

Safeguarding children

New Horizons Enrichment & Education (NHEE) believes that children have the right to be completely secure from both the fear and reality of abuse, and we are committed to protecting all the children in our care from harm.

The centre will appoint a member of staff as the safeguarding children/child protection officer. This officer will have suitable experience, training, expertise and will be responsible for liaising with social services, local safeguarding children board and Ofsted in any child protection matter.

Designated person: Kellie Lawton

Designated deputy: Lisa Atkinson

Designated deputy: Lisa Underwood

In the event of any concerns regarding a child then either of the above named should be informed at the earliest available opportunity. The designated person will inform the relevant Social Service department without delay. The designated person will also ensure that the child protection procedures are kept up to date and reviewed.

NHEE's child protection procedures comply with all relevant legislation and other guidance or advice from Local Safeguarding Children Board.

NHEE is committed to reviewing its safeguarding policy/child protection procedures at regular intervals. The policies and procedures will be shared with parents/carers and schools during any young person's time at the provision.

The objective of NHEE is to ensure that all staff and volunteers working with young people are carefully selected, understand and accept responsibility for the safety of those individuals in their care.

To ensure that the young person's welfare is of paramount importance when participating in enrichment programmes. To respond swiftly and appropriately to all suspicions and allegations of abuse and to ensure confidential information is restricted to the appropriate individuals within NHEE and appropriate external agencies.

Recruitment

All reasonable steps will be taken to ensure unsuitable individuals are prevented from having involvement with NHEE. Staff and volunteer recruitment procedures will include a Disclosure and barring service checks, at the appropriate level, for all personnel with access to young people and should always include self-declaration and the use of references. This will include all members of staff and the management team. All staff/volunteers should be 'interviewed' this need not to be a formal interview. We will ensure that all staff and volunteers have appropriate training.

Should any concerns arise following a DBS disclosure then the local council will be contacted for guidance. Any Disclosure that causes concern will be accessed to establish the level of risk the subject poses to young people, colleagues, the general public and our organisation.

A number of questions will be asked:

- Does the offence relate to working directly with children?
- What is the seriousness of the crime and the circumstances surrounding it?
- How long is it since the offence was committed?
- Does the subject have a pattern of offending?
- Has the subject's situation changed since the offence occurred?
- What is the subject's explanation for the offence?
- Did the subject declare the offence prior to the disclosure?

If all these questions are not answered satisfactorily then the prospective staff/volunteer will not be allowed to join the organisation.

All new staff/ volunteers will go through a probation and induction process, including relevant training. On-going training and supervision will ensure all staff/ volunteers are adequately supported.

Any concerns about staff/ volunteer should be passed on to the designated person: Kellie Lawton, project manager of NHEE.

Definition of Abuse

A child is considered to be abused, or at risk of abuse, when basic needs are not met by avoidable acts of either commission or omission: in other words there is a recognition that abuse is not necessarily a physical act but can occur through omitting to act. Abuse can also involve exposing children to activities that are, in themselves, abusive (this can include pornography, grooming etc).

The four main types of abuse are: Physical, Emotional, Sexual and Neglect.

Recognising abuse

Abuse manifests itself in a variety of different ways, some overt and others much less so. All staff have child protection training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.

Physical abuse

This involves hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

Sexual abuse

This involves forcing or enticing a young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing a child pornographic materials, sexual activities or encouraging children to behave in sexually inappropriate ways, also constitutes to sexual abuse.

Emotional abuse

Varying degrees of emotional abuse is present in virtually all child protection verse incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill- treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may

involve conveying to a young person that they are worthless, unloved or inadequate, or making them feel unnecessarily frightened or vulnerable.

Young people may require protection as a result of their own action. These may include:

- Inappropriate use of computers
- ill judged relationships
- Inappropriate social behaviour such as bullying
- Misuse of drugs or alcohol
- Sexually explicit language or behaviour
- Eating disorders
- Self-harming
- Running away

Neglect

Neglect is the persistent failure to meet a child's basic physical, emotional or psychological needs, such as is likely to have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a young person, or failing to adequately protect them from physical harm or ill health. Neglect can also manifest itself in a failure to meet the basic emotional needs of a child.

Staff support and training

NHEE is committed to ensuring that it meets its responsibilities in respect of child protection through the provision of support and training to staff. Therefore, we will ensure that:

- All staff, students and volunteers are carefully recruited, have verified references and have full up to date DBS checks.
- All staff and volunteers are given a copy of the safeguarding children/young people policy during their induction, and have its implications explained to them.

