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A. Policy

1. Introduction

- 1.1 Children have the right to be protected from harm.
- 1.2 Lancashire Mind is committed to providing services safely and to a high standard.
- 1.3 Lancashire Mind is committed to ensuring that every child who participates in activities or has contact through a third party with Lancashire Mind is provided with a safe environment and is protected from harm.
- 1.4 Lancashire Mind recognises that it has a duty of care to make sure that procedures are in place to encourage reporting of suspected abuse and to take positive action to prevent abuse.
- 1.5 Lancashire Mind requires all staff and volunteers to protect from harm and safeguard the welfare of children who may be at risk of abuse.
- 1.6 Lancashire Mind requires all staff to be able to recognise signs of abuse and to know the appropriate actions to take when abuse is suspected or disclosed.
- 1.7 Lancashire Mind is committed to working with partner organisations in order to prevent and respond to abuse.

2. Scope

- 2.1 This policy applies to all Lancashire Mind staff and volunteers.
- 2.2 For the purpose of this policy, a child is anyone under the age of 18.
- 2.3 Safeguarding of adults is dealt with using the Lancashire Mind Safeguarding Adults Policy.

3. Objectives

- 3.1 To provide a means by which Lancashire Mind can offer guidance and instruction to staff and volunteers to minimise risk, protect themselves and others from harm and safeguard the welfare of children.
- 3.2 To set down the procedures to be followed by staff and volunteers when any suspicions, allegations or disclosures of abuse arise.
- 3.3 To ensure appropriate support and guidance is offered to employees to enable them to respond swiftly and appropriately to any suspicions, disclosures or allegations of abuse.
- 3.4 To create a working environment in which those who suspect abuse are not afraid of reporting it.
- 3.5 To ensure the welfare of all children who participate in Lancashire Mind activities is the paramount consideration and to aim to prevent abuse and neglect from occurring.
- 3.6 To promote a person-centred approach that supports children who may be at risk of abuse to recognise abusive situations and how that might affect them.

- 3.7 To ensure that any third party who discloses a safeguarding concern is, where appropriate, informed of and involved in any protective action taken.

4. Principles

- 4.1 All children, regardless of age, disability, gender, race, religious belief, sexual orientation or identity, have an equal right to protection from all types of harm and abuse.
- 4.2 Abuse occurs when any action by another person, adult or child, causes significant harm to a child.
- 4.3 There are four main types of child abuse – physical, emotional, sexual and neglect.
- 4.4 Sub-types of abuse include - witnessing domestic abuse, online abuse, child sexual exploitation, child trafficking, grooming, female genital mutilation (FGM), bullying and cyberbullying.
- 4.5 Lancashire Mind uses a safer recruitment policy when recruiting for posts, both paid and voluntary, that involve regular work with children.
- 4.6 Staff and volunteers who have regular, unsupervised contact with children will undergo an enhanced Disclosure and Barring Service (DBS) check.
- 4.7 Staff and volunteers who undergo a DBS check are encouraged to register with the DBS update service.
- 4.8 DBS certificates will be checked online or, where a person has not registered with the update service, renewed, every two years.
- 4.9 Staff and volunteers who regularly work with children undergo Level 1 Safeguarding Training.
- 4.10 Lancashire Mind have a designated Children's Safeguarding Officer, and a deputy, who acts as the liaison point regarding any safeguarding concerns.
- 4.11 Lancashire Mind's Safeguarding Officers undergo Level 2 Safeguarding Training.
- 4.12 All safeguarding concerns will be reported to the appropriate authorities when deemed necessary.
- 4.13 Lancashire Mind is committed to complying with the requirements of data protection regulations. Any personal data created as part of procedures will be processed in accordance with Lancashire Mind's Data Protection Policy. This includes ensuring that data is held securely, is not disclosed unlawfully and is destroyed when no longer needed.

5. Responsibilities

- 5.1 It is the responsibility of:

5.1.1 Lancashire Mind

- To ensure the safeguarding children policy and procedures are readily available to all staff.
- To provide guidance and support to managers on applying the policy.
- To review and monitor the effectiveness of the policy.

