



This policy will be reviewed bi-annually  
Date of last review: May 2021

## Child & Young Adult Safeguarding Policy and Procedures

### POLICY STATEMENT

The purpose of Scarf's Child and Young Adult Safeguarding Policy and Procedures is to ensure that appropriate action is taken when a child/young adult is suspected of either being abused or at risk from abuse by parents/family, other children and young people, carers, staff, visitors and others. Scarf recognises that children and young adults with disabilities are at increased risk of abuse.

Everyone who works with children and young adults at risk has a responsibility for keeping them safe. Scarf takes all reasonable steps to ensure that, through relevant procedures and training, children and young people taking part in Scarf activities do so in a safe environment.

Scarf will:

- Treat all children and young adults with respect
- Carefully recruit and select all staff whether paid or voluntary.
- Ensure staff respond to all safeguarding concerns and allegations swiftly and appropriately
- Work within the relevant Local Safeguarding Partners' and Adult Services' guidance and procedures.

## PROCEDURES

Overall responsibility for Scarf's Child and Young Adult Safeguarding policy and practices lies with Scarf's Committee. The Child and Young Adult's Safeguarding Policy will be reviewed annually and approved by Scarf's Committee.

### Designated Safeguarding Lead

Safeguarding is everyone's responsibility. Day to day responsibility lies with the Designated Safeguarding Leads (DSLs) who ensure that Scarf adheres to the July 2018 document "Working Together to Safeguard Children": <http://www.workingtogetheronline.co.uk/>, and The Care Act 2014.

Scarf will appoint two Designated Safeguarding Leads who are members or employees of Scarf and/or on Scarf's Committee. They will have relevant child and young adult safeguarding knowledge & training.

Scarf's Designated Safeguarding Leads are:                  Katy Bailey: Tel - 07715 569441  
  Jacky Lewis: Tel - 07776 365646

The DSL's are responsible for:

- Maintaining up to date policy and procedures
- Ensuring that staff and volunteers are aware of Scarf's Safeguarding Policy
- Advising the management committee on child and adults at risk safeguarding issues
- Maintaining contact details of local Children's Social Care Teams, LADOs, Adults Services and the Police, and understanding the referral process to the local social care team or LADO.
- Ensuring that the Child and Young Adult Safeguarding Policy together with the number for Childline will be kept with the Register at all events.
- Ensuring that new members receive a copy of the Good Practice guidelines

If there is a safeguarding concern, the DSL's would:

- Be the first point of contact for any concerns or allegations, from children or adults, unless the seriousness of the situation requires direct intervention from the police or social services
- Decide on the appropriate action to be taken, in line with the Scarf's procedures and in conjunction with the Chair/Secretary
- Keep the Scarf Committee informed as necessary.

### Useful Contact Numbers:

**Children's Social Care Team:** Hampshire - 0300 555 1384 (out of hours - 0300 555 1373), BCP's First Response Hub - 01202 735 046 (out of hours - 01202 738 256)

**LADO (Local Authority Designated Officer):** Hants – 01962 876364, BCP - 01202 456744

**Adult Services:** Hampshire Adult Services - 0300 555 1386, BCP (Bournemouth, Christchurch & Poole) Adult Social Care - 01202 123654

**NSPCC:** 0808 800 5000

**Police:** 999 (if there is immediate danger)

**Childline:** 0800 1111, [www.childline.org.uk](http://www.childline.org.uk)

### Safe Recruitment

All volunteers and staff should be subject to an appropriate level of scrutiny. Scarf takes the view that the level of checking should be proportionate to the role and the level of risk involved. Where no parents or carers are present then a higher level of check is necessary for the staff in charge. Scarf will ensure that there are always two or more adults present with children where parents/carers are not present.

#### Volunteers

Members of Scarf's Committee are required to complete a standard DBS check on appointment and every three years if they remain on the committee.

Volunteers who help at activities where the parent or carer is present are asked to complete the Child Protection References form (see appendix).

