, a Risk Assessment Policy and Procedure for all away/day trips. Details of First Aid provisions are included in it. This is to ensure that the school premises, play equipment, play areas, transport arrangements and vehicles are safe and suitable.

All staff must read the three policies during their induction.

### **5.1 On-Line Child Protection Guidance**

Many projects request funding for internet access and IT equipment, if this is being offered to young people, On-Line Child Protection Guidelines need to be included in the policy. In view of the active use of internet by our clients, an online CPG is included in this policy.

The areas of risk are:

- **Child Sex Offenders**

The internet is an ideal medium for sex offenders. It provides them a forum to access children without letting their identity be known, access to child porn and contact to share information regarding children with other offenders. Children can be 'groomed' through chat rooms - sex offenders often talk to children pretending they are other children so that they can organise to meet the children at a later date. Children **must** be informed of the danger of chat rooms.

- **Unsuitable Material for Children**

Children can be exposed to pictures or written material which is pornographic, upsetting or offensive. Sometimes inoffensive materials are circulated which seem perfectly innocent such as children taking part in sports activities thus children may wish to send pictures of them. Sex offenders do download this information and can locate a child through the club or project who has put the picture on their website. One must be careful to avoid this occurring.

### **Use of Computers should be supervised at all Times**

To enable this, computers should not hidden in corners. A firewall has also been installed so that pupils cannot access undesirable websites. Rules are given to pupils prior to them having access to the internet.

- **Help Young People Surf in Safety**

- Place the computer in a place where others can see it rather than out of sight.
- Search out positive and fun websites.
- Talk with pupils to agree on the kind of websites they would like to visit. Check to make sure they stay within agreed limits.

- Filtering software is available to screen out some inappropriate websites. But often sites and users can get around so get involved.
- Tell pupils not to give out personal details, including their name, addresses, telephone number, school or clubs they may attend to anyone over the internet. Make sure they **do not** receive any gifts (electronics or otherwise) from strangers.
- Chat sites are open to misuse, make sure young people are cautions of strangers on-line as they are in the world outside. If they receive threats, obscene or threatening messages they should not respond. They let you know and you can contact the service provider if appropriate.

Before any young person is allowed access to the internet, they must be given copies of the Online Safety Rules which must be read and signed. One copy is to be given to the young person, another copy sent to the parent/ guardian, whilst the third copy is to be kept on file

A breach of any of the rules will lead to the young person being denied access to internet on our premises.

## **9.0 Good Practice Guidelines for Workers**

**1) Adult / Child Ratios** - Guidance recommends the following ratio of workers to children according to their age:

*For 0 to 2 years -1 leader to every 3 children (1:3)*

*For 2 to 3 years - 1 leader to every 4 children (1:4),*

*For 3 to 8 years - 1 leader to every 8 children (1:8),*

*For over 8s - 1 leader for the first 8 children followed by 1:12 (i.e. 32 children would require 3 leaders)*

**2) Toilet Facilities** - The ideal is 1 toilet and 1 hand basin per 10 children

**3) Warm and Clean** - Group areas should be warm, adequately lit and ventilated. High standards of cleanliness should be maintained.

**4) Special Needs** - Be able and willing to accommodate children with special needs. Be aware of access to your building and toilet facilities

**5) Entrances and Exits** - Should be well lit and easily accessible

**6) Registration-** Where activities take place for more than 2 hours in any one day, or if a holiday club runs for more than 6 days a year, registration of the provision with Ofsted is required.

**7) More than one leader** - There should always be more than one leader for any group. If possible have at least one male and one female leader if the group is mixed.

**8) Time alone** - Minimize time alone with any child or young person. If it is vital to be isolated with an individual child ensure that another leader is informed of where you will be and why. If possible remain in the view of another leader. Try never to be behind a closed door but if necessary tell someone that you are there.

**9) Administration** - Keep an up-to-date register and record of children, their parents and contact phone numbers, attendance and other specific information (such as asthma, epilepsy, diabetes, allergies and medication etc.)