5.1.2 Managers

- To ensure Lancashire Mind services and activities are delivered in line with the safeguarding children policy.
- To inform staff of the policy.
- To ensure staff understand the policy and their responsibilities.
- To assist staff in applying the policy and following procedures.

5.1.3 Staff and Volunteers

- To be aware of the safeguarding children policy and procedures.
- To know the different types of abuse and how to recognise signs of abuse.

- c) To know how to respond to a disclosure of abuse.
- d) To report any safeguarding concerns to the designated safeguarding officer.

For related policies and procedures, look in the Policies folder in Shared Documents on Lancashire Mind's team site in Office 365.

B. Procedural Guidelines

1. Types and indicators of abuse

- 1.1. Lancashire Mind staff and volunteers will familiarise themselves with the types of abuse that a child may experience and the possible indicators of abuse. Below are some examples, more detailed information can be read on <https://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/>:

Types of physical abuse	Possible indicators of physical abuse
<ul style="list-style-type: none"> • Assault, hitting, slapping, punching, kicking, hair-pulling, biting, pushing • Rough handling • Scalding and burning • Physical punishments • Poisoning 	<ul style="list-style-type: none"> • Frequent injuries • No explanation for injuries or the explanation doesn't match the injury • Bruising – clusters of bruises, bruises in the shape of a hand or object, etc. • Multiple burns or scalds • Indentation or bruising from teeth • Subdued or changed behaviour • Drowsiness • Aggressive behaviour
Types of sexual abuse	Possible indicators or sexual abuse
<p>Contact abuse:</p> <ul style="list-style-type: none"> • Rape or penetration of an object or body part • Inappropriate touching anywhere • Forcing or encouraging a child to take part in sexual activity • Making a child take their clothes off <p>Non-contact abuse:</p> <ul style="list-style-type: none"> • Encouraging a child to watch sexual acts • Showing pornography to a child • Online grooming • Having sexual conversations by text or online 	<ul style="list-style-type: none"> • Unusual difficulty in walking or sitting • Infections or sexually transmitted diseases • Sexual behaviour that's inappropriate for their age • Excessive fear/apprehension of, or withdrawal from, relationships • Use of sexual language • Pregnancy
Types of psychological or emotional abuse	Possible indicators of emotional abuse
<ul style="list-style-type: none"> • Threatening, shouting, calling names • Humiliation or constant criticism • Exposure to distressing events • Not being allowed to have friends • Expecting a child to take on too much responsibility for their age • Cyber bullying 	<ul style="list-style-type: none"> • Overly affectionate towards strangers • Lacking social skills • Seem isolated from their parents • Become wary or anxious • Know about things you wouldn't expect them to know at their age
Types of neglect	Possible indicators of neglect

<ul style="list-style-type: none"> • Unwashed or inadequate clothing • Starvation • Lack of supervision • Untreated injuries • Being left alone • An unsuitable home environment, e.g. unclean, no heating, etc. 	<ul style="list-style-type: none"> • Smelly and dirty • Hunger • Missed medical appointments • Skin sores • Tiredness • Poor communication skills
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2. Good safeguarding practice

2.1 To increase the likelihood of abuse or neglect being identified early, staff and volunteers should:

- Encourage positive and safe behaviour amongst children;
- Be alert to changes in a child's behaviour or situation;
- Be a good listener;
- Ensure that a culture of openness exists for issues and concerns to be raised and discussed;
- Ensure that a sense of accountability exists between colleagues so that poor practice or potentially abusive behaviour does not go unchallenged;
- Empower children – discuss their rights with them, what is acceptable and unacceptable and what they can do if there is a problem.

2.2 Code of Conduct

To maintain a safe and appropriate environment the following should be adhered to by Lancashire Mind staff, volunteers and others acting on behalf of the organisation:

- Treat everyone fairly and with respect, in accordance with Lancashire Mind's Equality and Diversity Policy;
- Maintain appropriate levels of conversation and interaction with children who use Lancashire Mind services;
- Maintain professional boundaries at all times;
- Challenge the behaviour of children that is unsafe or abusive;
- Be aware of situations that may present risk and manage these;
- Plan and organise activities to minimise risk;
- Never spend time with a child, either physically or via digital communications, e.g. social media, that is not relevant to their involvement in Lancashire Mind activities;
- Ask permission before carrying out an activity of a personal or physical nature, e.g. administering first aid, helping someone dress themselves, etc.;
- Never act in a way intended to shame, humiliate or degrade an individual;
- Do not hit, or otherwise physically assault, an individual;
- Never offer suggestions or advice that is inappropriate or offensive.

