

Safeguarding and Child Protection Policy

CONTENTS

1	Purpose	Page 2
2	Introduction	Page 2
3	Our Ethos	Page 2
4	Procedures	Page 3
5	Training	Page 3
6	Safe Staff	Page 4
7	Records and Monitoring	Page 4
8	Roles and Responsibilities	Page 5
9	What is abuse and neglect?	Page 6
10	Other Relevant Policies	Page 7
11	Named Designated Officers	Page 8
12	Policy Review	Page 8
13	Norfolk Useful Contacts	Page 8

1. PURPOSE

1.1 The purpose of Hautbois Activity Centre's safeguarding policy is to ensure every child attending any event at our Centre is safe and protected from harm. This means we will always work to:

- Protect children and young people from maltreatment
- Prevent impairment of children's and young people's health or development
- Undertake that role so as to enable children/young people to have optimum life chances and enter adulthood successfully.

1.2 This policy will give clear direction to staff, volunteers, visitors and parents about the expected behaviour and our legal responsibility to safeguard and promote the welfare of all children attending our Centre.

2. INTRODUCTION

2.1 Our organisation fully recognises the contribution it can make to protect children from harm and supporting and promoting the welfare of all children. The elements of our policy are prevention, protection and support.

2.2 Our policy applies to all children, volunteers and visitors.

3. OUR ETHOS

3.1 Our organisation will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff or volunteer at our organisation if they are worried or concerned about something.

3.2 All staff, volunteers and regular visitors will, either through training or induction, know how to recognise a disclosure from a child and will know how to manage this. We will not make promises to any child and we will not keep secrets. Every child will know what their chosen adult will have to do with whatever they have been told.

3.3 We will provide activities and opportunities that will equip children with the skills they need to stay safe.

3.4 At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies.

4. PROCEDURES

- 4.1 When new staff, volunteers or regular visitors join our organisation they will be informed of the safeguarding arrangements in place. They will be given a copy of our organisation's safeguarding policy and told who our Designated Child Protection Officers for Safeguarding are. They will also be shown the recording format, given information on how to complete it and who to pass it to. All staff members who have access to children and/or vulnerable adults when unsupervised by their own leaders/teachers will have an enhanced Data Barring Service check to check their suitability for the role.
- 4.2 Every new member of staff or volunteer will have an induction period that will include essential safeguarding information. This programme will include basic safeguarding training relating to signs and symptoms of abuse, how to manage a disclosure from a child, how to record it and issues of confidentiality. The induction will also remind staff and volunteers of their responsibility to safeguard all children and the remit of the role of the Designated Child Protection Officers.
- 4.3. All regular visitors and volunteers to our organisation will be told where our policy is kept, they will be given a set of safeguarding procedures, they will be told who our Designated Child Protection Officers are and what the recording and reporting system is.
- 4.4 All parents and carers will have access to our safeguarding policy. Parents and carers will be informed of our legal duty to assist our colleagues in other agencies with child protection enquiries and what happens should we have cause to make a referral to Children's Services.
- 4.5 Groups will be issued with a consent form for parents before the start of their child's involvement with the organisation, which includes any vital health or otherwise notable information.

5. TRAINING

- 5.1 Every member of staff will undertake appropriate safeguarding training at least every three years.
- 5.2 We actively encourage all of our staff to keep up to date with the most recent local and national safeguarding advice and guidance. This can be accessed at <https://www.norfolkscb.org> .
- 5.3 The Designated Officers should be used as a first point of contact for concerns and queries regarding any safeguarding concern in our organisation.

