



Safeguarding Policy

Safeguarding is everyone's responsibility

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering or are at risk of suffering significant harm. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard children and promote their welfare.

Safeguarding and promoting the welfare of children - and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise. Individual children, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need coordinated help from health, education, children's social care, and quite possibly the voluntary sector and other agencies, including youth justice services.

For those children who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote the welfare of the child(ren) and - where necessary - to help bring to justice the perpetrators of crimes against children. All agencies and professionals should:

- ✓ Be alert to potential indicators of abuse or neglect;
- ✓ Be alert to the risks which individual abusers, or potential abusers, may pose to children;
- ✓ Share and help to analyse information so that an assessment can be made of the child's needs and circumstances;
- ✓ Contribute to whatever actions are needed to safeguard and promote the child's welfare;
- ✓ Take part in regularly reviewing the outcomes for the child against specific plans;
- ✓ Work cooperatively with parents unless this is inconsistent with ensuring the child's safety.

Definitions of abuse and neglect

Abuse and neglect are forms 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 a stranger. They may be abused by an adult or adults or another child or children.

Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the

needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse and exploitation

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (eg: rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or abandonment, failing to protect a child from physical and emotional harm or danger, failure to ensure adequate supervision including the use of inadequate care-takers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Bullying

Deliberate behaviour which is repeated, aggressive pressure or intimidation intended to hurt someone physically or emotionally, often aimed at certain groups, e.g. because of race, religion, gender or sexual orientation.

Safeguarding Vulnerable Adults

Safeguarding vulnerable adults is a part of the wider role of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific vulnerable adults who are suffering or are at risk of suffering significant harm. As adults and/or professionals or volunteers, everyone has a responsibility to safeguard vulnerable adults and promote their welfare.

Safeguarding and promoting the welfare of vulnerable adults - and in particular protecting them from significant harm - depends upon effective joint working between agencies and professionals that have different roles and expertise.

For reasons of consistency and practicality, the procedures of the Old Southendian Organ Society for safeguarding vulnerable adults will be the same as those for safeguarding children.

Staff and Committee awareness

All staff and Committee members will be made aware of this policy as part of their initial induction process and there will be regular briefings and updates as required.

Where necessary or possible, staff will be encouraged to attend appropriate training courses.

Reviewing the Policy and Procedure

This policy and procedure will be reviewed every year, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy. The review of the policy and procedures relating to Safeguarding must be complete by the Annual General Meeting, the date of which is governed by the Constitution and Rules of the Old Southendian Organ Society.

Procedures

What to do if you have concerns about a child/vulnerable adult

You may have concerns about an individual because of something you have seen or heard, or a child/vulnerable adult may choose to disclose something to you. If an individual discloses information to you:

- ✓ Do not promise confidentiality, you have a duty to share this information and refer to Children's Social Care Services/local Safeguarding Board.
- ✓ Listen to what is being said, without displaying shock or disbelief.
- ✓ Accept what is said.
- ✓ Reassure the individual, but only as far as is honest, don't make promises you may not be able to keep eg: *'Everything will be alright now'*, *'You'll never have to see that person again'*.
- ✓ Do reassure and alleviate guilt, if the individual refers to it. For example, you could say, *'You're not to blame'*.
- ✓ Do not interrogate the child/vulnerable adult; it is not your responsibility to investigate.
- ✓ Do not ask leading questions (eg: Did he touch your private parts?), ask open questions such as *'Anything else to tell me?'*
- ✓ Do not ask the individual to repeat the information for another member of staff.
- ✓ Explain what you have to do next and who you have to talk to.
- ✓ Take notes if possible or write up your conversation as soon as possible afterwards.
- ✓ Record the date, time, place, any non-verbal behaviour and the words used by the individual (do not paraphrase).
- ✓ Record statements and observable things rather than interpretations or assumptions.

Whatever the nature of your concerns, discuss them with your manager, and the designated Safeguarding Lead (safeguarding@osos.org.uk). See the diagram on the next page for the process to follow.

