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| Associated policies | Anti-Bullying and Harassment Policy Equality, Diversity and Inclusion Policy Disciplinary and Grievance Policy Health and Safety Statement and Policy Privacy and Data Protection Policies Working at Home and Alone Policy |
| Privacy | External |

NSUN Safeguarding Children and Young People Policy

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1. Overview and Principles

1.1 We believe that

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practice in a way that protects them.

1.2 We recognise that

- the welfare of children and young people is paramount in all the work we do and in all the decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to 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
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse.

2. Purpose and Scope

This policy covers NSUN's work with Children and Young People (CYP) directly involved in our projects. This policy would also apply to CYP who have indirect connections with our work.

The purpose of this policy statement is:

- To protect children and young people who come into contact with NSUN from harm.
- To provide staff and volunteers, as well as children, young people and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of NSUN, including the board of trustees, paid staff, volunteers and sessional workers.

NSUN holds a separate policy in relation to safeguarding adults at risk which would also apply to young people involved in our work who are over the age of 18.

3. Definitions

A child is defined as a person under the age of 18 (The Children Act 1989)

Safeguarding is the right of every child and vulnerable person accessing NSUN's work to be protected from any form of abuse. Abuse occurs when the child's, or vulnerable adults' rights are not respected. Abuse is any behaviour towards a person that deliberately or unknowingly causes them harm, endangers life or violates their rights. It includes not only physical, emotional and psychological ill treatment but also neglect, financial abuse, sexual abuse, and the impairment of physical, intellectual, emotional, social or behavioural development. A child is anyone who has not yet reached their 18th birthday. NSUN may often prefer to use the words 'young person' to describe teenagers but this definition does not exist in law. It is important to be clear that any young person up to their 18th birthday is legally regarded as a child and is covered by the Children's Act (2004).

4. Roles, Rights and Responsibilities

Rights of Children and Young people in contact with NSUN

CYP who are in contact with NSUN have the right to:

- Be listed to and to have alleged incidents and concerns taken seriously and acted on in an appropriate way.
- Have sight of this Safeguarding Policy and Procedures.
- Receive sensitive, fair and respectful treatment during the processes undertaken in line with this policy.
- Have their wishes and feelings taken into account when safeguarding decisions and actions are being made.
- Be consulted and informed about decisions made about them, including if the actions taken by NSUN under this procedure are against their wishes, to receive information about the actions taken and their outcomes.

NSUN's Board of Trustees:

NSUN's Board of Trustees will:

- Regularly review and update this policy and associated procedures to ensure they are fit for purpose and learn from any instances where it's been used.
- Identify possible risks to people connected to NSUN (including trustees, staff, volunteers, members and other service users).
- Continually aim to improve the safeguarding culture at NSUN through regular training and sharing of best practice among the team to ensure everyone knows how to recognise, respond to, raise, report and record a safeguarding concern
- Review which roles at NSUN must have a DBS check from the Disclosure and Barring Service.
- Ensure there are risk assessments in place for all roles, regardless of whether they're in contact with children and young people or not.
- Ensure that we have effective complaints and whistleblowing measures in place.
- Appoint safeguarding leads for children and young people, and a lead trustee/board member for safeguarding.
- Recruit and select staff and volunteers safely, ensuring all necessary checks are made.
- Ensure effective policies and procedures are in place for management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies and procedures confidently and competently and are provided with appropriate training.

Designated Safeguarding Leads

Designated safeguarding leads will:

- Ensure all Safeguarding Leads attend Designated Safeguarding Lead Training every two years.
- Ensure safeguarding policies are kept up to date with best practice.

All those working for or with NSUN in a paid or unpaid capacity will seek to keep children and young people safe by:

- valuing, listening to and respecting them;

- adhering to child protection and safeguarding best practice by compliance with all of our policies and procedures including but not limited to safeguarding, confidentiality, complaints and grievances;
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance;
- making sure that children, young people and their families know where to go for help if they have a concern;
- responding to concerns quickly and in line with our procedures;
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately;
- working alongside the Safeguarding Leads, Trustee Lead for Safeguarding and their Line Manager in all instances where safeguarding is a concern;
- being alert to the possibility of abuse of a child in our work;
- knowing how to recognise abuse;
- understanding the need to share information about concerns with agencies that need to know;
- knowing how and where to report concerns;
- being aware of good practice.

Working with Partners

All those working for or with NSUN in a paid or unpaid capacity will seek to:

- Work closely with our Partners, making sure we support their safeguarding policies.
- Agree on who will be the lead safeguarding partner on each piece of partnership work in advance
- Ensuring we or our Partners have appropriate parental consent for Children and young people to take part in activities, including information about when information regarding safeguarding concerns might be shared between organisations.
- Where our partners hold consent forms, work with partners to ensure we are satisfied that the level of consent is appropriate.
- With prior consent, share relevant contact information between organisations.

