

SAFEGUARDING & CHILD PROTECTION POLICY

Policy Statement

We at Yuvan Foundation believe that children/young people have the right to be treated equally and to learn in a safe and friendly environment.

This policy is based on the following principles:

- the welfare of the child/young person is paramount
- all children/young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse
- all suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- staff/volunteers are trained to understand the nature of abuse and to be alert to matters of concern
- all staff/volunteers working in this organisation have a duty to safeguard children and young people
- all staff/volunteers in this organisation have a responsibility to report concerns to the designated person with responsibility for child protection within the organisation, and/or to the organisation's chairperson

We aim to safeguard children/young people by:

- development and implementation of safeguarding policies and procedures including: child protection and health & safety policies; a code of conduct for staff/volunteers; complaints, whistleblowing and equal opportunity policies.
- sharing information about child protection and good practice with children/young people, parents and carers and staff/volunteers via the notice board and policy page on yuvan.org
- sharing information about concerns with agencies who need to know, and involving parents and children/young people appropriately
- following the procedures for recruitment and selection of staff/volunteers
- providing effective management for staff/volunteers through support, supervision and training
- involving children, where appropriate, in the development and implementation of safeguarding policies and procedures
- reviewing our policy and good practice regularly.

Role of the Designated Safeguarding Lead

Every organisation should have a designated child protection person, who must undergo child protection training. It is the responsibility of this person to make themselves available for consultation by staff, volunteers, participants and children/young people and their families.

The name of the designated person and information about their duties should be made aware of within the staff, members and volunteers, so that everyone (including parents/carers) is aware of who to talk to if they have concerns.

The designated safeguarding lead is Jakir Ahmad; his contact details can be found in Appendix A.

In the absence of the designated child protection person, a deputy must be identified.

The named person's role includes:

- ensuring that this policy is implemented throughout the events and activities organised by Yuvanis Foundation
- ensuring that all necessary enquiries, procedures and investigations relating to child protection are carried out
- reporting results of screening enquiries and preserving 'need to know' levels of confidentiality and access to secure records
- ensuring that all confidential records relating to child protection matters are kept secure
- liaising with social services at a formal and informal level on child protection matters, also with the police
- reporting allegations and suspicion of abuse to the appropriate authorities
- ensuring that there is adequate induction and training relating to child protection matters
- ensuring that each activity carried out by the organisation is sound in terms of child protection as regards personnel, practices and premises
- checking all incident reports made by staff/volunteers, countersigning them and making such reference to the appropriate authority as is appropriate.

Good practice

Before any activity starts, the designated person shall ensure that adequate child protection procedures are in place, as follows.

- Each parent must fill out a consent form for each child/young person attending any off-site events/activities
- A register must be kept of all children/young people attending the organisation's off-site events/activities, including information about arrival and departure times
- Where possible, staff/volunteers should not be alone with a child/young person, although it is recognised that there may be times when this may be necessary or helpful

- The organisation recognises that physical touch between adults and children/young people can be healthy and acceptable in public places. However, staff/volunteers will be discouraged from this in circumstances where an adult and child/young person are alone together
- All team members should treat all children/young people with dignity and respect in their attitude, language and actions

Outings and trips

- All vehicles hired for outings must be insured, roadworthy and fitted with seatbelts
- All drivers should travel with at least one escort. Drivers and escorts should have up-to-date DBS checks and should have been subject to appropriate recruitment procedures. All drivers and escorts should agree to abide by these guidelines
- A roll call will be taken at the start of a journey and again before beginning the return journey; if the group is travelling in more than one vehicle, children/young people will be encouraged to travel in the same vehicle there and back
- Staff/volunteers accompanying trips will carry the contact numbers for the home organisation and emergency services in the event of an alert being necessary
- If a child/young person goes missing while on a trip, staff/volunteers should instigate an immediate search. If the child/young person cannot be found within half an hour, the appropriate security staff/volunteers and the police should be notified
- If, having notified security staff/volunteers and the police, the child/young person cannot be found, the parents/carers of the child/young person must be notified immediately
- The care of the remaining children/young people is paramount. It is imperative that they return to the home site as quickly as possible, while a senior staff/volunteers member remains at the visit site to co-ordinate contact between security staff/volunteers and the child's/young person's parents/carers

Safe recruitment

All staff/volunteers will be appointed by at least two members of the management committee.

Most staff and all volunteers will work in teams or in open environments where they are not alone with children. Where necessary, staff/volunteers may work alone with children/young people, providing that they have completed a satisfactory probationary period.

