



## **Child Protection and Safeguarding Policy 2023/2024**

**The name of the designated management committee member/trustee is: Pete Bond**

**The name of the designated youth worker is: Andy Rance**

### **Introduction**

*This policy has been developed in accordance with the principles established by the Children Act 1989; The Education Act 2002 and the Children Act 2004 and in line with government publications:*

*'Working Together to Safeguard Children', 2006*

*'Framework for the Assessment of Children in Need and their Families', 2000*

*'What to Do If You Are Worried A Child Is Being Abused', 2006*

*'Safeguarding Children and Safer Recruitment in Education', DfES Guidance, September 2007*

*The South West Child Protection Procedures.*

It should be noted that our membership goes up to the age of 21 so where this policy refers to children and young people it includes in the case of those between the ages of 18 and 21 vulnerable adults and where appropriate those with disabilities up to the age of 25.

The trustee's and management committee takes seriously its responsibility under section 175 of the Education Act 2002 to safeguard and promote the welfare of children; And to work together with other agencies to ensure adequate arrangements within our organization to identify, assess, and support those children who are suffering harm.

We recognise that all staff and Trustee's/Management Committee members have a full and active part to play in protecting children/young people who access Livewire from harm, and that the child's welfare is our paramount concern.

All staff believe that Livewire should provide a caring, positive, safe and creative environment that promotes the social, physical and moral development of the individual child.

Safeguarding (as defined in the Joint Inspector's Safeguarding report) is taken to mean "All agencies working with children, young people and their families take all reasonable measures to ensure that the risk of harm to children's welfare are minimised" and "where there are concerns about children and young people's welfare, all agencies take all appropriate actions to address those concerns, working to agreed local policies and procedures in full partnership with other agencies".

"Staff" covers ALL adult staff on site or contracted to Livewire, including paid and voluntary, sessional, youth work, musicians and other persons brought in to work with children and young people.

Trustee's and Management Committee members includes all those named trustee's/management committee members, advisors to the Trustee's/Management Committee members representatives of other agencies sitting on Livewire's Committee Meetings.

**The aims of this policy are:**

- To support the child's development in ways that will foster security, confidence and resilience.
- To provide an environment in which children and young people feel safe, secure, valued and respected, feel confident and know how to approach adults if they are in difficulties.
- To raise the awareness of all Trustee's/Management Committee and Youth Work/Ancillary staff of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse. (see appendix 1)
- To provide a systematic means of monitoring children known or thought to be at risk of harm and ensure that we, Livewire, contribute to assessments of need and support plans for those children.
- To acknowledge the need for effective and appropriate communication between all members of staff in relation to safeguarding children/Young people.
- To develop a structured procedure within Livewire which will be followed by all staff, trustee's and management Committee members in cases of suspected abuse.
- To develop effective working relationships with all other agencies involved in safeguarding children.

•To ensure that all adults within Livewire who have access to children have been checked as to their suitability.

## **Procedures**

Livewire's procedures for safeguarding children will be in line with the South West Child Protection Procedures.

We will ensure that:

Trustee's, Management Committee members and staff paid and voluntary understand and fulfil its safeguarding responsibilities.

We have a Designated Person for child protection who has undertaken Basic Child Protection Training (level 3 safeguarding) and who updates their training and undertakes other training as required.

We have a member of staff who will act in the Designated Person's absence who has also received level 3 safeguarding training, and who will have been briefed in the role.

All members of staff are provided with opportunities to receive training by (the Designated Person) in order to develop their understanding of the signs and indicators of abuse annually.

All members of staff, volunteers and trustee's/Management Committee members know how to respond to a child/young person who discloses abuse, and the procedure to be followed in appropriately sharing a concern of possible abuse or a disclosure of abuse.

Our selection and recruitment policy includes all appropriate checks on staff suitability including DBS checks and we hold a Single Central Record of Recruitment.

Our procedures will be annually reviewed and updated.

The name of the Designated Person will be clearly shown in the youth centre, with a statement explaining Livewire's role in referring and monitoring cases of suspected abuse.

All adults, (including Youth work, Musicians, Ancillary and other staff and volunteers), new to Livewire will be given a copy of Livewire's policy and procedures and Safeguarding training from the Designated Person and have these explained as part of their induction into the organisation.

## **Responsibilities**

We understand that our responsibility to safeguard children requires that we all appropriately share any concerns that we may have about children.