Designated Safeguarding Lead for the Safeguarding of Children and Young People

The trustees have appointed the following individuals as designated safeguarding leads who are the individuals responsible to take lead responsibility for child protection across NSUN:

The Designated safeguarding lead role is shared by Jen Beardsley and Ruairi White.

jen.beardsley@nsun.org.uk 07855 313136

ruairi.white@nsun.org.uk

The lead board member for safeguarding is Tasha Suratwala (tasha.suratwala@nsun.org.uk)

5. Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. The legal framework for the child protection system in England is set out [here](#).

6. Staff Recruitment, Training and Development

NSUN's recruitment and selection procedure requires two references, proof of identity, a basic

DBS check and 2 yearly re-checks for every NSUN member of staff as well as volunteers and Trustees.

All colleagues doing any work with CYP will work within the procedures set out at the end of this document and all front-line colleagues will receive training on this policy at induction and in their on-going supervision. Training will be refreshed every two years.

Training includes but is not limited to the recognition of signs of abuse, how to respond to concerns, online safety, exploitation and radicalisation. Accurate records of satisfactory completion of child protection safeguarding training by relevant staff, volunteers and trustees will be maintained.

7. Confidentiality, Consent and Information Sharing

NSUN recognises that all matters relating to child protection and safeguarding are confidential. The Safeguarding Lead will disclose any information about a CYP to other members of staff on a need to know basis and in the best interests of the person it concerns. All staff members, volunteers and trustees must be aware that they cannot promise to keep a secret which might compromise their, or some else's, safety or wellbeing.

Where NSUN is working with partner organisations, the parental consent form will include details on how concerns might be shared with partner organisations.

Although agreement to share information should generally be sought, the situation may arise where information has to be shared with other agencies without the child or young person's agreement or that of their parent. Staff and volunteers must discuss these situations with the DSL who will decide the course of action.

8. Record Keeping

If a member of NSUN staff, volunteer or trustee has a cause for concern in relation to a CYP or a disclosure is made, they will speak with the Designated Safeguarding Lead (DSL) and fill out a Record of Concern sheet within 24 hours. A copy will be given to the DSL to read and sign and decide on the next steps in relation to the concern recorded. All records will be kept in individually named files and held securely with access given to only the Safeguarding Leads. All records should be factual. It is equally important to record the reasons for making the decision not to refer to children's/adult's social care services as when the decision is taken to refer. Records of Concern must be signed, dated and named by the person making the record and co-signed by a Safeguarding Lead.

All concerns of Safeguarding will be reported to the Trustees of NSUN. Details will be anonymous, and any concerns or reflection will be supported and discussed.

Records of Concern are kept for 7 years from the date the concern was raised and when this time has passed, will be destroyed in a suitable manner.

9. Home vs Host Local Authorities and Referrals

NSUN works with CYP and families who are located in various counties under differing local authorities. NSUN is the host organisation located in London, therefore City of London is the host local authority. A safeguarding contacts sheet is provided at the end of this policy. The DSL (or staff under direction of the DSL) will refer concerns to the CYP's home local authority. This is also relevant when contacting the Local Authority Designated Officer (LADO). The LADO is responsible for managing all child protection allegations made against staff and volunteers who work with CYP.

10. NSUN Safeguarding Children and Young People Procedures

These procedures should be shared with all CYP involved in our work where we are the lead

partner for safeguarding.

If abuse is suspected

Staff members and volunteers should be aware that it is their duty to tell the appropriate person when significant harm is disclosed or you have a safeguarding concern. It is not their duty to make a judgement about what action NSUN should take (this is the responsibility of the DSL) or to decide whether or not abuse has taken place.

There is no hard and fast rule about how an individual or agency makes a judgement about whether to report a safeguarding concern to a statutory agency. It's a process of listening, gathering evidence, judging risk and taking action. However, there are two basic rules which staff members and volunteers should always follow:

1. Do not ignore it.
2. Do not work in isolation.

Observation/Disclosure

If you begin to have serious concern about a CYP's safety OR a CYP informs you that they or a CYP they know is being abused. Disclosure is usually verbal, but can be in writing, drawing, their presentation etc.

Speak with one of the two DSLs. If either of these members of the team are not available, the Trustee Safeguarding Lead. For disclosures outside of office hours, you should try to contact the DSL, if you're unable to make contact, make a detailed record of the disclosure, with date and time, and inform the DSL the next working day. You should use this [form](#)

If you believe the person to be in imminent danger, you must contact the local authority emergency duty team and/or the police and either DSL by phone.