Volunteers who will be working directly with service users where no parent/carer is present are subject to enhanced DBS and barring list checks. All DBS checks will be repeated every 3 years. No volunteer will be left alone with a service user until the DBS check has been completed and been viewed by the Programme Coordinator or Team Leader.

#### Paid Staff

Occasional paid staff (eg coaches, instructors, entertainers, etc) who are working for less than one week eg a two hour session, will not be left alone at any time with a Scarf child or young adult.

Paid regular staff (eg club leaders/supervisors/deputies, support workers, admin staff, etc) who are working for Scarf on a regular and on-going basis at one of our clubs or at our holiday activities will be asked to complete an enhanced DBS and barring list check, which will be repeated every 3 years. No staff member will be left alone with a service user until the DBS check has been completed and been viewed by the Programme Coordinator or Team Leader.

## **New Staff**

For paid positions, when staff will be employed for one week or more, or regularly over an extended period (eg a club leader/supervisor), Scarf will:

- provide the applicant with a job or role description so that they understand what the work involves
- draw up a 'person specification' listing the key qualifications, skills, experience and qualities Scarf is looking for
- check that the applicant is competent for the role (please refer to our Recruitment policy for more details)

Scarf will then:

- take up references, at least one of which should be from someone who has first-hand knowledge of their previous work with children, and make the nature of the work clear to the referees
- Ask the applicant to apply for an Enhanced Criminal Records Disclosure
- Ensure the new staff member has access to and has read the Child and Young Adult Safeguarding Policy and is offered Child/Adult Safeguarding training appropriate to their role.

## **Visitors to Scarf Activities**

Any visitors to Scarf activities should not be left alone with a child/young adult who is in Scarf's care.

## **Photography and Social Media**

Scarf will ensure that written consent is obtained from parents/carers, when they become Scarf members, before taking photographs or videos.

When publishing images Scarf will ensure that they are appropriate and that they do not include any information that might enable someone to contact the child or young adult.

Scarf will ensure that all members, volunteers and employees are aware of Scarf's Social Networking Policy and our Photography and Filming Policy (see our website to access these policies: <https://scarfnewforest.org/policies-and-forms/>).

## **Handling and Reporting Concerns or Allegations**

Please see the two flow chart procedures below outlining what to do:

- if you are concerned about a child's or young adult's welfare and
- if you are concerned about the behaviour of any member, volunteer or staff working for Scarf

Knowing what to look for is vital to the early identification of abuse and neglect. *For guidance on recognising abuse, see appendix section on “What is child abuse”.*

A complaint, concern or allegation may come from a number of sources: the child or young adult, their parents/carers, someone else within Scarf. It may involve the behaviour of volunteers or employees, peer-on-peer abuse at a Scarf activity or something that has happened to the child or young adult elsewhere, perhaps at home or at school. Children/young people may confide in adults they trust, in a place where they feel at ease.

Any concerns about a child or young adult should be acted on immediately - staff and volunteers must raise all safeguarding concerns with Scarf’s Designated Safeguarding Lead (DSL) straight away. An allegation may range from mild verbal bullying to physical or sexual abuse. If Scarf members, volunteers or staff are concerned that a child or young adult may be being abused, it is NOT their responsibility to investigate further BUT it is their responsibility to act on their concerns and report them to the DSL who will make a referral to the appropriate statutory authorities. An investigation into child abuse can only be undertaken by the Local Safeguarding Partners.

**If you suspect a child or young adult is being abused physically, sexually or emotionally or if a child or young adult talks to you about abuse by someone else either connected with Scarf or elsewhere:**

**Always:**

- Stay calm – ensure that the child or young adult is safe and feels safe and comfortable
- Show and tell the child/young adult that you are taking what he/she says seriously
- Let the child talk at their own pace, give them time.
- Only use terms and language the child/young adult can understand – do not teach the child/young adult new terms or words.
- Reassure the child/young adult and stress that he/she is not to blame. Let them know that they have not done anything wrong.
- Confirm the child’s or young adult’s feelings, be supportive.
- Be careful about physical contact, it may not be what the child/young adult wants
- Be honest, explain that you will have to tell someone else to help stop the alleged abuse
- Make a record of what the child/young adult has said as soon as possible after the event (use the Safeguarding Incident Report Form in the appendices).
- **Consult the Designated Safeguarding Lead and follow Scarf’s child/young adult safeguarding procedures (see below).**

