



## Safeguarding Policy

Hainworth Wood Community Centre (HWCC) is fully committed to safeguarding the welfare of all children, young people and vulnerable adults. It recognises its responsibility to take all reasonable steps to protect children and vulnerable adults from harm, abuse and exploitation. HWCC acknowledges its duty to act appropriately in response to any allegations, reports or suspicions of abuse.

### 1. Introduction

The policy applies to all activities, either directly or indirectly, organised by HWCC where children and vulnerable adults are present and to all those who participate in such activities, whether as a trustee, volunteer or paid worker or anyone working on behalf of HWCC or anyone representing HWCC.

The Board of trustees are ultimately accountable for ensuring the implementation of effective safeguarding procedures. They shall ensure active compliance with this policy by everyone working on behalf of or representing HWCC, and ensure that everyone understands their legal duties and responsibilities.

The types of abuse covered by this policy follow the definitions set out in statutory guidance and include:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse
- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

Further information about these can be found on the [SCIE website](#).

### 2. Policy statement

In implementing this Safeguarding policy Hainworth Wood Community Centre will:

- Ensure all staff, trustees and volunteers within HWCC understand their safeguarding responsibilities.



- Work within current legislation to safeguard children, including Section 11, Children's Act 2004 and guidance from Bradford Safeguarding Children Board and the West Yorkshire Interagency Procedures
- Follow the safer recruitment and vetting of staff, including volunteers and anyone who comes into direct contact with the children we work with. (see below)
- Act appropriately to any allegations, reports or suspicions of abuse. This may involve sharing concerns with agencies who need to know, and involving parents and children appropriately (see below).
- Ensure all staff, volunteers, trustees, users and sub-contractors / contractors, young people and parents are aware of this policy and their roles and responsibilities in response to safeguarding. Note: Sub-contractors/ third party users/ hirers should have their own organisational policies and procedures in place. These will be checked to ensure they meet our requirements and standards as part of the hire agreement/ contract.
- Ensuring appropriate training, advice and guidance are in place for volunteers and staff
- Endeavour to keep up-to-date with local and national safeguarding developments.
- Appoint a Designated Safeguarding Lead (DSL) and a Deputy Designated Safeguarding Lead (DSL) to act in their absence

### **3. Roles and Responsibilities of Designated Safeguarding Lead**

3.1 The Board of trustees shall appoint one of their number as Designated Safeguarding Lead (DSL) for all aspects of child and vulnerable adult protection awareness and implementation of this policy.

3.2 The DSL will be responsible to the Board of trustees for:

- a) Ensuring safeguarding policies are known, understood and used appropriately by staff and volunteers and parents/carers where relevant
- b) Ensuring this policy is reviewed annually by the Board of Trustees and implementation of this policy is discussed regularly at Board meetings
- c) Ensuring this policy is available publicly on noticeboards and website and distributed to new trustees, volunteers, workers, and users
- d) Ensuring all trustees, volunteers and workers are aware of what they should do and who they should go to if they are concerned a child/young person is subject to abuse or neglect.



- e) Ensuring any concerns about a child/young person are acted on immediately, clearly recorded and reported to appropriate authorities. Ensure records are kept confidential and securely.
- f) Ensuring that trustees, workers and volunteers undertake safeguarding training to understand the signs and symptoms of abuse and that this is refreshed every 3 years.

3.3 The DSL in response to concerns or incidents will specifically:

- a) make a decision as to whether to make a referral to Bradford Children's Social Care Initial Contact point
- b) record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be stored in the safeguarding file and its contents will be kept confidential and secure.
- c) Refer any cases to the [Local Authority Designated Officer \(LADO\)](#) about any child protection concerns relating to a staff member or other organisations.
- d) Refer persons dismissed/left due to risk or harm to a child to the [Disclosure and Barring Service](#)
- e) Refer concerns about radicalisation to [The Channel Scheme in Bradford District](#)
- f) Refer cases where a crime may have been committed to the Police as required.
- g) Contribute to the assessment of children by working with all appropriate agencies and the local authority, including attendance at strategy discussions and multi-agency meetings.
- h) should any concern that is reported not meet the threshold for referral to statutory agencies, draft an action plan to show how the organisation will respond, monitor the situation and outline actions that should be taken.

#### **4. Safer recruitment and vetting**

4.1 HWCC 's aim is to ensure that, as far as is possible, anyone who has access to children or vulnerable adults whilst representing HWCC is as safe to do so in child and vulnerable adult terms as can be guaranteed.