**10) Touch** - Touch is an important part of human relationships: for example, it can be necessary to stop a young child from hurting herself or himself; it can also be a natural way of responding to someone in distress. However, everyone working with children should be sensitive to what is appropriate and inappropriate physical contact, both in general terms, and in relation to a specific individual. Leaders need to be conscious of situations in which their actions, however well intentioned, could be misconstrued by others or be harmful towards children.

**11) Good Practice of workers** - Treat all children and young people with respect and dignity befitting their age; your use of words, language, tone of voice and where you place your hands.

**Do not engage in any of the following:**

- Invading the privacy of children when they are in the shower or toilet
- Rough, physical or sexually provocative games
- Making sexually suggestive comments about a young person, even in a funny way
- Inappropriate and intrusive touching of any form, scapegoating, ridiculing, or rejecting a child or young person.
- Using physical chastisement to control and discipline a child or young person
- Do not let youngsters involve you in excessive attention-seeking that is overtly sexual or physical in nature.
- Inviting a child or young person to your home alone: invite a group, or ensure that someone else is in the home. Make sure the parents know where the child is.
- Sharing sleeping accommodation with children or young people if you take a group out.

If you see another member of staff acting in ways which might be misconstrued, be prepared to speak to them or to your supervisor about your concerns. Leaders should encourage an atmosphere of mutual support and care which allows all workers to be comfortable enough to discuss inappropriate attitudes or behavior. Casual visitors, i.e. those who have not been authorized by the faith establishment as leaders or workers, should not have access to children without the presence of an adult who is deemed to be responsible for the group.

## 7.0 Safe Recruitment Procedures

### 7.1 DBS Checks

- All **Workers** and volunteers who have access to children and young people would be subject to criminal record checks through the Disclosure and Barring Service (DBS)
- A written application form shall be completed for all posts, including those of volunteers' past convictions; cautions, reprimands and final warnings, as well as any pending cases will need to be declared on the application form. Cases of complaints of abuse shall be declared.
- All applicants shall be interviewed.
- There shall be a full investigation of applicants' employment history.
- Two references shall be taken up
- Two proofs of identification shall be requested, one of which will show the face, and the other to confirm the address of the applicant.

### 7.2 Induction and Training for Staff and Volunteers

- All **workers** and volunteers are given details of this policy as part of their induction.
- All **workers** and volunteers are required to participate in training courses on child protection issues where deemed necessary.
- All **workers** and volunteers are given details of Health and Safety procedures as part of their induction.
- During training, **workers** and volunteers will be able to recognise signs of abuse and know the appropriate reporting systems as outlined in this policy document.
- All new **workers** and volunteers will be adequately supervised and their progress reviewed on a regular basis.
- It is the role of **workers** and volunteers to ensure that information regarding the existence of this policy and how to use it is disseminated to all involved in the group - young people, parents and carers.

## 8.0 Description of Key Roles and Responsibilities

## **8.1 The Role of the Management Committee / Board of Trustees (MC/BOT)**

- Each member of the MC/BOT and the faith leader, shares the responsibility for the duty of care of the children and young people in their place of worship.
- Each member of the MC/BOT must be fully aware of the content of the Safeguarding policy of the faith establishment, agree to the content, and then produce a Policy consistent and adapted to the local situation.
- The MC/BOT must appoint a Designated Safeguarding Officer and support him/her in the implementation and monitoring of the Policy.
- Each member of the MC/BOT must ensure that people who are authorized to work with the children and young people within the organization or who hold a position of responsibility, are properly vetted, trained, supported and supervised in Child Protection and Safeguarding MC/BOT must be aware that there is a responsibility to ensure that people who pose a threat to children and young people are prevented by having safe recruitment policy and procedures which must be a component of the Safeguarding Policy.