If you still have concerns, you, or your manager, or designated Safeguarding Lead should refer to:

Safeguarding Southend (www.safeguardingsouthend.co.uk):

Southend on Sea Local Safeguarding Children Board
Phone Number: 01702 534706

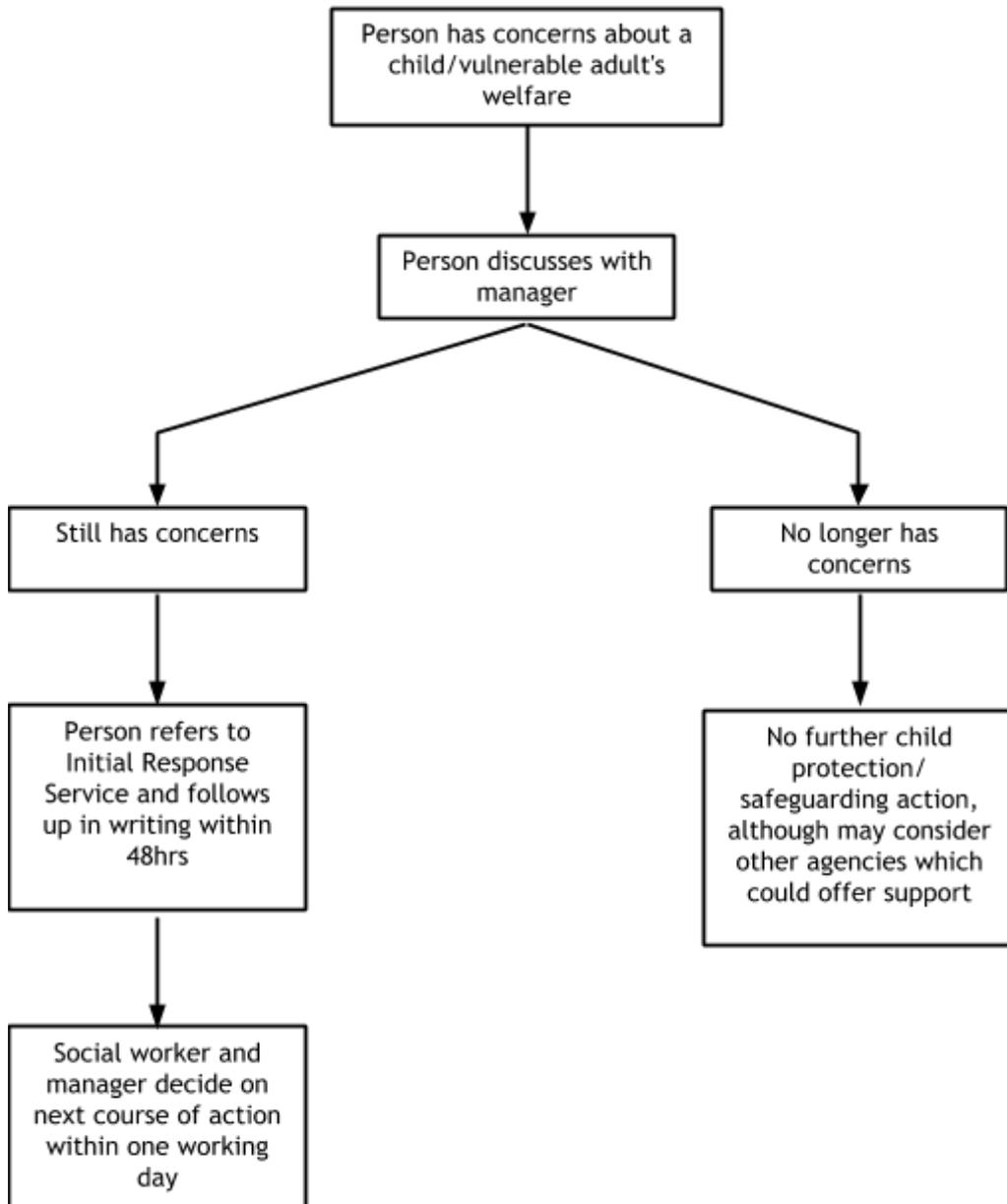
Southend on Sea Safeguarding Adults Board
Phone Number: 01702 534706

What information will you need when making a referral?

You will be asked to provide as much information as possible. Such as the individual’s full name, date of birth, address, school (if relevant), GP, languages spoken, any disabilities the individual may have, details of the parents/next of kin. Do not be concerned if you do not have all these details, you should still make the call.

