All Change Safeguarding and Child Protection Policy

The context of safeguarding and child protection

Everybody shares some responsibility for promoting the welfare of young people, as a parent or family member, a concerned friend or neighbour, an employer, staff member or volunteer. Members of the community can help to safeguard young people if they are mindful of young people’s needs and willing and able to act if they have concerns about a child’s welfare.

All those in contact with young people should be able to:

- Contribute and take whatever actions are needed to safeguard young people
- Recognise and respond to concerns about a young person in need
- Appreciate own role and that of others
- Communicate and act appropriately within national and local guidance to safeguard young people
- Be familiar with local arrangements, services and sources of advice for supporting families and safeguarding young people

What is abuse and neglect?

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. Local Authorities have the duty to compulsory intervene in family life if a child is suffering, or likely to suffer, ‘significant harm’.

- ‘Harm’ means ill-treatment or the impairment of health or development, including, for example, impairment suffered from seeing or hearing the ill-treatment of another;
- ‘Development’ means physical, intellectual, emotional, social or behavioural development;
- ‘Health’ means physical or mental health; and
- ‘Ill treatment’ includes sexual abuse and forms of ill treatment that are not physical.

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 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.

**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 care-givers); or
- Ensure access to appropriate medical care or treatment.

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

**All Change’s safeguarding procedures**

Because All Change projects bring artists and other workers into contact with children and young people, some of whom may be particularly vulnerable, this policy aims to provide clear information to those we work with regarding:

- The role and responsibilities of the Named Child Protection Person
- Integrated working
- All Change procedures for recruiting permanent and freelance staff

And

- What to do if you suspect abuse or neglect
- What to do if young person participating in a project makes a disclosure of abuse to you
- What to do if a young person makes an allegation against a worker

This policy underpins the safeguarding and child protection training that All Change carries out with all new members of staff and annually with current staff.
The Named Child Protection Person – role and responsibilities
In conjunction with requirements of the Islington Safeguarding Children Board (ISCB), All Change has a designated permanent member of staff to ensure the organisation adheres to best practice in safeguarding and child protection.

Their responsibilities according to ISCB are as follows:
- Managing safeguarding and child protection concerns
- Making referrals to Children’s Social Care for the borough where the child/young person lives, as appropriate
- Ensuring the child protection referrals are made using the format required by other boroughs if the child is not an Islington resident.
- Ensuring the setting’s child protection and safeguarding policies and procedures are maintained, up-to-date and are disseminated and adhered to by all staff.
- Ensuring there is a robust system in place for monitoring and recording concerns about children at an early stage, which is implemented across the setting and adhered to by all staff.
- Providing a systematic means of monitoring children who are thought to be at risk of harm or who are subject to child protection plans
- Their own and staff/volunteer training and on-going development regarding safeguarding and child protection, including: induction; updates to legislation, policies and procedures; training audits completed and updated for self, staff and volunteers.

The named person conducts All Change’s safeguarding and child protection training on an annual basis with all current staff and with all new staff when recruited, and bi-annually checks the ISCB’s website (www.islingtonscb.org.uk) for updates in best practice guidelines.

Integrated working
All Change understands the importance of integrated working to ensure that children and young people are kept safe. All Change is committed to positively and constructively sharing information; to building relationships with other organisations and professionals that we work with; to ensuring that our safeguarding and child protection actions are coordinated and complementary to the other agency/ies involved; that we actively initiate or contribute to Common Assessment Frameworks (CAF) and Team Around the Child (TAC) meetings when suitable and relevant; and that All Change staff attend Child Protection Conferences when invited.

All Change procedures for recruiting permanent and freelance staff
All Change is committed to ensuring safe recruitment procedures for posts that involve employees working with young people. All Change needs to be vigilant both in terms of recruiting new employees and ensuring that existing employees meet and maintain its required standards. This includes as a minimum that:

