# Safeguarding Policy

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## Important contact details

| Role | Name | Email | Telephone |
|---|---|---|---|
| Designated Safeguarding Officer (DSO) | Steven Cotton | steven.cotton@growuk.org | 07804 819612 |
| Deputy DSO | Jon Davies | jon.davies@growuk.org | 07762 571100 |
| Senior lead for safeguarding | Tommy Henderson-Reay (Trustee) | tommy.reay@gmail.com | 07989 191468 |
| NSPCC Helpline | | www.nspcc.org.uk/ | 0808 800 5000 |
| Safeguarding Sheffield Children | | www.safeguardingsheffieldchildren.org/sscb | 0114 273 4855 |

## Aims and scope of this policy

The purpose of this policy is:

- to protect children and young people as far as reasonably practicable who receive Grow's services. This includes the children of adults who use our services;

- to provide referrers, parents, staff and volunteers with the overarching principles that guide our approach to child protection; and
- for stakeholders, referrers, parents, staff and volunteers to be aware of Grow's accountable safeguarding processes.

This policy applies to employees, contractors, students on work experience or placements, volunteers, and trustees.

This policy recognises the importance of:

- providing a safe and trusted environment that safeguards anyone who comes into contact with Grow, including those Grow is working with, as well as staff and volunteers;
- setting an organisational culture that prioritises safeguarding, so that it is safe for those affected to come forward and report incidents and concerns with the assurance they will be handled sensitively and properly;
- having adequate policies, procedures and measures to protect vulnerable adults, children and young people; and
- providing clarity as to how incidents and allegations will be handled should they arise, including reporting to the relevant authorities.

This policy reflects the beliefs and recognition 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 practise in a way that protects them;
- the welfare of the child is paramount;
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have a right to equal 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; and
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

### Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key information can be found below. For further information, please visit https://learning.nspcc.org.uk/child-protection-system/england.

### Abuse: summary of key information

The characteristics of both adult, and child abuse can take a number of forms and cause victims to suffer pain, fear and distress reaching well beyond the time of the actual incident(s). Victims may be too afraid or too embarrassed to raise any complaint. They may be reluctant to discuss their concerns with other people or unsure who to trust or approach with their worries. There may be some situations where victims are unaware that they are being abused or have difficulty in communicating this information to others. Furthermore, abuse may be intentional or unintentional.

There are four categories of child 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.
- **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.
- **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.
- **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 in so far as they meet the needs of another person and can include cyberbullying.

People who abuse:

- are often well known to their victims, but can be strangers;
- might be a relative, partner, son or daughter, friend or neighbour, a paid or voluntary worker, or a health or social care worker;
- could be another vulnerable adult or service user; and
- may not realise they are abusing.

## Safeguarding: summary of key information

### The Care Act 2014

This guidance is available on the gov.uk website and can be found here: https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance

Under the Care Act 2014, safeguarding duties apply to any adult who:

- has needs for care and support (whether or not the local authority is meeting any of these needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

The statutory guidance enshrines 6 principles of safeguarding:

1. Empowerment – presumption of person led decisions and informed consent
2. Prevention – it is better to take action before harm occurs
3. Proportionality – proportionate and least intrusive response appropriate to the risk presented
4. Protection – support and representation for those in greatest need
5. Partnership – local solutions through services working in their communities
6. Accountability – accountability and transparency in delivering safeguarding

Safeguarding means:

- protecting children from abuse and maltreatment;

- preventing harm to children's health or development;
- ensuring children grow up with the provision of safe and effective care; and
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

For more information:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/835733/Keeping_children_safe_in_education_2019.pdf

and "Working Together to Safeguard Children July 2019
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

Section 11 of the 2004 Children's Act outlines the responsibilities of those working with vulnerable children and young people. https://www.legislation.gov.uk/ukpga/2004/31/section/11.

**Safeguarding children and young people at Grow**

As part of our safeguarding policy, Grow will:

- value, listen to and respect the views and perspectives of children and young people;
- appoint a Designated Safeguarding Officer (DSO) for children and young people, a deputy and a lead trustee for safeguarding;
- adopt child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers;
- develop and implement an effective online safety policy and related procedures;
- provide effective management for staff and volunteers through supervision, support, training and quality assurance measures;
- recruit staff and volunteers safely, ensuring all necessary checks are made;
- record and store information professionally and securely;
- share information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, posters, group work and one-to-one discussions;
- use our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involve children, young people, parents, families and carers appropriately;
- use our procedures to manage any allegations against staff and volunteers appropriately;
- create and maintain an anti-bullying environment and ensure that we have a policy and procedures to help us deal effectively with any bullying that does arise;
- ensure that we have effective complaints and whistleblowing measures in place; and
- ensure that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

## Reporting procedures

It is the responsibility of all staff and volunteers to be alert to and recognise any signs of abuse or potential abuse, and act on any concerns which may arise. It is important that any allegations or suspicions of abuse are acted upon and reported as specified in this procedure.

If there is a serious risk to the vulnerable person which could involve injury or serious harm the Police must be contacted immediately. You must ensure the person is safe if the risk is immediate.

It is not Grow's responsibility to investigate the abuse. This is the responsibility of the local authority and/or the Police.

**Grow staff should follow this process in case of a safeguarding concern:**

STEP 1

Any allegation, suspicion and incidence of abuse must be reported to the appropriate Designated Safeguarding Lead within Grow. This should be done immediately. Even if there is uncertainty, the concerns must be reported as soon as possible. The responsibility for further action lies with the designated safeguarding lead and the nominated trustee(s).

STEP 2

The Grow team member who has reported the abuse to the Designated Safeguarding Lead must record what they have observed, heard or any other information gained including; information to identify the person concerned, details of reason the abuse was suspected or observed or described, and anyone else was spoken to, what they said, and what action was taken. This information should be recorded at the earliest opportunity and retained on file. This person will take and log any further information provided by the relevant Designated Safeguarding Lead as necessary.

All Grow staff will be made aware of this responsibility.

STEP 3

The Project Safeguarding Lead has a responsibility to ensure that abuse or potential abuse is reported to the relevant local authority without delay and that all necessary steps have been taken to make sure the person is safe, and that the member of Grow staff reporting the allegation is supported to continue their work and is clear about their responsibilities.

Local authority safeguarding children and safeguarding adults contacts will be obtained from all relevant referral forms.

## Related policies

- Anti-Bullying Policy
- Dignity at Work Policy
- Equality and Diversity Policy
- Health and Safety Policy