

# South Harford & Tuckswood Community Association

## Safeguarding and Child Protection Policy

### 1) Purpose

- 1.1 The purpose of South Harford & Tuckswood Community Association's (SH&TCA) safeguarding policy is to ensure every child attending sessions at Harford Community Centre is safe and protected from harm.
- 1.2 This policy will give clear direction to users, staff, and Committee members about our legal responsibility to safeguard and promote the welfare of all children attending sessions at Harford Community Centre. A child is defined as a person under the age of 18.

### 2) Procedures

- 2.1 All Committee members and staff will be updated annually about the safeguarding arrangements in place. Following our AGM, at our first meeting we will review our "Safeguarding and Child Protection Policy" and our Designated Child Protection Officer(s) will be identified. We will recap how concerns will be recorded and passed on.
- 2.2 Every Committee member will have safeguarding training through the Safer Programme or equivalent professional body approved by the Committee, relating to signs and symptoms of abuse, how to manage a disclosure from a child, and issues of confidentiality. This will be renewed every three years.
- 2.3 The Designated Child Protection Officer will receive additional training to prepare them for this role.
- 2.4 The Designated Child Protection Officer should be used as a first point of contact for concerns and queries regarding any safeguarding concern.
- 2.4 All Committee members and staff will hold an Enhanced DBS certificate. It will be at the discretion of the Committee if an existing DBS check is deemed acceptable or if a new check is required. SH&TCA will finance these checks. DBS certificates need to be presented to the Designated Child Protection Officer for viewing. DBS certificates remain the property of the individual.
- 2.5 The nature of sessions organised by SH&TCA means that children are always accompanied within the venue by a responsible adult. No Committee member or member of staff will be in the position where they are alone with a child.

### **3) Records and Monitoring**

- 3.1 If we are concerned about the welfare or safety of a child (see Appendix 1), we will record the concern on the agreed report form (Appendix 2) and pass this to the Designated Officer. Any e-mailed records will be anonymous with names and personal details being phoned through separately.
- 3.2 We will seek appropriate advice from the Local Authority Designated Officer (LADO) within 24hrs of a concern or allegation being made. We will then follow up these concerns in writing within a further 24hrs. SH&TCA will not investigate these matters. We will seek and work with the advice that is provided.
- 3.2 Any information recorded will be kept in a separate labelled file, in a secure cabinet in the Harford Community Centre Office. These files will be the responsibility of the Designated Officer and information will only be shared within the organisation on a need-to-know basis for the protection of the child. Copies of referrals will be stored in the file.

### **4) Role of Designated Officer**

- 4.1 Our Designated Child Protection Officer will liaise with Children's Services and other agencies where necessary, and make referrals to Children's Services.
- 4.2 Our Designated Child Protection Officer will be responsible for the safe storage of all safeguarding records.

### **5) Definitions of 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.

#### 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 (rape or oral sex) or non-penetrative acts (masturbation, kissing, rubbing, 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 can be perpetrated by men, women or 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)
- Ensure access to appropriate medical care or treatment

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

## **6) Named Designated Child Protection Officer(s)**

For 2025-26 the following Designated Officer(s) are in post:

Paula Taylor (Committee member)

## **7) Useful contacts**

|  |
|--|
| Norfolk Children's Services – ask for the MASH (24 hours): 0344 800 8020<br>Referral forms sent to: <a href="mailto:mash@norfolk.gcsx.gov.uk">mash@norfolk.gcsx.gov.uk</a> |
| Norfolk Police: 101  |
| Local Authority Designated Officers (LADO) Team: 01603 223473<br>(Available during normal working hours)   |
| Norfolk Safeguarding Children Board (NSCB) Policies and Procedures<br><a href="http://www.lscb.norfolk.gov.uk">www.lscb.norfolk.gov.uk</a>                                 |

**4) Review**

This policy will be reviewed every year following the AGM.

Date agreed: 20<sup>th</sup> January 2025

Signature (Chair): .....

Signature (Secretary): .....

Appendix 1:

## **If you have a concern or a disclosure is made:**

All users of the Community Centre should be made aware that we have a duty of care and concerns/disclosures will be reported.

Please record ANY concern or disclosure, even if you are unsure. It is better to make a referral and be wrong. The welfare of the child is the most important thing. (Use form in Appendix 2 to record any information.)

You must not promise confidentiality to anyone making a disclosure but reassure them that they are doing the right thing by talking to you.

Notify the nominated Designated Child Protection Lead (DSL) who will then contact Children's Services about the concern/disclosure and seek advice. You will be informed of the outcome by the DSL.

How concerns can emerge:

- A child tells someone about a worry.
- You see changes in a child's behaviour or moods.
- You see physical signs or abuse or neglect.
- Someone else tells you about something they have seen or heard.
- An adult or child tells you that they have hurt a child or are having difficulties with them.
- You see worrying behaviour from a parent/carer towards a child.
- You know something about an adult that causes you to be concerned about a child/children's welfare.
- A parent/carer tells you they are having problems in meeting their child's needs.

Appendix 2:

South Harford & Tuckswood Community Association

**CHILD PROTECTION SAFEGUARDING FORM**

|  |   |
|--|---|
| Personal details:  | Name:<br><br>Age:<br><br>Address:<br><br>School attended: |
| Your concern about the child   |   |
| Where was the concern raised/ disclosure made?                                     |   |
| When was the concern noted/ disclosure made?                                       |   |
| What have you done?  |   |
| Are the parents/carers aware of this referral?<br>If yes, what have you told them? |   |

Completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Referral made by: \_\_\_\_\_

Date: \_\_\_\_\_