

# Walton Youth Project



## Safeguarding Policy

Feb 2017

## **Safeguarding Commitment**

Our organisation has a duty to safeguard and promote the welfare of children.

***‘The welfare of the child is paramount’*** (Children Act 1989)

In preparing this Policy, we have consulted with, referred to, and we are working within, the Liverpool Safeguarding Board’s (LSCB) Child Protection guidelines and procedures and we adhere to LSCB Policy and procedures. For more details about this Policy, please refer to LSCB Safeguarding Children Procedures Manual.

This Safeguarding Policy has been written in guidance with government guidance specifically: -

- *Working Together to Safeguard Children: A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children* (2010)
- *Every Child Matters* (2004)
- *The Framework for the Assessment of Children in Need and their Families* (2000)

This policy is also informed by the Children Act 1989 and The Children Act 2004 which provide a comprehensive framework for the care and protection of children.

As a community group we recognise that (whether working with children or adults) we have a responsibility to make a referral to the local authority via Careline on 0151 233 3700 when we have concerns about a child’s welfare (and in particular when they suspect that a child is, or may be at risk, of suffering significant harm).

A referral and any subsequent action to safeguard and promote a child’s welfare should be undertaken in accordance with the Liverpool Safeguarding Children Board policies and procedures. These procedures should be consistent with the statutory guidance *Working Together to Safeguard Children* (2010).

Groups working with families and/or children and young people, should ensure that staff and or volunteers are trained in the use of these safeguarding procedures'

They also should ensure that referrals are made to children's services on each occasion when there are concerns about a child's welfare including that the child may, or is likely to, be suffering significant harm.

### **Designated Person for Safeguarding**

Our organisation has a designated person for safeguarding. This person is a senior person within the organisation.

Our Designated Person for Safeguarding is:

#### **Day to Day -**

Name: Darren Simpson

Role in organisation: Manager

Contact address: Walton Youth Project, NLAC, 67-69 City Road, Walton, Liverpool, L4 5UN

Email: [darren.simpson@waltonyouthproject.co.uk](mailto:darren.simpson@waltonyouthproject.co.uk)

Telephone Number: 0151 5212839 / 07944 923 800

#### **In Managers absence**

Name: Mike Francis

Role in organisation: Trustee

Contact address: Walton Youth Project, NLAC, 67-69 City Road, Walton, Liverpool, L4 5UN

Email: [mike.francis@waltonyouthproject.co.uk](mailto:mike.francis@waltonyouthproject.co.uk)

[trustees@waltonyouthproject.co.uk](mailto:trustees@waltonyouthproject.co.uk)

Telephone Number: 0151 521 2839

## **Safeguarding**

Where we are running a project, staff and volunteers must ensure that their functions are discharged having regard to the need to safeguard and promote the welfare of children'. The focus on the child's safety and welfare should not be lost in the wider work with the family.

This process of accountability should ensure the implementation of effective practice with regard to safeguarding and promoting the welfare of children.

We will have safeguarding as a standing item on management committee meetings and project planning meetings to ensure that any concerns can be raised and that procedures are followed as required.

### **Making a referral**

**If abuse is suspected (there is a concern), or there is a disclosure about the welfare/safety of a child:**

- 1.** Staff member/volunteer discusses the allegation or concern with line manager / manager on duty, colleague.
  
- 2.** Referrals made into children's social care where concerns about a child's safety have been highlighted will be responded to and assessed in accordance with the Liverpool Safeguarding Children Board safeguarding procedures.

## **Checklist of details that must be included in the recording:**

1. Name of child/young person (check all names are spelt correctly)
2. Age (check date of birth is accurate if possible)
3. Any siblings
4. Parent's name/s (check that surname of parent is accurate)
5. Home address (telephone number if available)
6. Special circumstances e.g. language barrier, context disclosure took place etc. What has prompted the concerns? Include dates, time etc
7. Any physical, behavioural signs
8. Is the person making the report expressing their own concerns or passing on those of somebody else? If so record details.
9. Has the child/ young person been spoken to? If so, what was said?
10. Have the parents been contacted? If so, what was said?
11. Has anybody been alleged to be the abuser? If so, record details.
12. Has anyone else been consulted? If so record the details
13. In Liverpool all referrals should be made via Careline on 0151 233 3700

## **ALL REFERRALS MUST BE CONFIRMED USING THEMULTI AGENCY REFERRAL FORM WITHIN 48 HOURS**

Careline Children's Services,

<https://liverpool.gov.uk/social-care/childrens-social-care/keeping-children-safe/children-at-risk/marf-form/>

All referral forms should be confirmed, within 48hours, a written referral should be completed and sent to Careline.

### **Other actions to be taken:**

- A note of action and outcome needs to be recorded.
- We will request feedback regarding the outcome of the referral for records.

### **GOOD PRACTICE**

#### **DON'T:**

- Make promises that you can't keep
- Interrogate the child/young person with lots of questions
- Cast doubt on what the child/young person tells you.  
Remember it has taken a great deal of courage for them to tell you
- Say anything which might make the child/young person feel responsible for the abuse, e.g. why haven't you told anyone before?
- Communicate feelings of anger without saying that it's the abuser you feel angry towards: the child may think you are angry with them
- Panic! When confronted with the reality of abuse there is often a feeling of needing to act immediately. Action taken too hastily can be counterproductive

#### **DO:**

- Take the child/young person seriously and tell them so
- Tell the child/young person you're glad they told you
- Reassure the child/young person that what has happened is not their fault... the abuser is responsible
- Be honest about your own position, who you will have to tell and why
- Keep the child/young person fully informed about what you are doing and why
- Give the child/young person information about confidential sources of help (phone lines etc).

## **Allegations and/or concerns about a member of staff or volunteer or management committee member**

Allegations are made when an adult who works with children has:

- behaved in a way that has harmed or may have harmed a child.
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

Local Authority Designated Officer (LADO)

0151 233 3700

- Manages and oversees individual cases
- Provides advice and guidance
- Liaises with police and other agencies
- Monitors progress of cases

In Liverpool all referrals should be made via **Careline**  
Telephone **0151 233 3700**

Careline Children's Service,  
Venture Place,  
Sir Thomas Street, Liverpool L1 6BW  
Fax: 0151 225 2275

### **Areas of Responsibility for the Designated Senior Person for Safeguarding/Child Protection**

#### **Referrals**

- Refer cases of suspected abuse or allegations to the relevant investigating agencies

- Act as a source of support, advice and expertise within the service when deciding whether to make a referral by liaising with relevant agencies
- Liaise with senior managers to inform of any issues and ongoing investigations and ensure there is always cover for this role.

## **Training**

- To recognise how to identify signs of abuse and when it is appropriate to make a referral.
- Have a working knowledge of how LSCBs operate, the conduct of child protection case conference and be able to attend and contribute to these effectively and when required to do so.
- Ensure each member of staff and volunteer has access to and understands the organisations child protection policy especially new or part time staff and volunteers.
- Ensure all staff and volunteers have induction training covering child protection and are able to recognise and report any concerns immediately as they arise.
- Be able to keep detailed accurate secure written records of referrals and or concerns.
- Obtain access to resources and attend any relevant or refresher training courses at least every

## **Raising Awareness**

- Ensure Safeguarding/Child Protection Policy is updated, reviewed and disseminated on an annual basis.
- Ensure that parents are aware of the Safeguarding/Child Protection policy which alerts them to the fact that referrals may be made and the role of the establishment in this to avoid conflict later.