- All staff and volunteers receive regular training and supervision in child protection issues and are provided with any relevant information and guidance.
- All staff are provided with supervision and management support corresponding with their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with children.
- All staff are aware of main indicators of child abuse.
- All staff are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so. All students and volunteers are instructed to report the disclosure or discovery of abuse to the Manager.
- NHEE will take appropriate action in relation to the findings of any investigation into allegations of abuse, consistent with its duties to protect the safety of children and uphold fair processes for staff, students and volunteers.
- Any member of staff, student or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Disciplinary policy.

Safe caring

All staff understand the safeguarding procedures and have had appropriate training and guidance in the principles of safe caring.

To this end:

- Every effort will be made to avoid or minimise time when members of staff and volunteers are left alone with a young person. If staff are alone with a young person, the door of the room should be kept open and another member of staff should be informed.
- If a child makes inappropriate physical contact with a member of staff or volunteer, this will be recorded fully in the incident book.

- Staff will never carry out a personal task for children that they can do for themselves. Where this is essential, staff will help a young person whilst being accompanied by a colleague. Unless a child has a particular need, staff should not accompany a young person to the toilet. Staff are aware that this and other activities are misconstrued.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided at all times.
- All allegations made by a child against a member of staff will be fully recorded, including any actions taken, in the incident record book. In the event of there being a witness to an incident, they should sign records to confirm this.

Dealing with allegations

NHEE is committed to ensuring that it meets its responsibilities in respect of safeguarding children by treating any allegation seriously and sensitively. NHEE will not carry out any investigation itself into a suspected child abuse incident. On discovering an allegation of abuse, the safeguarding officer will immediately speak to a parent/carer regarding concerns, if staff are not fully satisfied with explanation given then further action will be taken via referring the case to **Childline Children's services 0151 233 3700**.

Further to this, the following principles will govern any suspected or reported cases of abuse:

- Where actual or suspected abuse comes to the attention of staff, they will report this to the manager and Safeguarding officer at the earliest possible opportunity.
- Staff are encouraged and supported to trust their professional judgement and if they suspect abuse has, or is taking place to report this.

- Full written records of all reported incidents will be produced and maintained. NHEE will demonstrate great care in distinguishing between fact and opinion when recording suspected incidents of abuse.
- The Safeguarding lead will be responsible for ensuring that written records are dated, signed and kept confidentially.
- If an allegation of abuse is made against the manager or Safeguarding lead, the registered person will be informed as soon as possible. They will then assume responsibility for the situation or delegate this role to a senior member of staff.
- Staff will ensure that all concerns and allegations are treated with sensitivity and confidence.
- Any children involved in alleged incidents will be comforted and reassured. In circumstances where a child makes an allegation or a disclosure, the member of staff will:
 1. Listen fully to what the child has to say.
 2. Make no observable judgement.
 3. Ensure the child is safe, comfortable and not alone.
 4. Ask open ended questions that encourage the young person to speak in their own words.
 5. Make no promises that cannot be kept; such as promising not to tell anybody what you are being told.

Where possible, NHEE will always respect the wishes of children and young people who do not consent to share confidential information. However, the lack of consent can be overridden if the facts of the case are in the public interest.

NHEE will always consider the safety and welfare of a child or young person

when making decisions to share information about them. Where there is concern that the child is suffering or at risk of suffering significant harm, the child's safety and welfare must be the overriding factor.

Staff will be made aware of the City Councils booklet "Your responsibilities when you have concerns about a child" (2009).

Referring allegations to child protection agencies

If the Safeguarding officer has reasonable grounds for believing that a child has been or is in grave danger of being subject to abuse, the following procedure will be activated:

Firstly staff will speak to schools and parents about concerns and try to discuss the matter, however in some cases this may not be in the best interest of the child, therefore at the earliest possible opportunity staff will contact

Childline Children's services on 0151 233 3700

- The manager or safeguarding officer will communicate as much information about the allegation and related incidents as is consistent with advice given by social services and police.
- At all times, the safety, protection and interest of the child will take precedence. The manager and staff will work with and support parents/carers as far as they are legally able.
- NHEE will assist the social services and the police, as far as it is able, during any investigation of abuse or neglect. This will include disclosing written and verbal information and evidence.
- Ofsted will be informed of any allegations of abuse against a member of staff, student or volunteer, or any abuse that is alleged to have taken place on the premises or during a visit or outing within 14 days.

A separate file with additional information regarding safeguarding is available and kept with all key files. Also located within the file is a safeguarding referral

form which is needed, must be completed and returned to designated safeguarding officer.

The management and committee have the overall responsibility to ensure that NHEE maintains this commitment.

The policy will be reviewed at internal training days, any amendments will result in the policy being updated and displayed in the office.

Kellie Lawton

Director

Emma Almond

NHEE managing committee

Kelly Schofield

Director

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