All staff/volunteers will:

- be given a clear job description or role description, setting out expectations for their work and conduct
- show that they meet the person specification for the post or role
- fill in a form on first appointment and annually at the start of each year, to update their personal details, previous and current work/volunteering experience and qualifications
- supply the names of two referees, who will be contacted personally

- be required to complete DBS check on appointment (if they do not have one within the past year), and every three years thereafter, giving photographic and other evidence of identity and including a formal declaration of any criminal convictions
- be taken through child protection policy and procedure on induction, followed by annual training to remind them of procedures and important concepts

Practical advice for staff

Abuse

Abuse entails the maltreatment of a child. Somebody may abuse a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. There are four recognised forms of abuse:

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, 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.

Symptoms include:

- Injuries that are not adequately explained by the pupil
- Current bruising/injury with a long history of bruises and accidents
- Injuries getting progressively worse or occurring in a time pattern (e.g. every Monday morning)
- Grip marks on arms or slap marks (cheeks, arms, legs)
- Long marks which could be from a belt or cane
- Stub marks from a cigarette
- Bruising on both sides of the ear (any symmetrical bruising is suspicious)
- Teeth marks from a bite
- Bruised eyes, especially if both at once
- A reluctance to go home, especially weekends
- Constant attention seeking behaviour
- Over-pleasing/compliant behaviour
- A tendency to run away from home

Emotional abuse involves the persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child 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 a 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 cyberbullying), 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, although it may occur alone.

Neglect can be defined as 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); failing to protect a child from physical and emotional harm or danger; failing to ensure adequate supervision (including the use of inadequate care-givers); or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Symptoms include:

- May look particularly thin or unwell
- Complains of hunger, lacking energy
- Has repeated accidents, especially burns
- Is left alone at home inappropriately
- Is repeatedly unwashed, smelly
- Is kept away from school medicals
- Is reluctant to go home, especially at weekends
- Is unusually 'hard' or 'detached' when told off
- Is unable to make normal friendships

Sexual abuse entails 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 non-contact 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.

Symptoms include:

May behave in a precocious sexually provocative way

- May repeatedly openly masturbate
- May appear unhappy or isolated
- May have aggressive eruptions
- May be kept away from school medicals
- May have persistent problems with sleeping, nightmares, bedwetting
- May struggle with anorexia, bulimia, or excessive 'comfort eating'
- May be reluctant to go home
- May run away from home

Specific safeguarding issues

Some children can find themselves in more vulnerable situations. Be mindful of the following:

- child sexual exploitation (CSE) – see also below
- children who run away or go missing
- bullying, including cyberbullying
- domestic violence
- drugs
- fabricated or induced illness
- faith abuse
- female genital mutilation (FGM) – see also below
- extremism and radicalisation – see also below
- forced marriage
- gangs and youth violence
- gender-based violence/violence against women and girls (VAWG)
- mental health
- private fostering
- sexting
- teenage relationship abuse
- trafficking

Responding To Allegations of Abuse

Allegations against a member of staff/volunteer

The organisation will fully support and protect anyone who, in good faith, reports their concern that a colleague is, or may be, abusing a child/young person. Where there is a complaint against a member of staff/volunteer, there may be three types of investigation: criminal investigation, child protection investigation or disciplinary/misconduct investigation. The results of the police and child protection investigation may well influence the disciplinary investigation, but this will not necessarily be the case.

Concerns about poor practice

If, following consideration, the allegation is clearly about poor practice, this will be dealt with as a misconduct issue.

If the allegation is about poor practice by the organisation's designated person, or if the matter has been handled inadequately and concerns remain, it should be reported to the chair of the management committee, who will advise how to deal with the allegation and whether or not the organisation should initiate disciplinary proceedings.

Internal enquiries and suspension

The designated person will make an immediate decision about whether any individual accused of abuse should be temporarily suspended, pending further police and social services inquiries.

Irrespective of the findings of the social services or police inquiries, the organisation will assess all individual cases to decide whether a member of staff or volunteer can be reinstated and how this can be

handled sensitively. This may be a difficult decision, particularly where there is insufficient evidence to uphold any action by the police. In such cases, the organisation must reach a decision based upon the available information. This might suggest that, on a balance of probability, it is more likely than not that the allegation is true. The welfare of the child/young person must remain of paramount importance throughout.

