MALVERN YOUTH & COMMUNITY TRUST

Safeguarding Children Policy

Proposed	*10.01.23*
Approved	*19.01.23*
Next Review	

Safeguarding Children Policy

This policy applies to paid staff, volunteers and sessional workers, the board of trustees or anyone working or volunteering on behalf of Malvern Youth & Community Trust (MYCT) or hiring Cube space.

It should be read in conjunction with **MYCT's Safeguarding Policy Statement**.

The purpose of this policy:

To protect children and young people who receive services run by third parties at MYCT, or who visit or attend activities held there. This includes the children of adults who visit, use these services or attend activities.

To provide staff, volunteers, hirers and users with the overarching principles that guide our approach to safeguarding and child protection.

Where services or activities are provided separately by another body or individual, including Malvern Cube Projects, will seek assurance that they have appropriate policies and procedures in place to safeguard and protect children, and that there are arrangements to liaise with MYCT on these matters where appropriate.

MYCT's commitment

The aim of the MYCT Safeguarding Children Policy is to safeguard and promote the welfare, health and safety of the children and young people who use the centre by fostering an honest, open, caring and supportive environment. All children, without exception, have the right to protection from abuse.

We recognise that:

- the welfare of the child is paramount, as enshrined in the Children Act 1989;
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse;

- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues; and working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- valuing them, listening to and respecting them;
- establishing and maintaining an ethos where children feel secure and are encouraged to talk, and are listened to;
- appointing a Designated Safeguarding Officer (DSO) and a lead board member for safeguarding (Designated Safeguarding Trustee – DST);
- adopting child safeguarding practices and procedures as set out in this document and a code of conduct for staff and volunteers;
- developing and implementing an effective e-safety policy and related procedures;
- providing effective training and management for staff and volunteers
- recruiting staff and volunteers safely, ensuring all necessary checks are made;
- recording and storing information professionally and securely,
- using our procedures to manage any allegations against staff and volunteers appropriately;
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise;
- ensuring that we have effective complaints and whistleblowing measures in place; and
- making sure that we provide a safe physical environment for the children, young people, staff and volunteers using MYCT, by applying health and safety measures in accordance with the law and regulatory guidance.

Procedure for dealing with disclosures and concerns about a child or young person

If any member of staff or centre user has concerns about the behaviour or actions of anyone associated with the centre, they should immediately inform the named Designated Safeguarding Officer or Designated Safeguarding Trustee. Failure to share information could result in disciplinary action or exclusion from the centre. Anyone acting in an unsafe or unwise manner will be subject to referral to the relevant authorities.

If a disclosure is made it should be recorded. Leading questions should not be asked but a clear factual record made of what has been disclosed. If a concern is noticed, (such as evidence of physical abuse, neglect or distress this should be reported in the same way as for disclosures.

All referrers should follow the summary guidance:

- Record the time and date
- Don't promise to keep what you're told a secret
- Tell the referrer what you will do next
- Don't make promises you cannot keep

All disclosures should be immediately reported to the named safeguarding person for the relevant group who will in turn inform relevant authorities. If the referral is not for a group member the DSO will inform the appropriate authorities.

Where appropriate, responsible adults (i.e. parents, guardians and carers), will be informed unless such a disclosure would cause significant distress or threat to the individual making the referral. This decision will be made by the relevant safeguarding named person.

Confidentiality cannot be promised in any case where an individual may be in danger of any form of abuse. Abuse can include physical, sexual, emotional or neglect. Staff and volunteers are expected to record and report any concerns. Referral is made to the relevant authorities, with the adults responsible for the individual who has made a disclosure being notified if appropriate.

Once the matter has been referred to the named person, they will take the necessary action and follow up cases. It is not usually appropriate to feed back to the individual making the disclosure.

Other relevant policies

This policy should be read alongside our policies and procedures on:

- Recruitment and Selection
- Anti-harassment and Bullying
- Complaints
- Health and safety
- Lone working Policy
- Code of conduct for staff
- Code of conduct for volunteers
- E-safety and social media policy
- Allegations against staff and volunteers procedure
- Whistleblowing policy

Please note that as at the date of approval, the 3 policies in red above are not yet complete but it is recognised that they are necessary.

Contact details

Designated Safeguarding Officer (DSO): Nicola Turrell – Malvern Cube Manager

Email: manager@malverncube.com

Mobile: 07483 411620

Designated Safeguarding Trustee (DST): Jo Budd

Email: JoBudd@malverncube.com

Mobile: 07879 818384

Phone 999 if a crime is being committed or if a child is in immediate danger

Contact West Midlands police on 101 if you think a crime has been committed but there is no immediate danger.

Contact Worcestershire County Council Family Front Door on **01905 822666** if you think a child is being: neglected, physically abused, or sexually abused.

Child Exploitation and Online Protection (CEOP): www.ceop.police.uk

NSPCC helpline (24/7): 0808 800 5000 or help@nspcc.org.uk

ChildLine: 0800 1111