We have a Designated Person who is responsible for:

Referring by telephone a child's details if there are concerns about his/her welfare, possible abuse or neglect to the Multi Agency Referral Unit (MARU). (Appendix 1)

A written record of the referral will be posted/emailed to Social Care, (using the multiagency referral form), and a copy sent to the LA Designated Officer for Child Protection as soon as possible but within 48 hours.

Ensuring that written records of concerns about a child are kept in a safe place, even if there is no need to make an immediate referral.

Where a third party is responsible for running the services there should be clear lines of accountability and written agreements setting out responsibility for carrying out the recruitment and vetting checks on staff and volunteers: DfES2007

Safe recruitment practice means scrutinising applicants, verifying identity and qualifications, obtaining character and professional references, checking previous employment history and that a candidate has the health and physical capacity for the job, and a face to face interview as well as a check with the DBS (Disclosure and Barring service) where necessary which has replaced the CRB (Criminal Records Bureau) to be renewed every three years.

Ensuring that all such records are kept confidentially and securely and are separate from other records.

Acting as a focal point for staff to discuss concerns and liaising with other agencies and professionals.

Attending (or delegating this requirement to another appropriately informed member of staff) case conferences, family support meetings, core groups, or other multiagency planning meetings, which may contribute to the Framework for Assessments process, and providing a report.

Ensuring that all Livewire staff are aware of this policy and know how to recognise and refer any concerns.

Keeping themselves up to date with knowledge to enable them to fulfil their role, including attending relevant training provided by Livewire management team.

## **Relationships with clients**

All relationships between young people, members of staff, management committee and trustees must be professional. We are not friends with the young people we work with. In order to protect this professional relationship and the good name of the organisation members of staff, management committee and trustees cannot become friends or socialise outside of Livewire with young people met through Livewire for five years after the young person has stopped accessing services at Livewire.

## **Supporting Children**

We recognise that a child who is abused, who witnesses violence or who lives in a violent environment may feel helpless and humiliated, may blame him/herself, and find it difficult to develop and maintain a sense of worth. We recognise that Livewire may provide the only stability in the lives of children who have been abused or who are at risk of harm, therefore Livewire will support all children/young people by:

Encouraging the development of self-confidence, improved self-esteem and resilience in every aspect of their life at Livewire including through Livewire's curriculum.

Promoting a caring, safe and positive environment within Livewire.

Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

Notifying the MARU as soon as there is a significant concern.

We recognise that all matters relating to child protection are confidential.

Designated Person will disclose personal information about a Child/young person to other members of staff on a need to know basis only.

All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

All staff must be aware that they cannot promise a child/young person to keep secrets which might compromise the child's/young person's safety or wellbeing, or that of another.

### **Supporting Staff**

We recognise that staff working in Livewire who have become involved with a child/young person who has suffered harm, or appears likely to suffer harm may find the situation stressful and upsetting.

We will support such staff by providing an opportunity to talk through their anxieties with the Designated Person and to seek further support.

We understand that staff should have access to advice on the boundaries of appropriate behaviour. The document 'Professional Guidelines for youth workers' provides advice on this and the circumstances, which should be avoided in order to limit complaints against staff of abuse of trust, and/or allegations of physical or sexual abuse.

These matters form part of staff induction.

We recognise that designated staff should have access to support and appropriate workshops, courses or meetings as organised by the Livewire's management team.

### **Allegations against staff**

All youth workers and staff should take care not to place themselves in a vulnerable position with a child/young person.

It is always advisable for work with individual children/young people (where possible) to be conducted in view of other adults.

All staff should be aware of Livewire's Policies and guidelines relating to working with children/young people, these policies are all available in Livewire's main office.

We understand that a child/young person may make an allegation against a member of staff.

- If such an allegation is made, the member of staff receiving the allegation will immediately inform the senior youth worker on duty or the designated

Trustee/management Committee member in the absence of a senior youth work staff member.

- The senior youth worker/designated Trustee/management Committee member on all such occasions will adhere to the procedures in the South West Child Protection Procedures. (MARU 03001231116) or for urgent referrals after 17.15 call the out of hours service (01208251300) (See Appendix 1, also found on the wall in the office)
- If the allegation made to the member of staff concerns the senior youth worker, the person receiving the allegation will immediately inform the designated trustee (Pete Bond 07966519471) who will consult with the MARU. If the allegation made to a member of staff concerns the designated trustee/management committee member the person receiving the allegation will immediately inform the senior youth worker, who will consult with the MARU.

### **Policy Review**

The Trustee's/Management Committee members of Livewire are responsible for ensuring the annual review of this policy and for additional policies that are relevant to the safeguarding agenda. The next review of this policy is due on or before 03/02/2024