**Never:**

- Rush into actions that may be inappropriate
- React with shock, anger, disgust. Be calm.
- Force a child or young adult to talk or show injuries.
- Make promises you cannot keep (eg. you won’t tell anyone)

- Ask more questions than are necessary for you to be sure that you need to act – do not ‘interview’ the child or young adult or ask ‘why’ questions
- Take sole responsibility – consult someone else (ideally the designated Designated Safeguarding Lead or the person in charge or someone you can trust) so that you can begin to protect the child or young adult and gain support for yourself.

You may be upset about what the child or young adult has said or you may worry about the consequences of your actions. Sometimes people worry about children/young people being removed from their families as a result of abuse, but in reality this rarely happens. However, one thing is certain – you cannot ignore it.

If there are concerns about sexual abuse or violence in the home, talking to the parents or carers might put the child/young adult at greater risk. Keep in mind that a child can be further abused if they report that they have spoken to someone about the abuse – if you feel that the child is in danger, you must act immediately. If you cannot talk to the parents/carers, consult Scarf’s Designated Safeguarding Lead or the person in charge. It is this person’s responsibility to make the decision to contact Social Services or the Police. It is NOT their responsibility to decide if abuse is taking place, BUT it is their responsibility to act on your concerns.

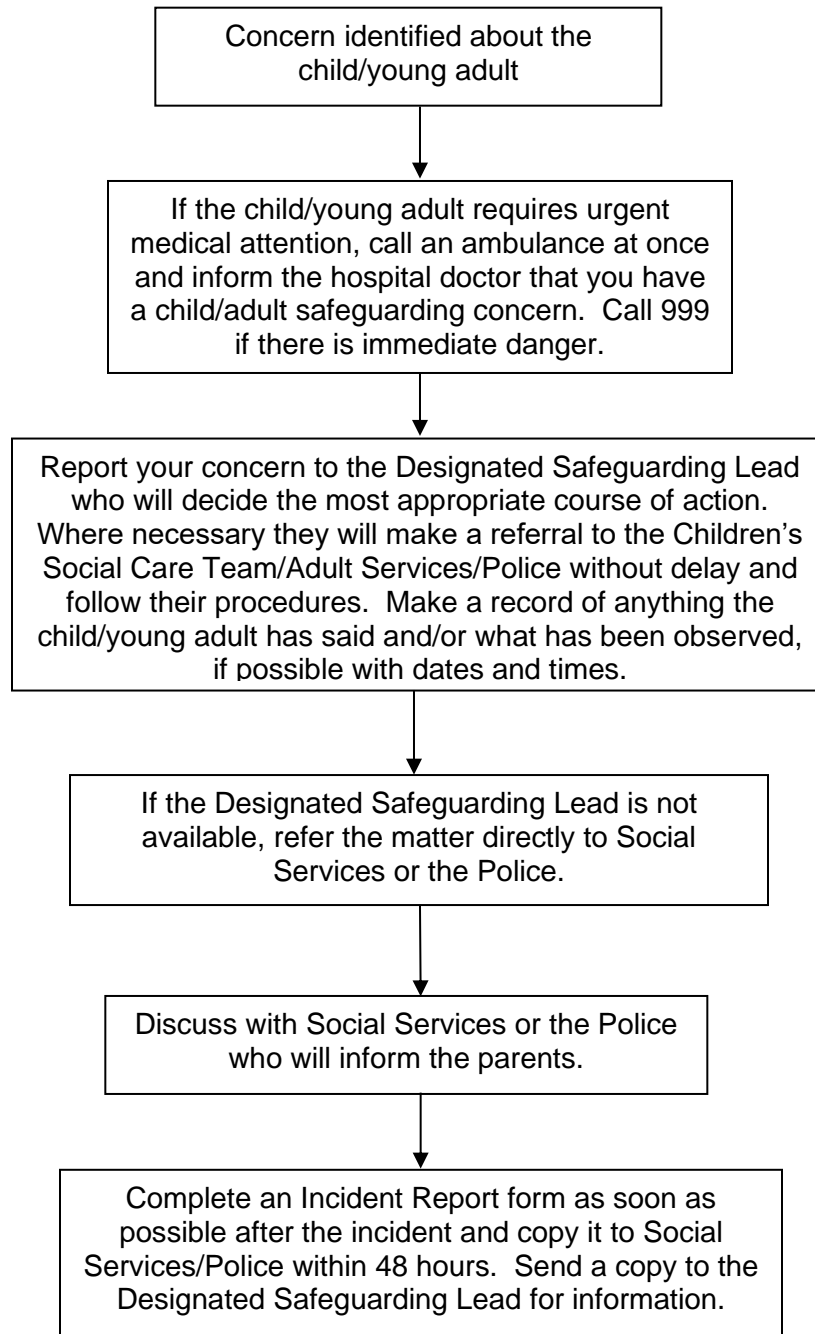
### **Recording and handling information**