ACTION:

- ✓ Explain to the CYP that you are concerned for their welfare, and want to listen to what they have to say.
- ✓ Record carefully on a record of concern sheet, distinguishing between fact and opinion.
- ✓ Be aware of siblings/other young people in the situation.
- ✓ Do not question the CYP about particular incidents, but make sure you clarify who the alleged victims and perpetrators of abuse are.
- ✓ Do not lead the conversation or attempt to assist the CYP to express themselves
- ✓ Make sure the CYP understands that you cannot keep this information confidential, and that you will inform your DSL who may report it to the LSCB/police/another professional. If the disclosure is in writing inform the CYP that you will report the contents.
- ✓ Parent/carers are notified when referring to children, unless this might place the child at risk. CYP are kept informed throughout the process, unless this might raise the risk of significant harm.

Important note

Unless a child or young person is in imminent danger you must always try to contact one of the DSLs in the first instance. Only where a child or young person is in imminent danger should you make a referral to children's social care and/or the police immediately. You must tell the DSL as soon as possible if you make a referral directly.

Report- Speak with the DSL to discuss the concerns

The DSL will advise and support you as to what the next steps will be. You may need to report the concerns to the relevant agencies as set out below. In all cases the staff member must document

concerns on a record of concern sheet, be clear and communicate with the service user involved.

If you can't get in contact with any of the people on the list below, please ring your local safeguarding team for advice and the next step. If the DSL is not sure whether to make a referral, they will call the relevant Social Services team for advice. Once referred, it is the local authority's legal duty to assess the threshold of risk and need, and decide on further action (or not).

Supervision /debrief/reflect and check in

Agree a time to meet with the DSL and Line Manager as soon as possible. The DSL should keep you informed but do ask if you don't hear from them as soon as you would like. Their priority will be to implement the policy and they will endeavour to try to keep you informed, however the matter may be complex and time consuming. Keep everyone concerned up to date where possible. It's important to keep the CYP in the loop, only if it is safe to do so and so that they also feel supported.

Situations in which safeguarding issues have been identified can be very distressing and staff, volunteers and sessional workers who are involved should be offered additional support from the DSL or their line manager.

Allegations against staff/volunteers/Trustees

If a member of NSUN Staff, volunteer or trustee shares a concern about a staff member or volunteer within NSUN or another agency you must inform the DSL without delay and before the end of the working day.

If the allegation is against another staff member or volunteer, follow the procedure and inform the Chief Executive Officer (CEO) and DSL immediately. Your first duty is to the safeguarding of CYP and you cannot keep secrets about colleagues that affect your obligations to keep CYP safe. Once you have passed on the information to the CEO and DSL, do not talk about the disclosure with other staff members or volunteers. If an allegation that could potentially be considered as gross misconduct is made' the worker involved will be suspended on full pay with immediate effect. The member of staff may also be suspended in situations where it is considered in the best interest of the child and member of staff. The Chair and Lead Trustee for Safeguarding will be informed and a process of investigation will begin. The Local Authority Designated Officer (LADO) will be informed of the allegation.

In addition, NSUN will take steps to ensure that workers are not vulnerable to false allegations. These will include:

- Staff will be aware of the Working from Home or Alone Policy.
- Staff will maintain appropriate boundaries at all times.

NSUN's CEO is the Lead for reporting staff suspected of abuse to the Disclosure and Barring Service.

Where an allegation of abuse has been made against a member of staff, volunteer or sessional worker there is a duty to report this to the Designated Officer (LADO) in the City of London, the borough in which NSUN is deemed to be based. The contact details for the DO are LADO@cityoflondon.gov.uk and 07795 090649.

11. Contacts for Reporting Safeguarding Concerns

- Call 999 if you think a child is at immediate risk of harm
- Designated safeguarding lead for NSUN: ruairi.white@nsun.org.uk
- NSUN lead Board member for safeguarding: Tasha Suratwala tasha.suratwala@nsun.org.uk
- NSUN Chair of the Board of Trustees: Aimz Rushton aimz.rushton@nsun.org.uk
- The City of London designated officer LADO@cityoflondon.gov.uk 07795 090649

For the following organisations, click on the underlined text to go straight to the website

- [The City of London Safeguarding Children Partnership](#)
- [NSPCC](#)
- [Childline](#) Telephone 0800 1111
- [Charity Commission](#)
- [Safe CIC](#) is a database of links to different local authority child safeguarding teams in England.

Further resources and information on safeguarding in children

- [YoungMinds](#) Advice and information for young people on how to look after their mental health.
- National mental health charity Mind has a Legal helpline providing general legal advice that may be of help. You can contact them in the following ways: Legal line: 0300 466 6463 Email: legal@mind.org.uk Post: Mind Legal line, PO Box 75225, London, E15 9FS.
- [Ann Craft Trust](#) has a directory of useful resources and contacts, including a section “Child Sexual Abuse – Resources for Survivors and Parents”, for this section click [here](#).
- [The Children’s Society](#) has a range of information about safeguarding as well as information and advice for young people.
- [Action for Children](#) protects and supports children and young people.
- [Victim Support](#) provide a number of services offering specialist support to help young people cope with the impacts and effects of crime.