6. SAFE STAFF

- 6.1 All adults who come into contact with children have a duty of care to safeguard and promote their welfare. There is a legal duty placed upon us to ensure that all adults who work with or on behalf of our children are competent, confident and safe to do so.
- 6.2 Our aim is to provide a safe and supportive environment which secures the wellbeing and very best outcomes for children. We do recognise that sometimes the behaviour of adults may lead to an allegation of abuse being made.
- 6.3 Allegations sometimes arise from a differing understanding of the same event, but when they occur they are distressing and difficult for all concerned. We recognise that many allegations are genuine and there are some adults who deliberately seek to harm or abuse children.
- 6.4 We will take all possible steps to safeguard children and to ensure that the adults in our organisation are safe to work with children. We will always ensure that the Norfolk Safeguarding Children Partnership protocol *Allegations Against Persons who Work/Volunteer with Children* (found here <https://www.norfolklscb.org/about/policies-procedures/8-3-allegations-against-persons-who-work-with-children/>) is adhered to.
- 6.5 All adults who come into contact with children will be made aware of the steps that will be taken if an allegation is made. We will seek appropriate advice from the Norfolk LADO (Local Authority Designated Officer) by completing the LADO Referral/Consultation Form 2020 <https://www.norfolklscb.org/wp-content/uploads/2020/05/LADO-Referral-Form-agency-2020-2.doc> . The form should be submitted to LADO@norfolk.gov.uk .
- 6.6 Staff will not investigate these matters. We will seek and work with the advice that is provided. Should an allegation be made against the Designated Child Protection Officer or Deputy, this will be reported by the staff member or volunteer raising the concern who will contact the Norfolk LADO direct.
- 6.7 There are sensible steps that every adult should take in their daily professional conduct with children. This can be found in the *Safer Programme Safer Working Practice* - this guidance is on the NSCP website.

7. RECORDS AND MONITORING

- 7.1 If we are concerned about the welfare or safety of any child all adults in our organisation will record their concern on the agreed report form and give this to the Designated Child Protection Officers.
- 7.2 Any information recorded will be kept in a separate named file, in a secure cabinet and not with the child's file. These files will be the responsibility of the Designated Child Protection Officers and information will only be shared within the organisation on a need to know basis for the protection of the child.
- 7.3 Any safeguarding information will be kept in the file and will be added to. Copies of referrals will be stored in the file.
- 7.4 Reports of a concern to the Designated Child Protection Officers must be made in writing and signed and dated by the person with the concern.

8. ROLES AND RESPONSIBILITIES

- 8.1 Our Designated Child Protection Officers will liaise with Children's Services and other agencies where necessary, and make referrals to Children's Services.
- 8.2 Any concern for a child's safety or welfare will be recorded in writing and given to the Designated Child Protection Officers who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.
- 8.3 The Designated Child Protection Officers will ensure that all staff, volunteers and regular visitors have received appropriate child protection information during induction and if necessary have been trained by the Safer Programme.
- 8.4 The Designated Child Protection Officers will ensure that our safeguarding policy is in place and is reviewed annually. The content of our policy has been written following consultation with the Safer Programme.
- 8.5 At all times the Designated Child Protection Officers will ensure that safer recruitment practices are followed.
- 8.6 Safer procedures ensure our recruitment practices are safe and compliant with statutory requirements.

- 8.7 We require evidence of any qualifications staff or volunteers hold. We do not accept testimonials and insist on taking up references prior to appointment. We will question the contents of application forms if we are unclear about them, we will undertake enhanced Disclosure & Barring Service checks as appropriate and use any other means of ensuring we are recruiting and selecting the most suitable people to work with our children. We will use the recruitment and selection process to deter and reject unsuitable candidates.
- 8.8 Our organisation undertakes to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to our attention.

9. WHAT IS ABUSE AND NEGLECT?

- 9.1 Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger for example, via the internet. They may be abused by an adult or adults, or another child or children.

Physical abuse

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 fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber-bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include noncontact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate caregivers);
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

10. OTHER RELEVANT POLICIES

10.1 To underpin the values and ethos of our organisation and our intent to ensure our children/young people are appropriately safeguarded the following policies are also included under our safeguarding umbrella;

- Bullying
- Confidentiality
- Social Media (including phone use)
- Health and Safety
- Whistle Blowing
- Complaints
- First aid

11. NAMED DESIGNATED CHILD PROTECTION OFFICERS

You are required to review this policy annually - please change the year even if designated staff remain the same

11.1 For year **2025** the following designated staff are in post;

DESIGNATED OFFICERS

Fiona Hunter (Deputy Executive Manager)
 Out of hours contact number 07985 121911
Rory Howard (Hautbois Centre Manager)
 Out of hours contact number 07748 378613

12. POLICY REVIEW

12.1 This policy will be reviewed on or before **1st April 2026**.

13. NORFOLK USEFUL CONTACTS

Norfolk Children's Advice and Duty Service (CADS)	0344 800 8021
---------------------------------------------------	---------------

Norfolk Police	0845 456 4567
In an emergency please call 999	
Duty Detective Sergeant within CADS	01603 276151

Local Authority Designated Officers (LADO) Team	01603 223473
Always someone available during normal working hours	

Norfolk Safeguarding Children Partnership (NSCP) Policies & Procedures www.nscb.norfolk.gov.uk