If you suspect that a child/young adult may have been the subject of any form of physical, emotional or sexual abuse or neglect, the allegation must be referred as soon as possible to Social Services (Children’s Social Care Team) or Adult Services Team for over 18’s, or the Police who have trained experts to handle such cases – the referral will usually be made by Scarf’s Designated Safeguarding Lead. Do not start asking questions which may jeopardise any formal investigation. Listen to and keep a record of anything the child/young adult tells you or that you have observed and pass the information on to the statutory authorities.

All information must be treated as confidential, stored securely and only shared with those who need to know. If the allegation or suspicion concerns someone within Scarf, only the child/young adult’s parents/carers, the Chair (unless they are the subject of the allegation), the relevant authorities and the Designated Safeguarding Lead should be informed. If the alleged abuse took place outside Scarf, the Police or Social Services will decide who else needs to be informed, including the child/young adult’s parents/carers. It should not be discussed by anyone within the organisation other than the person who received or initiated the allegation and, if different, the Chair.

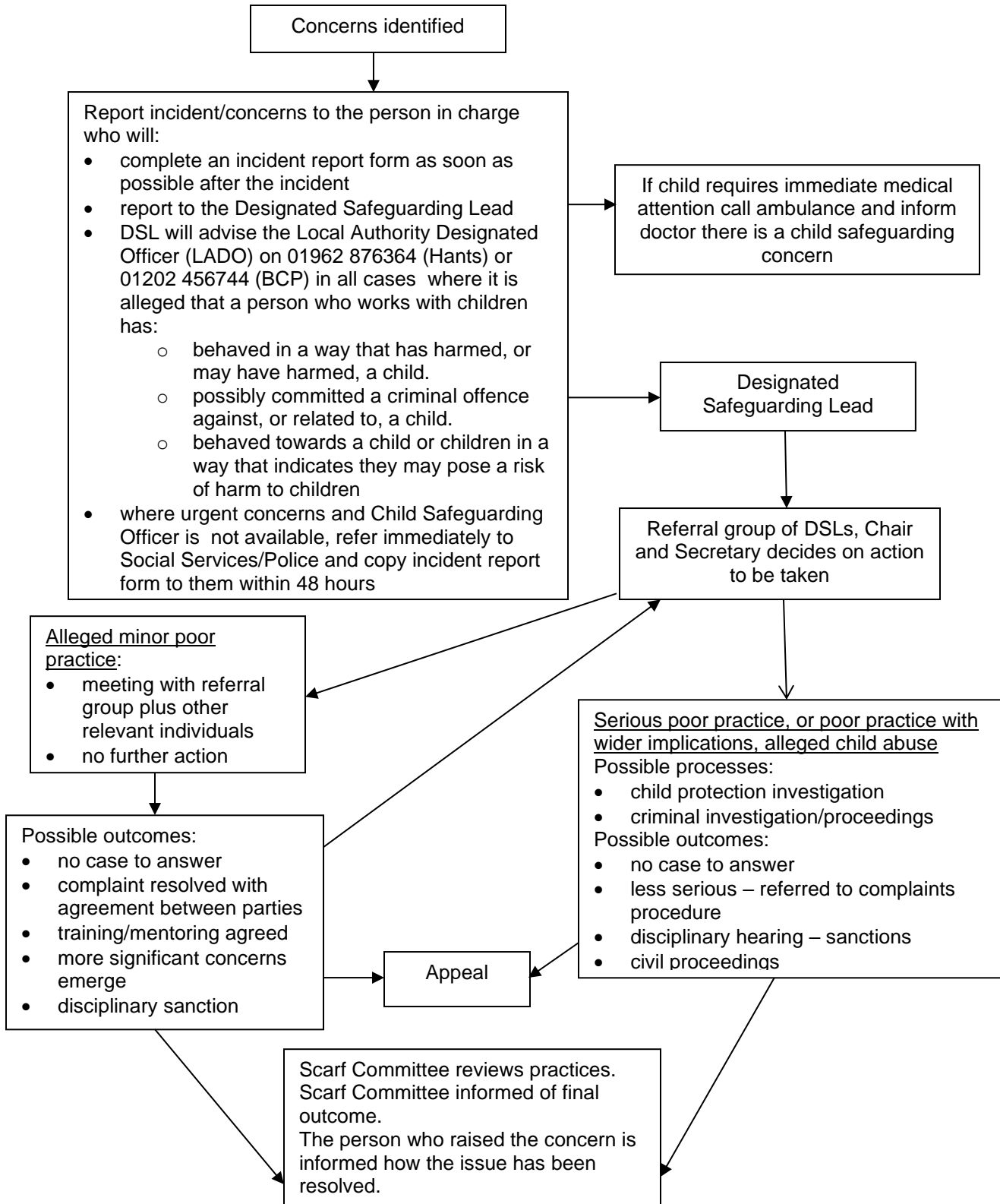
The person who raises a concern with the DSL will be given feedback from them about the actions taken and if he or she does not receive any, will follow it up and ask again. If he or she is not satisfied with the response he or she will take ownership of the concern themselves and report it directly to the relevant authority such as the Police or Social Services.

**Safeguarding Procedure: What to do if you are concerned about a child's welfare**



If you are uncertain what to do at any stage, contact the NSPCC free 24 hour helpline 0808 800 5000.

**Safeguarding Procedure: What to do if you are concerned about the behaviour of any member, volunteer or staff working for Scarf**





## Appendices:

### What is child abuse?

Child abuse is a term used to describe ways in which children/young people are harmed, usually by adults and often by people they know and trust. Scarf works under the legal framework Working Together to Safeguard Children 2018 which defines abuse as follows:

A form 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 others. Children may be abused by an adult or adults, or another child or children (peer-to-peer abuse). These threats can take a variety of different forms, including: sexual, physical and emotional abuse; neglect; domestic abuse, including controlling or coercive behaviour; exploitation by criminal gangs and organised crime groups such as county lines; trafficking; online abuse; sexual exploitation and the influences of extremism leading to radicalisation; forced marriage and honour based abuse/violence; female genital mutilation (FGM). Abuse can take place wholly online, or technology may be used to facilitate offline abuse.

Whatever the form of abuse or neglect, practitioners should put the needs of children first when determining what action to take.