- All permanent posts are advertised; all candidates complete an application form or provide a relevant CV; candidates are interviewed and any gaps in employment history accounted for; two satisfactory references are received; All Change undertakes an Disclosure and Barring Service (DBS) check for all staff every 3 years and checks those who are signed up to the Update Service annually; the named person conducts safeguarding and child protection training on an annual basis with all current staff and with all new staff when recruited.
- The members of All Change’s Board of Directors undertake Enhanced DBS checks every 3 years and/or sign up to the Update Service.
- All freelance and volunteer staff working in contact with, or involved in decision making about children and young people are interviewed and gaps in employment accounted for; a relevant CV and two satisfactory references are provided; All Change undertakes an Disclosure and Barring Service (DBS) check renewed every 3 years and checks those who are signed up to the Update Service annually.
- All Change maintains a record of the date and reference number for all Enhanced DBS checks for all staff, both permanent and freelance, and a record of when a new DBS check is due.
- Staff members wear photo ID badges to clearly identify them when working on projects.
What to do if you suspect abuse

- You may also have concerns about a child’s welfare where there has not been any disclosure or allegation. In the best interests of the child/young person, these concerns should be raised with the Named Child Protection Person, or the deputy in their absence, and followed through appropriately. No other member of staff need be informed.
- Record the facts as you know them or are told them in conjunction with the Named Child Protection Person using the ‘Recording Concerns’ form. Record the date, time, setting, any names mentioned, to whom the information was given and other people present. Sign and date the record.
- Record any subsequent events and actions.
- The Named Child Protection Person will ensure the form is correctly filed and refer to Children’s Social Services for advice or to make a referral if appropriate.
- Above all, ensure the safety of the child/young person.

What to do if a young person makes a disclosure of abuse

If a child makes a disclosure of abuse the following actions should be taken:

- React calmly so as not to frighten or deter the child/young person
- Listen carefully to what the child/young person tells you without interrupting and take it seriously
- Ask questions for clarification only. Avoid asking questions that suggest a particular answer
- Do not stop a child/young person who is freely recalling significant events. Allow them to continue at their own pace
- Acknowledge how difficult it might have been for them to share this with you
- Reassure them that they have done the right thing in telling
- Tell the child/young person that they are not to blame
- Never promise a child/young person that what they told you can be kept a secret
- Explain to the child/young person that you have a responsibility for their safety and therefore have to tell somebody in authority. Let them know that there are others who can help them and that they are not alone
- Tell them what you will do next and with whom the information will be shared
- Using the ‘Recording Concerns’ form and in conjunction with the Named Child Protection Person, as soon as possible take care to record the facts as you know them or are told them, using the child’s own words. Record the date, time, setting, any names mentioned, to whom the information was given and other people present. Sign and date the record
- Record any subsequent events and actions
- It is not your responsibility to decide if a child has been abused. Any disclosure must be raised with the Named Child Protection Person and followed through appropriately.
- A child may recall former abuse once in a safe situation. Although they may be under no current threat to their safety, any disclosure must be raised with the Named Child Protection Person and followed through appropriately.
- Give the young person information about free, confidential sources of help:
  - NSPCC Child Protection Helpline 0808 800 5000 – advice and support for young people or anyone else worried about the safety or welfare of a child or young person.
- Above all, ensure the safety of the child/young person.

What to do if an allegation is made against a worker on the project (including yourself)

- As with any allegation of abuse this information must be passed on to the Named Child Protection Person. No other member of staff need be informed. If the allegation is against the Named Child Protection Person then concerns should be reported to the Child Protection deputy.
• With the Named Child Protection Person record the facts as you know them or are told them, using the ‘Recording Concerns’ Form. Record the date, time, setting, any names mentioned, to whom the information was given and other people present. Sign and date the record.
• Record any subsequent events and actions.
• The Named Child Protection Person will then take responsibility for determining the next course of action.
• In a case of a serious allegation being made against an All Change employee, the employee may be suspended whilst an investigation takes place (in line with All Change’s Disciplinary and Grievance Procedures).
• Fully support and protect any staff/volunteer who in good faith (without malicious intent) reports their concerns about a colleague’s practice, or the possibility that a child/young person may be being abused. Staff/volunteers should be able to raise concerns confidentially if necessary.
• Above all, ensure the safety of the child/young person.

If you have concerns about, or an allegation is made against a core member of staff that you believe might not be investigated thoroughly through All Change, you can ring the (Islington Council) Local Authority Designated Officer (LADO), Timur Djavit, Service Manager Children Protection: 020 7527 8102, LADO@islington.gov.uk

IN AN EMERGENCY, CALL 999 AND THE OFFICE (0207 689 4646).

All Change Named Child Protection Person: Naomi Blanche, Programme Producer
All Change Named Child Protection Deputy: Suzanne Lee. Artistic Director