4.2 Therefore the DSL will ensure that the following checks, etc. are carried out on all volunteers, whose work may create a situation of substantial access to children/vulnerable adults, and all new trustees:

- a) Criminal records at an enhanced level (via the approved agency route), prior to active involvement
- b) References for any volunteer from an employer or a personal referee, nominated by the applicant - a person who is not related to the applicant and who preferably knows of the applicant's character, trustworthiness, any previous experience of voluntary work with/looking after children/vulnerable adults.
- c) Check the worker/ volunteers identity and qualifications



- d) Trustees or volunteers should not engage in any HWCC activity, other than attending meetings, until the above checks have been completed.
- e) The DSL shall be responsible for sending the enquiries to their destinations, under a strictly confidential heading in all cases, and shall ensure security of records.
- f) All trustees and volunteers should be re-checked after three years service. The DSL in consultation with the Chair should undertake this.
- g) At all times the onus is on the trustee / volunteer to reveal any conviction, caution, bind- over or pending prosecution, whether imposed prior to or within the period of the applicants work on HWCC related activities.
- h) The DSL shall not accept any previous reference, police check, social services endorsement, etc. provided by the applicant in submission for the above enquiry process. At all times the initiative must lie with HWCC to make its own, completely independent enquiries.

## **5. Reporting of Enquiry Results**

5.1 The DSL will indicate to the Chair whether a trustee or volunteer is suitable to work on HWCC activities, as revealed by the results of the checks at 4.2 above.

5.2 Where a Schedule One offence is indicated by the above process, the DSL must rule that trustee/ volunteer unsuitable. The DSL will recommend at the next meeting on the acceptance or otherwise of trustee/volunteer. No details other than trustee/volunteer was accepted or otherwise shall be given or recorded.

5.3 On receipt of replies to enquiries which indicated unsuitability then, the proviso in 7.1 (d) below notwithstanding, the applicant will be invited to an interview with the DSL and the Chair. The DSL will show the applicant all replies received.

5.4 Where the trustee/volunteer declines to attend such an interview as at 5.3 the DSL will write to the applicant to inform him/her that their application has not been successful.

## **6. Personnel Records**

6.1 The DSL shall maintain a confidential file on each trustee/volunteer in which shall be kept copies of all forms, consents and replies as in paragraph 4.2 above.

6.2 The file of an unsuccessful applicant shall be kept for six months and then be safely destroyed by the DSL. The files of anyone resigning from HWCC Board will be kept until the next Annual General Meeting.

## **7. Allegations against a trustee, worker or volunteer**



7.1 HWCC has a duty to ensure that any allegation against a trustee, worker, volunteer or anyone representing HWCC relating to a child/vulnerable adult is taken seriously and acted upon immediately in accordance with these procedures.

- (a) The person receiving the allegation or concern should ensure the child is safe and away from the person against who the allegation is made. They should then inform the HWCC Designated Safeguarding Lead immediately (or if unavailable the Deputy DSL). In the case of an allegation involving the DSL, they should contact the Chair of HWCC or the Deputy DSL.
- (b) The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report (using the proforma in Appendix 1). It is important the report is an accurate description and is signed and dated.
- (c) The DSL will contact Social Services to apprise them of the situation. Normally this will be by informal channels but if there is a criminal allegation, the contact will be formal to the duty social worker and also to the police.
- (d) The DSL should also contact the Chair who should inform the person against whom the allegation has been made as soon as possible unless there appears to be a case that this might prejudice a criminal investigation. This will require consultation with the police to ascertain
- (e) The person against whom such allegations are made should have the opportunity to give an explanation or answer to any allegation at an interview conducted by the DSL and the course of such an interview should be minuted.
- (f) The DSL should follow up what happens to any referral made by the organisation and ensure the referral is acted upon and issues are addressed in a timely manner.

## **8. Information sharing**

8.1 In order to keep children who come into contact with services safe from harm, HWCC may need to share information with other professionals, in particular, where the following comes to light:

- A child's health and development, and exposure to possible harm;
- A parent / carer who may need help, or may not be able to care for a child adequately and safely; and
- Adults and other children who may pose a risk of harm to a child.

8.2 As a general principle, information will only be shared with the consent of the parent/carer and subject of the information, where relevant from the outset, about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so. When sharing confidential information about a member of staff, child or parent, HWCC has regard to its



responsibilities under the [Data protection Act 1988](#) and the Freedom of Information Act 2000.

## 9. Induction and training

All new volunteers, staff and trustees shall be sent a copy of this policy on appointment. The DSL will, as part of the induction, ensure volunteers/ staff/ trustees understand and are familiar with the policy and the basics of safeguarding. As soon as is practicable after their appointment they will undertake formal training in safeguarding to a level as required by their role.

## 10. Review of this policy

HWCC Board of trustees shall review this policy and its effectiveness every year.

The policy was updated on 16<sup>th</sup> January 2023 and agreed by a meeting of the Board of trustees.