## **8.2 The Role of the Designated Safeguarding Officer**

- The Designated Safeguarding Officer is the person appointed by the MC/BOT and will be responsible for the following tasks:
- To ensure that the Policy is reviewed, updated and adopted by the MC/BOT on an annual basis together with a brief report on the current implementation within the faith establishment.
- To ensure that all staff including volunteers and trustees are aware of what they should do and who they should go to if they have concerns that a vulnerable children and adult may be experiencing, or has experienced abuse or neglect.
- To ensure that concerns are acted on, clearly recorded and referred to a Children or Adult Social Care team or to the allocated social worker/care manager where necessary.
- To follow up any referrals and ensure the issues have been addressed.
- To consider any recommendations from the Safeguarding Children and Adults process
- To reinforce the utmost need for confidentiality and to ensure that staff and volunteers are adhering to good practice with regard to confidentiality and security. This is because it is around the time that a person starts to challenge abuse that the risks of increasing intensity of abuse are greatest.
- To ensure that staff and volunteers working directly with service users who have experienced abuse, or who are experiencing abuse, are well supported and receive appropriate supervision.
- To ensure that the Policy is widely available and given to all existing and new workers in the various groups within the faith establishment and to ensure

that the Policy is shared with all organizations using the facilities of the faith establishment.

- To ensure that all volunteers go through the appropriate recruitment process in conjunction with the MC/BOT and faith leader and to ensure that volunteers have a role description and a volunteer agreement in respect of their work with children.
- If appropriate staff or volunteers will be given support and afforded protection if necessary under the Public Interest Disclosure Act 1998: they will be dealt with in a fair and equitable manner and they will be kept informed of any action that has been taken and it's outcome
- To monitor the implementation of the Policy and report to the MC/BOT any difficulties in doing so.
- To ensure the display of information about sources of help for children and young people at the place of worship, for example, Children Service, AFRUCA, Childline, and NSPCC.

## **9.0 Designated Named Person for Safeguarding**

**The House Of Rainbow CIC** has an appointed individual who is responsible for dealing with any Safeguarding Children and Adults concerns. In their absence, a deputy will be available for workers to consult with. The Designated Named Person(s) for Safeguarding Children and Adults is:

Designated Safeguarding Officer: Mark Godfrey  
Work Telephone number: 02085559222  
Mobile Number: 07789718873  
Emergency Contact Number: 07507510357  
Email: info@houseofrainbow.org

## **9.1 Policy Review**

This policy shall be reviewed every year, in line with developments in Safeguarding and Child Protection guidelines

**We are committed to reviewing our policy and good practice annually.**

This policy was last reviewed on: 15th November 2018

Signed: \_\_\_\_\_Mark Godfrey\_\_\_\_\_

**(Mark Godfrey)**, Designated Safeguarding Officer

## **10.0 Other Matters**

## **10.1 Pastoral Care: Supporting those affected by abuse**

The Leadership is committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the place of worship / organisation. Pastoral care is varied by nature and you should ensure that you have appropriate support and permissions before you embark upon supporting somebody with the often complex issues created by past abuse.

Alternatively, you should contact the Association of Christian Counsellors (ACC) who will be able to put you in contact with trained individuals who may be able to offer support. ACC also produce a Pastoral Skills training course that can be delivered in your organisation by somebody experienced in pastoral care.

## **10.2 Activities/ Trips**

When taking children and young people away on residential and activity trips, a full risk assessment will be done. All venues for adventure trips must have an AALA (Adventure Activities Licensing Authority) license. ([www.aala.org](http://www.aala.org))

## **10.3 Public Liability Insurance**

In view of the requirement for groups to have adequate insurance to cover activities for which they are responsible, House Of Rainbow has a comprehensive Public Liability Insurance Cover for the premises we use and all the activities we undertake. As a matter of policy, we only use venues that have adequate Public Liability Insurance Cover.

**APPENDIX**

**All workers and volunteers must sign overleaf to indicate that they have read and understood, and will adhere to the policy**

**WORKERS CONSENT TO ADHERE TO CHILD PROTECTION POLICY**

I, ..... have read and understood the House Of Rainbow CIC Safeguarding and Child Protection Policy, and will adhere to all of its contents thereof.