Child abuse can take many forms:

**Physical abuse** where adults or other children/young people:

- physically hurt or injure children/young people (eg. by hitting, shaking, squeezing, biting or burning)
- give children/young people alcohol, inappropriate drugs or poison
- attempt to suffocate or drown children/young people

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs:

- fail to meet a child/young person's basic physical needs (eg. for food, water, warm clothing, essential medication, health and educational)
- consistently leave children/young people alone and unsupervised
- fail or refuse to give children/young people love, affection or attention

**Sexual abuse.** Boys and girls are sexually abused when adults (of the same or opposite sex) or other young people use them to meet their own sexual needs. This could include:

- full sexual intercourse, masturbation, oral sex, fondling
- showing children/young people pornography, photographs or videos (including online or with mobile phones) or taking pictures for pornographic purposes
- situations which involve physical contact (eg. supporting or guiding children) could potentially create situations where sexual abuse may go unnoticed. Abusive situations may also occur if adults misuse their power over young people.

**Emotional abuse** can occur in a number of ways. For example, where:

- there is persistent lack of love or affection,
- where adults make children feel worthless, inadequate, unloved
- there is constant overprotection which prevents children from socialising
- children/young people are frequently shouted at or taunted
- children witness domestic abuse (ie. seeing or hearing ill-treatment of another)
- there is neglect, physical or sexual abuse
- emotional abuse might also include situations where parents or coaches subject children/young people to constant criticism, bullying or pressure to perform at a level that the child/young person cannot realistically be expected to achieve.

**Child Sexual Exploitation** can occur in a number of ways including child sexual exploitation which is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology. Children with disabilities/learning needs are particularly vulnerable to exploitation.

**Bullying** may be seen as deliberately hurtful behaviour, usually repeated or sustained over a period of time, where it is difficult for those being bullied to defend themselves. The bully may often be another young person. Although anyone can be the target of bullying, victims are typically shy, sensitive and perhaps anxious or insecure. Sometimes they are singled out for physical reasons – being overweight, physically small, having a disability or belonging to a different race, faith or culture.

**Children with disabilities** - research suggests that disabled children are at increased risk of abuse, and that the presence of multiple disabilities appears to increase the risk of both abuse and neglect. A child could be considered to be disabled if he or she has significant problems with communication, comprehension, vision, hearing or physical functioning. A failure to recognise disabled children's human rights can lead to abusive situations and practices. Organisational culture and 'custom and practice' can contribute to institutional abuse or harm.

For further information on types of abuse, please look at the NSPCC website: <https://www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/>.

## Recognising Abuse

It is not always easy, even for the most experienced carers, to spot when a child/young adult has been abused. However, some of the more typical symptoms which should trigger your suspicions would include:

- unexplained or suspicious injuries such as bruising, cuts, burns or bite marks, particularly if situated on a part of the body not normally prone to such injuries, and if bruises/burns are multiple or on babies or non-mobile children
- sexually explicit language or actions or knowledge of adult issues inappropriate for their age
- a sudden change in behaviour or personality (eg. becoming very quiet, withdrawn or displaying sudden outbursts of temper/aggression, anxiety, saying they have secrets)
- always choosing to wear clothes which cover their body, or a reluctance to get changed
- the child/young adult describes what appears to be an abusive act involving him/her
- a change observed over a long period of time (eg. the child/young adult losing weight or becoming increasingly dirty or unkempt)
- a general distrust and avoidance of adults, especially those with whom a close relationship would be expected, eg. poor bond or relationship with a parent
- an unexpected reaction to normal physical contact
- difficulty in making friends, lacks social skills or faces abnormal restrictions on socialising with others
- running away or going missing
- self-harm or mutilation, substance or drug misuse
- Suddenly having unexplained sources of money or gifts

Additional barriers can exist when recognising abuse and neglect among children with SEND (special educational needs and disabilities). These can include:

- assumptions that signs of possible abuse such as behaviour, mood and injury relate to the child's disability, without further exploration
- being more prone to peer-group isolation than other children
- the potential for these children to be disproportionately affected by behaviours such as bullying, without showing any outward signs
- communication barriers and difficulties in managing or reporting these challenges

It is important to note that a child/young adult could be displaying some or all of these signs, or behaving in a way which is worrying, without this necessarily meaning that the child/young adult is being abused. Similarly, there may not be any signs, but you may just feel that something is wrong. If you have noticed a change in the child/young adult's behaviour, first talk to the parents or carers. It may be that something has happened, such as a bereavement, which has caused the child/young adult to be unhappy.