What to do if you suspect that abuse may have occurred

1 You must report your concerns immediately to the designated person within Yuvanis Foundation.

Step-by-step guidance for staff/volunteers on dealing with their earliest concerns is provided on the card 'What to do if you are worried that a child is being abused'. This guidance is produced by the Department of Health and endorsed by the local authority.

The designated person will:

- obtain information from staff/volunteers, children/young people or parents/carers who have child protection concerns and record this information
- assess the information quickly and carefully and ask for further information, as appropriate
- consult with a statutory child protection agency such as the local social services department or the NSPCC to clarify any doubts or worries
- ensure that the parents/carers of the child/young person are contacted as soon as possible, following advice from the social services department
- make a referral to a statutory child protection agency or to the police without delay.

If the organisation's designated person is the subject of the suspicion/allegation, the report must be made to the chair of the management committee, who will refer the allegation to social services.

2 Suspicions will not be discussed with anyone other than those named above.

3 It is the right of any individual to make direct referrals to the child protection agencies.

If, for any reason, you believe that the designated people have not responded appropriately to your concerns, then it is up to you to contact the child protection agencies directly.

4 If a child makes a disclosure of abuse:

- make notes as soon as possible (ideally within one hour of being told)
- write down exactly what the child/young person has said, what you said in reply and what was happening immediately before you were told (for example, what activity was taking place)
- record dates, times and when you made the record
- keep all your handwritten notes secure
- report your discussion to the designated person as soon as possible
- if the designated person is implicated, you need to report to the second designated person
- if both are implicated, report to the chairperson or social services
- do not discuss your suspicions or allegations with anyone other than those nominated above
- the designated person must consider carefully whether or not it is safe for a child/young person to return home to a potentially abusive situation, and, if necessary, they should take immediate action to contact social services in order to discuss putting safety measures into effect.

Allegations of physical injury or neglect

If a child/young person has a symptom of physical injury or neglect, the designated person will:

- contact social services for advice in cases of deliberate injury or concerns about the safety of the child/young person, but they must not inform the parents/carers
- seek emergency medical attention if necessary
- inform the child's/young person's doctor of any suspicions of abuse
- in other circumstances, speak with the parent/carer and suggest that medical help/attention is sought for the child/young person
- if appropriate, encourage the parent/carer to seek help from social services
- if the parent/carer fails to act, seek advice from the Local Safeguarding Children Board
- in the case of real concern, contact social services for advice.

Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the designated person will:

- contact the social services duty social worker for children and families directly, but must not speak to the parent or to anyone else
- seek advice from the Local Safeguarding Children Board
- collect and clarify the precise details of the allegation or suspicion and provide this information to social services, but should not attempt to carry out any investigation into the allegation or suspicion of sexual abuse
- while allegations or suspicions of sexual abuse should normally be reported to the designated person, their absence should not delay referral to social services.

Responding to a child making an allegation of abuse

- It is important **not** to make promises that you may not be able to keep. Do **not** say that you will keep confidential what a child/young person is about to tell you, as you may have a duty to share it with others.
- Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others.
- Stay calm and listen carefully to what the child/young person is saying.
- Allow the child/young person to continue at their own pace.
- Ask questions for clarification only and at all times avoid asking questions that suggest a particular answer.
- Reassure the child/young person that they have done the right thing in telling you.
- Tell them what you will do next and with whom the information will be shared.
- As soon as possible, record in writing what was said, using the child's/young person's own words.
- Make a note of the date, time, any names mentioned and to whom the information was given, and ensure that the record is signed and dated.

Helpful statements to make

- 'I believe you (showing acceptance of what the child/young person says).'
- 'Thank you for telling me.'
- 'It's not your fault.'
- 'I will help you.'

Do not say:

- 'Why didn't you tell anyone before?'
- 'I can't believe it!'
- 'Are you sure that this is true?'
- 'Why? Who? When? Where?'

Never make promises you can't keep.

Support for dealing with the aftermath of abuse

Consideration should be given to the kind of support that children/young people, parents/carers and members of staff/volunteers may need. Use of helplines, support groups and open meetings will maintain an open culture and help the healing process.

Date of approval: 27 March 2022

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Date of last review: April 2025

Appendix A

Role	Contact
Designated Safeguarding Lead – Jakir Ahmed Hafizur Rahman Hussain (second)	07931 167537 / zakir@yuvanis.org Hafizur.hussain@yuvanis.org
LADO – Collette Morris	0161 770 8870
Multi-Agency Safeguarding Hub (MASH) (9am-5pm)	0161 770 7777
Police uniformed	101
Forced Marriage Unit	020 7008 0151