**Latest policy review date: January 2024.**

**HWCC Designated Safeguarding Lead:** Hazel Thompson

**Contact:** 07754557518 or [hello@hainworthwoodcommunitycentre.org.uk](mailto:hello@hainworthwoodcommunitycentre.org.uk)

If you are concerned about the safety or welfare of a child in the Bradford District, these are the numbers that you can call for advice and to make a referral:

During office hours call Children's Social Care Initial Contact Point - 01274 435600 - (8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday)

At all other times, Social Services Emergency Duty Team - 01274 431010

If you have reason to believe that a child is at immediate risk of harm, contact the police on 999

**Keeping children safe is everyone's responsibility**



Appendix 1: **Safeguarding Internal Recording Pro Forma**

**CONFIDENTIAL**

<p><b>Full name, including any aliases.</b></p>	
<p><b>Gender</b></p>	
<p><b>Date of Birth</b></p>	
<p><b>Address:</b></p>	
<p><b>Who Has Parental Responsibility?</b></p>	
<p><b>Details of disclosure or concern, include date, time, full names, actual wording used)</b></p>	
<p><b>Any special needs of the child/ren.</b></p>	
<p><b>Actions Required</b></p>	



<p><b>Consent Given by child/young person/parent:</b></p> <p><b>Yes / No</b></p> <p><b>If consent not given, please state clearly reason for overruling the need for consent.</b></p>	
<p><b>Follow Up</b></p>	
<p><b>Your Name</b></p>	
<p><b>Your Role</b></p>	
<p><b>Signature</b></p>	
<p><b>Date, time and place:</b></p>	







## What to do if you are concerned about a child

### Stage 1

**RECEIVE:** Listen to the child/young person and accept what they are telling you. Encourage the child/young person to allow another person to be present. It is okay to ask questions e.g. 'I notice you don't appear to be yourself today', 'Can you tell me how you are feeling?' and you can ask them to clarify what they have said. You can ask questions such as: 'Tell me a bit more...', 'Can you explain that...' or 'Can you describe' ... (TED – Tell, Explain and Describe).

But **NEVER** ask **leading** (investigative) questions e.g. 'Was his hair brown? What was her name?' (This conversation could be deemed as the 'interview' and a child can only be 'interviewed' once with regards to a disclosure and this should be left to a professionally qualified person at Bradford Children's Social Care).

**REASSURE:** Stay calm and reassure them they have done the right thing. Do not promise confidentiality. Explain you may need to share what they are telling so you can help them. Reassure them they are not to blame or in trouble for what they have told you.

**REACT:** Explain what you have to do next. Do not pass judgement or show shock or disquiet.

**RECORD:** Record what was said as soon as possible after any disclosure (it is important to record the same language/words used by the child). Make a note of any signs or injuries and any behaviour. Where possible draw a picture to indicate location of injuries. The person who receives the allegation or has a concern should complete the organisation pro-forma (see Appendix 3 for suggested template and **ensure it is signed and dated on each page**). Respect confidentiality and file documents securely.

**SUPPORT:** Offer support to the child or young person throughout any process that may happen to them. Make sure the child or young person will be safe. Get support for yourself through your line manager or agreed alternative.

**Notify the nominated Designated Safeguarding Lead or their Deputy** of the disclosure immediately or contact Initial Contact Point and/or the police if no-one from your organisation is available and you believe the child or young person to be in immediate danger.

### **Parental Consultation**

The DSL should seek, in general, to discuss concerns with the family and, where possible seek the family's agreement to making a referral unless this may, either delay the referral or place the child at increased likelihood of suffering Significant Harm.

A decision not to seek parental permission before making a referral to Children's Social Care Services must be agreed with the Chair, recorded and the reasons



given. Where a parent has agreed to a referral, this must be recorded and confirmed on the relevant Referral Form.

Where the parent is consulted and refuses to give permission for the referral, further advice and approval should be sought from the Chair, unless to do so would cause undue delay. The outcome of the consultation and any further advice should be fully recorded.

If, having taken full account of the parent's wishes, it is still considered that there is a need for a referral:

- The reason for proceeding without parental agreement must be recorded;
- The Children's Social Care Services team should be told that the parent has withheld her/his permission;
- The parent should be contacted by the referring professional to inform her/him that after considering their wishes, a referral has been made.

**Stage 2 (refer also to Referral flow chart: Appendix 2)**

The Designated Safeguarding Lead (DSL) or worker will take immediate action if there is a suspicion a child has been abused or likely to be abused and will contact:

- Bradford Children's Social Care Initial Contact Point **01274 437500**  
Mon - Thurs 8.30am – 5pm and Friday up to 4.30pm

For advice and referrals. If a referral is made by telephone, this must be followed up in writing immediately, using the Common Referral Form.

- At all other times contact the Emergency Duty Team on **01274 431010**
- If you believe a child is at immediate risk of harm by a member of the public or family member contact the Police – **999**
- For all general enquiries contact Children's Specialist Services on **01274 435600**

Bradford Safeguarding Children Board (BSCB) is responsible for safeguarding children and young people in the district. See their website for more information on inter-agency procedures and FREE Safeguarding training and/or advice.

Note: In the event that an agency does not agree with the response and decisions about the referral by the Children's Social Care Services, the referring agency should discuss their concerns directly with the line manager of the social worker, in the first instance to seek resolution.

Advice can also be sought through:



NSPCC 24 hour National Child Protection Helpline on: 0808 800 5000

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse.

The NSPCC is unique amongst charities as it also has statutory powers to intervene on behalf of children, along with local authorities. Professionals can also therefore make referrals to the NSPCC if they become aware of safeguarding concerns. They should however contact their local authority in the first instance.