2.2.1 It is an offence under the Sexual Offences Act 2003 for a person over 18 to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This law applies to people who access Lancashire Mind services and people who volunteer for Lancashire Mind who are under 18 and are therefore classed as a child in respect of this law. In accordance with the law and to ensure that professional relationships are maintained with service users:

- Staff/volunteers must not develop physical or sexual relationships with volunteers under the age of 18.
 - Staff/volunteers must not develop physical or sexual relationships with people of any age who access Lancashire Mind services.

2.3 Recruitment

- 2.3.1 When a new role, paid or voluntary, is being created, the person creating the role must consider if the post holder will have contact with children and if the level of contact necessitates implementing the safer recruitment procedures.
- 2.3.2 All roles that involve regular contact with children will be subject to an enhanced DBS check.
- 2.3.3 Applicants applying for posts that include contact with children will be asked to explain any gaps in their employment history.
- 2.3.4 All applicants are asked to disclose a criminal record when applying for a paid or voluntary role that is exempt from the Rehabilitation of Offenders Act.
- 2.3.5 Where a criminal record is disclosed by an applicant who is shortlisted, it will be discussed with the individual to understand the circumstances, before deciding on whether or not the nature of the offence(s) makes them unsuitable for the role.
- 2.3.6 All paid and voluntary roles are subject to the receipt of two satisfactory references. In the case of roles that involve contact with children, the referee is asked to comment on the individuals suitability for a role of this nature.
- 2.3.7 Successful applicants are required to provide documents to confirm their identity.
- 2.3.8 Staff and volunteers whose post requires a DBS check will not carry out any unsupervised contact with children until the result has been received and the certificate has been seen.
- 2.3.9 If a DBS result shows anything that makes the applicant unsuitable for the post, the job offer will be withdrawn.
- 2.3.10 Staff and volunteers will undergo safeguarding training as part of their induction and within the first six months of being in post.

2.4 Supervision

- 2.4.1 Safeguarding is a standing item during supervision between line managers and employees, when an employee has regular contact with children.
- 2.4.2 Safeguarding is a standing item on team meetings, where two or more members of the team have regular contact with children.

2.5 Record keeping and monitoring

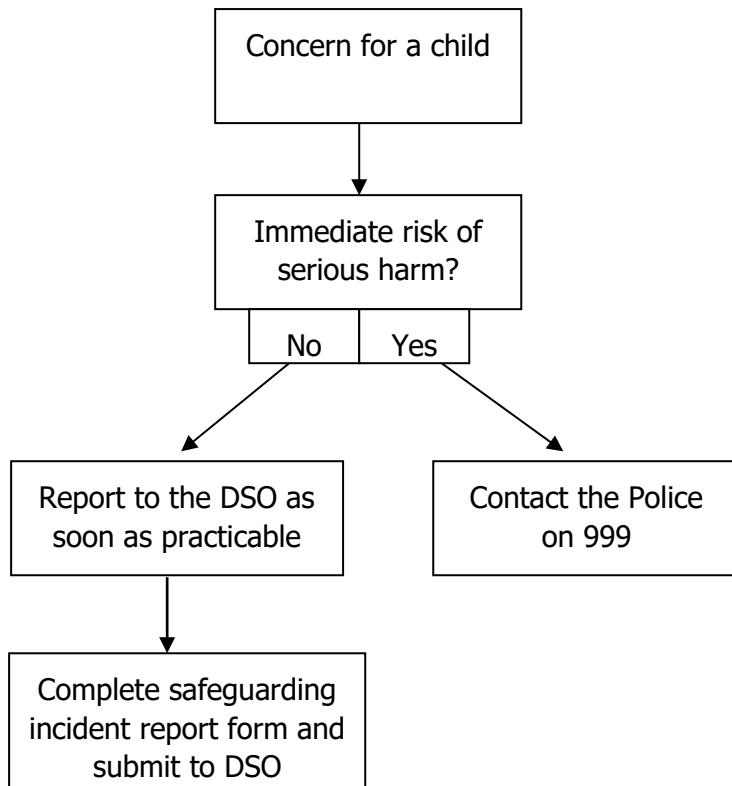
- 2.5.1 All safeguarding concerns, no matter how insignificant they may seem, should be recorded along with details of any action taken in response to the concern.
- 2.5.2 Records of safeguarding concerns will be reviewed by the senior management team who will regularly report on safeguarding to Board.