For further information on spotting the signs of abuse look at the NSPCC website: <https://www.nspcc.org.uk/what-is-child-abuse/spotting-signs-child-abuse>.

**Safeguarding Incident Report Form  
Private and Confidential**

Date and time of incident:	
Name and position of person about whom report, complaint or allegation is made:	
Name and age of child/young adult involved:	
Nature of incident, complaint or allegation (continue on separate page if necessary):	
Action taken (continue on separate page if necessary):	
If Police, Children’s Social Care or LADO contacted, name, position and telephone number of person handling case:	
Name, organisation and position of person completing form:	
Contact telephone number:	
Signature of person completing form:	
Date and time form completed:	
Name and position of organisation’s Designated Safeguarding Lead or person in charge (if different from above):	
Contact telephone number:	

**This form should be copied, marked ‘Private and Confidential’, to the Scarf Designated Safeguarding Lead and to the statutory authorities (if they have been informed of the incident) within 48 hours of the incident.**



## Good Practice Guidelines

When parents and/or carers are in attendance they are responsible for their child/ren's safety and behaviour.

### **Parents, carers, volunteers and employees should always:**

- Respect everyone as an individual
- Provide a good example of acceptable behaviour
- Respect everyone's right to personal privacy
- Be available as a listening ear and, if necessary, refer for more appropriate help
- Be sensitive to other people's likes and dislikes
- Try to ensure that actions cannot be misunderstood or cause offence and are acceptable within a relationship of trust
- Show understanding when dealing with sensitive issues
- Uphold Scarf's Child Safeguarding Policies and Procedures (all policies are on our website – see link below)

### **Parents, carers, volunteers and employees should never:**

- Engage in rough, physical or sexually provocative games
- Allow or engage in inappropriate touching of any form
- Allow children to use inappropriate language unchallenged, or use such language when with children
- Make sexually suggestive comments to a child, even in fun
- Fail to respond to an allegation made by a child; they should always act
- Do things of a personal nature that children can do for themselves.

**Photography and/or filming for personal use:**

- When parents/carers, your children or family friends are taking photographs or filming at Scarf activities and the images are for personal use, please ensure that you gain permission from other families, ie: children and their parents/carers, before taking and sharing photographs and videos that include them
- We recommend that members check the privacy settings of their social media account to understand who else will be able to view any images they share
- If you have any concerns about images being shared of your child or young adult, please talk to the Scarf Representative at the activity, Scarf's Programme Coordinator and/or Scarf Committee Member.

To see all of Scarf's current policies and our medical forms, please follow this link on our website: <https://scarfnewforest.org/policies-and-forms/>.

**Child/Young Adult Safeguarding References**

Your Full Name:	
Address:	
How long have you resided at this address?	
Are you a person known to any Social Services department as being an actual or potential risk to children/young people? <b>Yes/No</b> (If yes please supply details)	
Have you had any disciplinary sanction relating to child abuse? <b>Yes/No</b> (If yes please supply details)	
Do you hold a current Enhanced Police Check Certificate? <b>Yes/No</b> (If yes, please supply documentary proof)	
I have read and understand the rules applying to Scarf's Child Safeguarding Policy and agree to abide by these.	
Signed:	Date:
Please supply references from two people that have known you for at least a year, preferable one who knows you either in a paid or unpaid work capacity, and one who can provide a character reference, eg. a family friend. Please do not use a family member as a referee.	
<b>Reference One</b>	
I have known the above named person for .....years. I certify that I know of no reason why they should not work with children/young people	
Name:	Position
Address:	
Tel. No:	Email:
Signature:	Date:
<b>Reference Two</b>	
I have known the above named person for .....years. I certify that I know of no reason why they should not work with children/young people	
Name:	Position
Address:	
Tel. No:	Email:
Signature:	Date: