



SAFEGUARDING POLICY – Malvern Cube Projects

Supporting Young People at Risk

Malvern Cube Projects (MCP) recognise that young people who are abused or witness violence may find it difficult to develop a sense of self-worth and to view the world as benevolent and meaningful. They may feel helplessness, humiliation and some sense of self-blame.

In such circumstances MCP environments may provide a stable, secure and predictable element in the lives of young people at risk. MCP staff will be encouraged to adopt an approach which does not condone anti-social or offensive behaviour committed by the young person, but does not damage the young person's sense of self-worth.

MCP will endeavour to support all young people and in particular those that may be considered vulnerable and at risk by ensuring and developing a curriculum to encourage self-esteem and self-motivation alongside promoting a youth support ethos which:

- promotes a positive, supportive and secure environment;
- gives young people a sense of being valued;
- encourages and enables young people's engagement with issues that affect them;
- ensures that MCP policies reflect the importance of supporting vulnerable young people;
- develop links and work practises with other agencies and partners in order to achieve positive outcomes for young people as appropriate.

MCP's DSL is: Jo Hine (07483 126534)

She is responsible for:

- receiving, monitoring and recording safeguarding concerns
- handling allegations against volunteers
- making referrals to the local authority Family Front Door or Out of Hours Emergency Duty Team
- liaising with other agencies
- keeping written records of concerns and allegations securely.
- Reporting annually to the committee on any safeguarding or child protection issues and/or any allegation which have arisen over the previous 12 months (Appendix E).

Supporting vulnerable adults: please see Appendix Q

Bullying of Young People

MCP acknowledge the impact that being a victim of bullying can have on young people, and the need to contribute towards the prevention of bullying and taking action once incidents of bullying have been reported.

The definition of bullying used in this context is:

“The systematic use of power which deliberately or repeatedly harms others and can take various forms including but not exclusively emotional, physical, on-line, cyber, racist, sexual, homophobic, verbal etc.”

In order to meet this challenge MCP will create a culture in all activities where it is clearly understood by all that bullying is to be challenged and is unacceptable.

Training is available for new staff if necessary.

Guidelines on Safe Practice

MCP staff at all levels should be aware of and recognise that at times their work with young people may make them vulnerable to allegations of abuse.

Being aware of this risk is the first step towards ensuring that work practises are developed to ensure that the risks of such allegations are minimised for themselves and the staff they work with.

There are many situations that could leave staff at risk, including but not exclusively:

- Being alone with young people
- Transporting young people
- Offsite and residential visits
- Physical contact
- Conflict situations
- Working with vulnerable young people

All staff should be aware of any potential circumstances that could give rise to situations that place members of staff in vulnerable positions and take steps to avoid them.

Training

All MCP staff shall receive training around safeguarding issues as part of their induction into the service. Staff designated as safeguarding officers shall receive the appropriate training to ensure they can adequately meet their responsibilities.

Records of MCPs' staff development shall be kept and maintained by their line manager. Staff will be expected to have updated their understanding around safeguarding issues annually through training.

Safeguarding Policy

MCP fully recognises the need to contribute to the safeguarding of *all* young people involved in our care. MCP will ensure that all staff are aware of the contribution they can make to

keep the people we work with safe. We will work with other agencies to share information when appropriate.

When young people start an activity, join the Youth Forum or attend the Youth Café, they will receive an information leaflet which will inform them and their parents/carers of MCP's Safeguarding policies and procedures. See Information for Young People and Parents (Appendix B). Young people will have access to the Cube's notice board which is located by the front door of the Cube, with the Code of Conduct for young people, youth workers and volunteers on it. The notice board and website have information on what to do if they have any safeguarding concerns.

Definition: Safeguarding in this policy is the term used to describe all work to protect the right of young people, to live in safety, free from abuse or neglect.

There are three main elements to our policy:

- Prevention
- Procedure
- Support

Our policy applies to all staff and volunteers working in the MCP setting, including working with partners, service providers and commissioned services.

Prevention

We recognise that encouraging self-esteem and confidence within young people, creating places where young people can feel safe and build supportive networks with peers, and ensuring the support of trusted adults is essential to help with prevention.

We will:

- treat all young people with respect;
- be watchful for young people who are experiencing harm or neglect;
- respond to disclosures, concerns and allegations appropriately and share with the Designated Safeguarding Lead (DSL: see below);
- adopt good practice with regard to safeguarding young people and ensure adherence to our policies and procedures;
- ensure that safe recruitment and selection practices are followed;
- work in partnership with young people, parents/carers and other agencies.

Information about recognising abuse and neglect can be found in Appendices C and D.

MCP will therefore:

- Establish and maintain an ethos where young people feel secure and are encouraged to talk, and are listened to;
- Ensure the young people know that there are adults in MCP settings whom they can approach if they are worried or in difficulty;
- Include in the programme, appropriate activities and opportunities for personal & social development, which equip the young people with the skills they need to stay safe from abuse and to know to whom to turn for help;
- Include in the programme, material which will help young people develop realistic attitudes to the responsibilities of adult life.

Procedures

MCP will:

- Ensure that the duty of care towards young people and staff is understood and promoted through training at all levels, by raising awareness of illegal, unsafe and unwise behaviour *and* undertaking quality assurance measures as appropriate.
- Follow the Safer Recruitment guidelines when recruiting staff or volunteers. The MCP DSL has completed a training course around Safer Recruitment.
- Ensure the criminal background of employees, volunteers and any adult working with young people are checked in accordance with enhanced Disclosure and Barring Service (DBS) policies and procedures before they start work.
- Ensure that satisfactory references are obtained for both staff and volunteers.
- Provide child protection training within the induction programme for all new staff at all levels.
- Designate safeguarding officers who will ensure that procedures are adhered to and provide appropriate support to staff and service users should a safeguarding incident occur.
- Ensure that members of staff are aware of the need to be alert to categories of abuse and neglect (Appendix C), how to recognise abuse and neglect (Appendix D) and know how to respond should someone choose to disclose issues around abuse or neglect.
- Ensure that safeguarding procedures are in place during offsite and residential visits, and that parents and carers are fully informed as appropriate.
- Liaise with the designated officer around the need to maintain written records of concerns about the people we work with (noting the date, event and action taken), even where there is no referral made on to the Worcestershire Safeguarding Children Partnership.
- Work to develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters, including attendance at initial case conferences, core groups and child protection review conferences.
- Ensure all records are kept confidential, secure and in locked locations.
- Follow the procedures set out by MCP and Worcestershire Safeguarding Children Board when an allegation is made against a member of staff.

Support

MCP will support young people, volunteers and staff by ensuring they understand and have access to all MCP policies and procedures. Safeguarding is everyone's responsibility.

Therefore, we will:

- Publish our Safeguarding Policies and make them available in MCP settings to anyone on request.
- Provide training where necessary.
- Ensure all staff and young people know:
 - the name of the DSL, their roles and responsibilities.
 - that all staff have a responsibility for referring child protection concerns to DSL and for following the appropriate procedures identified through MCP and Worcestershire Safeguarding Children Board.

We review our policies and procedures on an annual basis.

Useful numbers/websites:

- If there is immediate danger, call 999
- Family Front Door: 01905 822666
- Out of hours emergency duty team: 01905 768020
- <https://www.safeguardingworcestershires.org.uk/>
- www.youngsolutions.org.uk

Specific Concerns:

Any member of staff who has a concern about a young person should make a written note (see Concern/Incident form in Appendix F). This must be passed on to the designated person (although a personal copy may be kept in a secure place). The note should be timed, dated and signed, with your name printed alongside the signature.

Notes must be made as soon as possible, and certainly within 24 hours of the incident giving rise to the concern. (This is important, in case the note is needed for submission to court).

The form included with this guidance may be used by MCP staff although it is not obligatory. Whatever format is used people should always ensure that the notes are:

- A factual account of what has taken place
- Written using a young person's own words where possible
- A record of what you saw and heard, not what you think may have happened

Professional opinions are acceptable but only if you state the facts or observations upon which this professional opinion is based.

Nagging Doubts about a Young Person's Safety and Welfare:

Sometimes, things which seem to be insignificant or trivial at the time turn out to be vital pieces of information later. If there has been no specific incident or information, make a written note. Try to identify what is really making you feel worried. Discuss your concerns with your line manager, and decide whether you need to record your concerns with the designated operational officer. You may wish to record your concerns in writing (Appendix F). If you do so make sure that you record your name and date the note. If you pass on the written concern to the designated operational officer you may keep a copy as long as it is stored in a locked and secure place.

You may wish to continue to monitor the young person about whom you have concerns. If you do so then ensure that you record your observations as factually as possible. If several notes have been made about the young person, the designated person should seek advice from the Worcestershire Safeguarding Children Partnership. Copies of child protection information should be kept on record until the young person's 24th birthday unless advised differently.

Child protection records should be kept securely locked and are exempt from the disclosure provisions of the Data Protection Act 1984.

Procedure following a Concern, Disclosure or Incident of Abuse

Youth workers are in a unique position to observe young peoples' behaviour over time and develop good relationships with them. Young people may 'tell' in different ways, through behaviour and creative work as well as direct disclosure. They may seek help with minor anxieties in the initial stages as a way of assessing whether the youth worker is a safe person to confide in.

It is important to remember:

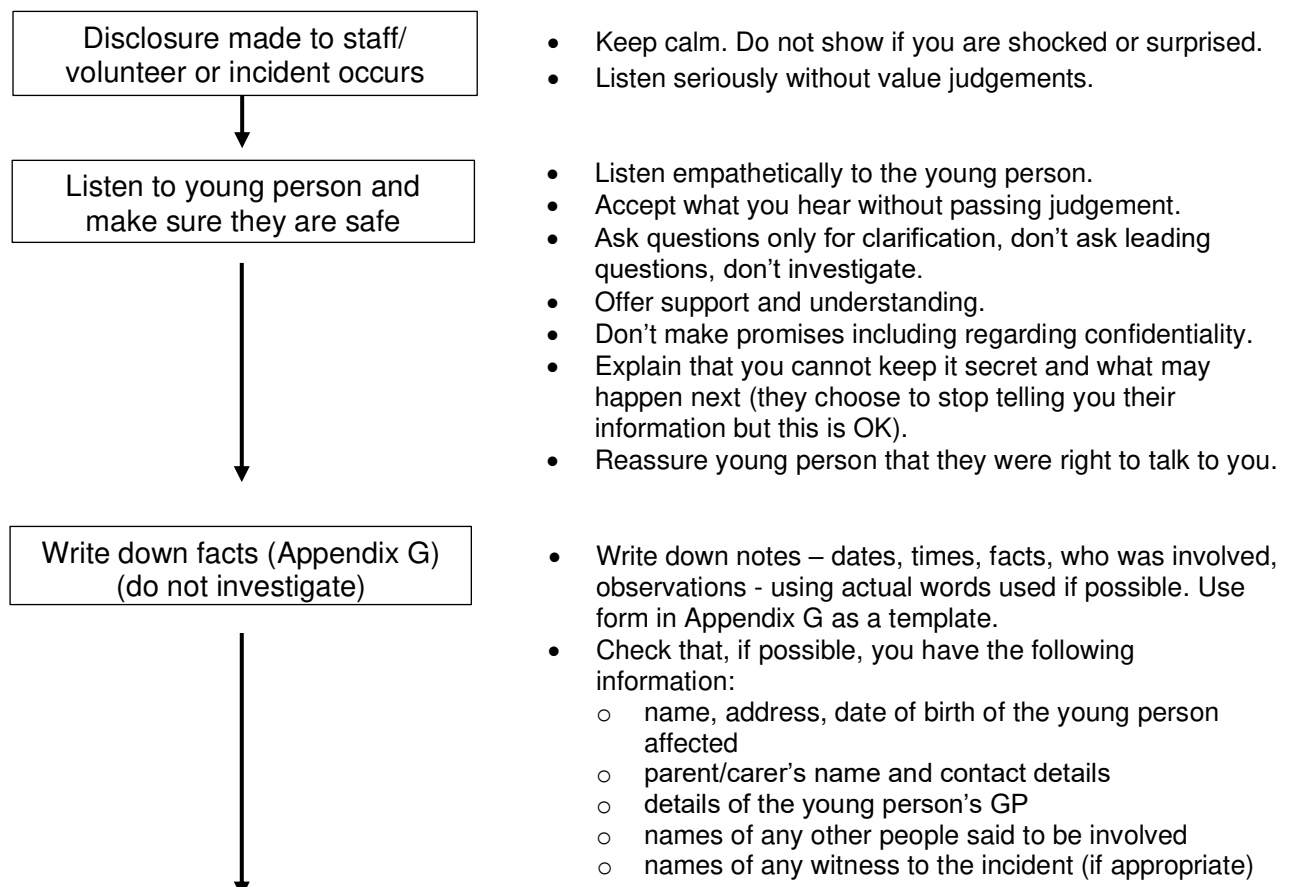
- Young people suffering from abuse can feel guilty, confused and isolated. They may feel that they are the only person experiencing it so open communication is important.
- Most young people make some attempt to 'tell' in the early stages of abuse and may never tell again if they are not heard initially.
- Abuse is rarely a one-off event.
- If one young person causes concern, it is important to look at the wellbeing of others in the same family.

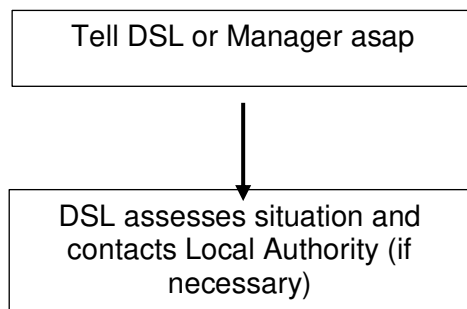
Anyone working with young people should be ready to:

- share concerns with other staff
- monitor incidents even if they appear to be small
- be ready to listen to young peoples' problems.

This procedure should be followed if you have a concern about abuse, or a disclosure or incident of abuse occurs.

Remember that it has taken a lot of courage for a young person to get to this point – your response, as someone they have chosen to trust, is crucial.





- Make notes of your conversation with the DSL and any advice offered.
- Sign and date your notes and give them to the DSL to keep in a confidential file.
- Act on the advice given
- Maintain relationship with young person to ensure appropriate support.
- See **Procedure for Reporting Concern to the Worcestershire Safeguarding Children Partnership** below

ALWAYS REMEMBER:

- **IF IN DOUBT – CONSULT**
- Respect the confidentiality of everyone involved in the incident and keep the matter restricted only to those who need to know.
- Make sure support is provided for the child/young person/vulnerable adult making the disclosure and for yourself if necessary.

DON'T:

- press for explanations
- put it off
- leave it to someone else to help
- be afraid to express your concerns

Reporting a Concern to the Worcestershire Safeguarding Children Partnership

Working Together (2018) introduced a requirement for new multi-agency safeguarding arrangements to replace Local Safeguarding Children Boards. The responsibility for ensuring implementation of the new arrangements rests with the three named Safeguarding Partners; the Local Authority, the Police and Clinical Commissioning Groups. These partners have a shared and equal duty to make arrangements to work together to safeguard and promote the welfare of all children in the local area.

In Worcestershire the three Safeguarding Partners are:

- Chief Executive of Worcestershire County Council
- Chief Constable of West Mercia Police
- Accountable Officer for NHS South Worcestershire, NHS Wyre Forest and NHS Redditch and Bromsgrove Clinical Commissioning Groups (CCGs)

In Worcestershire the Safeguarding Partners work together as an Executive Group coming together with a wider group of relevant partners, known as the Worcestershire Safeguarding Children Partnership (WSCP). WSCP replaces the Worcestershire Safeguarding Children Board (WSCB), however guidance produced by WSCB remains valid and should be followed by professionals.

Further detailed information can be found in the [Worcestershire Safeguarding Children Partnership Plan](https://www.safeguardingworcestershire.org.uk/wscb/) <https://www.safeguardingworcestershire.org.uk/wscb/>

Once a decision has been made that a child/young person/vulnerable adult is likely to be at risk of significant harm you, or the DSL, must phone the Family Front Door immediately.

- If there is immediate danger, call 999
- Family Front Door: 01905 822666
- Out of hours emergency duty team: 01905 768020

Say that you have serious concerns about a child/young person/vulnerable adult.

When making a referral the following information will be requested:

- name, address, date of birth, ethnic origin and gender of the person affected
- name and contact details of the parent/carer or other close family members, if known
- name and contact details of the person's GP
- reason(s) for your referral

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