3. Responding to disclosures

- 3.1. If a child makes a disclosure to staff, the member of staff should understand that:
- (1) it takes a lot of courage for a young person to disclose that they are being neglected and or abused.
 - (2) the young person may feel ashamed, particularly if the abuse is sexual.
 - (3) the young person's abuser may have threatened them if they speak out.
 - (4) the young person may feel that the abuse is their own fault.
- 3.2. Staff must let the young person know that they have to pass on the information. The point at which staff do this is a matter for professional judgement.
- 3.3. During their conversation with the young person staff should:
- (1) Allow the child to speak freely.
 - (2) Remain calm and do not over-react.
 - (3) Give reassurance or words of comfort but do not make promises.
 - (4) Make a brief note of what the child has told you.

- (5) Under no circumstances ask investigative questions, such as, how many times this has happened, whether it happens to siblings too, etc. Investigation by staff can negatively impact on any future formal investigation by Police or other services.
- (6) Avoid criticising the child for not disclosing earlier.
- (7) Avoid negative statements such as 'I can't believe what I'm hearing' as the young person may interpret it that they have done something wrong.
- (8) Tell the child what will happen next.
 - 3.4. Once the conversation is over, staff must report verbally to the designated officer then write a formal report as soon as possible and hand it to the designated person.
 - 3.5. If the disclosure takes place at a school, staff must follow the school's

4. Reporting a safeguarding concern



5. Contact details

- 5.1 Designated Safeguarding Officer: Sarah Jeffrey, 07590228450
- 5.2 Deputy DSO 1: Amy Sheehan Daly, 07525857283
- 5.3 Deputy DSO 2: Helen Fairweather, 07590228449
- 5.4 Local Authority Safeguarding contact numbers:
 - Lancashire: 0300 123 6720, Emergency out of hours team: 0300 123 6722
 - Blackburn: 01254 585949, Emergency Duty Team on 01254 587547
 - Blackpool: 01253 477592, Emergency out of hours telephone: 01253 477600

Appendix A

Safeguarding Children Statement

Our values

- All abuse of children involves the abuse of their rights.
- All children have equal rights to protection from abuse and exploitation.
- Abuse is never acceptable.
- We have a commitment to protecting children with whom we work.
- When we work through partners, they have a responsibility to meet minimum standards of protection for children in their programmes.

What we will do

We will meet our commitment to protect children from abuse through the following means:

Awareness: we will ensure that all staff and volunteers and others are aware of the problem of child abuse.

Prevention: we will ensure, through awareness and good practice, that staff, volunteers and service users and others minimise the risks to children.

Reporting: we will ensure that staff, volunteers and others are clear what steps to take where concerns arise regarding the safety of children.

Responding: we will ensure that action is taken to support and protect children where concerns arise regarding possible abuse.

How Lancashire Mind will do this

In order that the above standards of reporting and responding are met, Lancashire Mind will ensure that it:

- takes seriously any concerns raised;
- takes positive steps to ensure the protection of children who are the subject of any concerns;
- supports children, staff or other adults who raise concerns or who are the subject of concerns;
- acts appropriately and effectively in instigating or co-operating with any subsequent process of investigation;
- is guided through the child protection process by the principle of 'best interests of the child';
- listens to and takes seriously the views and wishes of children;
- works in partnership with parents/carers and/or other professionals to ensure the protection of children.

Actions to Take

If a young person is at risk of serious, immediate harm Staff should contact the Police on 999.

All safeguarding concerns must be reported to the DSO or Deputy DSO:

Designated Safeguarding Officer: Sarah Jeffrey, 07590228450

Deputy DSO 1: Amy Sheehan Daly, 07525857283

Deputy DSO 2: Helen Fairweather, 07590228449