You should follow up the verbal referral in writing, within 48hrs.

Process Chart Where There Are Concerns About A Child or Vulnerable Adult's Welfare



Allegations Involving a Members of Staff or Committee member, or a Volunteer

The Old Southendian Organ Society is committed to having effective recruitment and human resources procedures, including checking all staff, Committee members, and volunteers to make sure they are safe to work with children, young people and vulnerable adults. Where appropriate, key staff involved in recruitment processes will undertake Safer Recruitment Training.

However, there may still be occasions when there is an allegation against a member of staff, member of the Committee, or a volunteer. Allegations against those who work with children or vulnerable adults, whether in a paid or unpaid capacity, cover a wide range of circumstances.

All allegations of abuse of children/vulnerable adults by those who work with children/vulnerable adults or care for them must be taken seriously. All reports of allegations must be submitted within one working day to the designated Safeguarding Lead.

The following procedure should be applied in all situations where it is alleged that a person who works with children/vulnerable adults has:

- ✓ Behaved in a way which has harmed a child/vulnerable adult, or may have harmed them;
- ✓ Possibly committed a criminal offence against or related to a child/vulnerable adult;
- ✓ Behaved towards a child/children/vulnerable adult(s) in a way which indicates that he/she is unsuitable to work with children/vulnerable adults.

The allegations may relate to the person's behaviour at work, at home or in another setting.

The Safeguarding Lead will discuss the matter to determine what steps should be taken and where necessary obtain further details of the allegation and the circumstances in which it was made. The discussion should also consider whether there is evidence/information that establishes that the allegation is false or unfounded, whether a referral to the Southend-on-Sea Safeguarding Children Board/Southend-on-Sea Safeguarding Adults Board is required and/or whether disciplinary action is appropriate.

Some allegations will be so serious as to require immediate referral to the Southend-on-Sea Safeguarding Children Board/Southend-on-Sea Safeguarding Adults Board and the Police, but common sense and judgement must be applied in reaching a decision about what action to take.

If the allegation is not patently false and there is cause to suspect that an individual is suffering or is likely to suffer Significant Harm, the Safeguarding Lead will immediately refer the matter to the Southend-on-Sea Safeguarding Children Board/Southend-on-Sea Safeguarding Adults Board and ask for a Strategy Discussion/Meeting to be convened straight away.

Some allegations may be less serious and at first sight might not seem to warrant consideration of a police investigation or enquiries by the Southend-on-Sea Safeguarding Children Board/Southend-on-Sea Safeguarding Adults Board. However, it is important to ensure that even apparently less serious allegations are followed up and examined objectively by someone independent of the organisation. Consequently the Safeguarding Lead should be informed of all allegations that come to the Committee's attention and appear to come within the scope of this procedure so that he or she can consult Police and social care colleagues as appropriate.

Where such allegations are made, consideration must be given to the following three strands:

- 1) The police investigation of a possible criminal offence;
- 2) Enquiries and assessment by Social Care Services/Local Safeguarding Board as to whether the individual is in need of protection or in need of services;
- 3) Consideration by an employer of disciplinary action in respect of the individual.

Guidance for Committee Members

Always identify yourself to parents/carers, teachers and managers before approaching children. Identify the responsible adult and ask permission.

Always work in pairs when supervising children.

Do not give lifts to children when you are on your own without parental/carer consent. When transporting young people in a group try to work in pairs and ensure parents are aware.

If you give a lift to a child ensure you hand them over to staff, parent/carer or responsible adult.

Do not put yourself in a questionable situation with children, whether face to face or via any electronic/social network related devices. If in doubt consult designated Safeguarding Lead.

The Old Southendian Organ Society has a responsibility to both children and their parents/carers to ensure that when they are handed to us for any events they are safe and protected from any form of harm or abuse.

WE ALL HAVE A RESPONSIBILITY TO SAFEGUARD THE YOUNG PEOPLE IN OUR CARE

YOU HAVE A RESPONSIBILITY TO PROTECT YOURSELF

Change Record

Date of Change:	Changed By:	Comments:
23/10/2019	JEZ	Policy approved by the Committee