Name of Worker:

Signature:

Date:

## Sample Incident Record Form

<b>Your Name:</b>	
<b>Your Position:</b>	
<b>Child's Name:</b>	
<b>Child's Address:</b>	
<b>Parents/Carers Name and Address:</b>	
<b>Child's Date of Birth:</b>	
<b>Date and Time of any Incident:</b>	
<b>Your Observations:</b>	
<b>Exactly what the Child Said and What You Said:</b>  (Remember, do not lead the child - record actual details. Continue on separate sheet if necessary)	
<b>Action Taken so far:</b>	
<b>External Agencies Contacted (Date and Time)</b>	
<b>POLICE</b>  Yes/No	<b>If Yes - which:</b>  <b>Name and Contact Number</b> <b>Details Of Advice Received:</b>
<b>SOCIAL SERVICES</b>  Yes/No	<b>If Yes - which:</b>  <b>Name and Contact Number:</b>  <b>Details of Advice Received:</b>
<b>SPORT GOVERNING BODY</b>	<b>Name and Contact Number:</b>

<b>Yes/No</b>	<b>Details of Advice Received:</b>
<b>LOCAL AUTHORITY</b>  <b>Yes/No</b>	<b>If Yes - which:</b>  <b>Name and Contact Number:</b>  <b>Details of Advice Received:</b>
<b>OTHER (e.g. NSPCC)</b>  <b>Yes/No</b>	<b>Which:</b>  <b>Name and Contact Number:</b>  <b>Details of Advice Received:</b>
<b>Signature:</b>  <b>Print Name:</b>	
<b>Date:</b>	

## **Rules for Online Safety for Young People**

1. I will not give out personal information such as my address, telephone number, parents' work address/telephone number, without my parents, permission
2. I will tell my parents right away if I come across any information that makes me feel uncomfortable
3. I will never agree to any to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is a public place and bring my mother or father along.
4. I will never send a person my picture or anything else without first checking with my parents.
5. I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do I will tell my parents right away so that they can contact the service provider.
6. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of the day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
7. I will not give out my internet password to anyone (even my best friends) other than my parents.
8. I will be a good online citizen and not do anything that hurts other people or is against the law.

**Name of Young Person:**

**Signature:**

**Date:**

## **Organisations that offers Help and Advice**

### **NSPCC Child Protection Helplines**

NSPCC Child Protection Helpline is a free 24 hour service, 7 days a week which provides counselling, information and advice to anyone concerned about a child at risk from abuse.

Call: 0808 800 5000 or Text phone for people who are deaf or hard of hearing: 88858

Website: <http://www.nspcc.org.uk/>

Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

**NSPCC Asian** Child Protection Helpline (24 hour) 0808 800 5000

Email: [helpline.asian@nspcc.org.uk](mailto:helpline.asian@nspcc.org.uk)

**Child Line** – Child Line is the free helpline for children and young people in the UK.  
Child Line number: 0800 1111. [www.childline.org.uk](http://www.childline.org.uk)

**AFRUCA** – Childrens' Charity (Africans Unite Against Child Abuse)

Tel: 0207 704 2261 - <http://www.afruca.org>

### **National Childminding Association**

Advice Line: 0800 109 4486. [www.ncma.org.uk](http://www.ncma.org.uk)

### **Forced Marriage Unit**

Tel: 0207 008 0151. [www.fco.gov.uk/forcedmarriage](http://www.fco.gov.uk/forcedmarriage)

### **Parent line Plus**

Tel: 0808 800 2222 – [www.parentlineplus.org.uk](http://www.parentlineplus.org.uk)

### **Family Rights Group**

Offers specialist advice for parents involved in child protection via a free service  
1.30pm – 3.30pm Monday to Friday on FREEPHONE 0800 731 1696

### **OFSTED**

About concerns: 0300 123 4666

Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)