



Safeguarding Policy

Review Date: June 2020

Persons responsible for safeguarding

Safeguarding Officer Laura Carter 07899 297490 laura.carter@ccys.org.uk

Chair of Directors Chris Cook 07757 391521 chris.cook@ccys.org.uk

C E O Dave Savage 07904 038612 dave.savage@ccys.org.uk

IN AN EMERGENCY CONTACT

C E O Dave Savage 07904 038612 dave.savage@ccys.org.uk

County Child Access Points

County	Day Time	Out of Hours
West Sussex	01403 229900	03302 226664

Signed Chris Cook (Chair of Directors)

CCYS Safeguarding Policy

Contents

Policy Statement.....	3
Responsibility and Code of Conduct	3
Related Policies and Procedures	3
Definitions	4
Young people/person	4
Vulnerable adult	4
CCYS staff.....	4
Roles and Responsibilities.....	4
Safeguarding Officer	4
CCYS Staff.....	4
CCYS Staff Conduct and Support.....	5
Training and support.....	5
Code of conduct / General Conduct.....	5
Safe working practice for activities, events or residential:	6
Overnight accommodation	7
Working with other organisations	7
Confidentiality and Privacy	8
Child Protection	8
What is Abuse / definitions of Abuse.....	8
Recognising abuse.....	9
Responding to any suspicions, concerns or allegations	13
Concerns about behaviour of a staff member, volunteer, young person or director	13
Concerns about a young person and responding to disclosure	13
Action to be taken by Safeguarding Officer	13
Action to be taken if the young person is in immediate danger:	14
If a young person confides in you, you must:	14
Legislation to protect children and young people	15
Useful Guidance to protect children and young people	15
Summary of process for reporting safeguarding concerns	16
Making a Referral	16
Appendix 1 - Social Care Services – Pan Sussex Contact details.....	17
Procedure for Making a Referral to Children's Social Care	17
Appendix 2 - Other Useful Contacts.....	18

CCYS Safeguarding Policy

Policy Statement

Crawley Community Youth Service Ltd (CCYS) are fully committed to safeguarding the welfare of all young people, by taking all reasonable steps to protect them from neglect, physical, emotional, and sexual harm.

Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care.
- acting to enable all children and young people to have the best outcomes.

Working together to safeguard children (HM Government 2018)

Responsibility and Code of Conduct

CCYS believe that safeguarding and protecting the welfare of all the young people we work with is the responsibility of everyone: paid staff (full and part-time) voluntary staff, sessional or contractual staff, trustee board and young people.

CCYS staff and volunteers must always show respect and understanding for the rights of young people, their safety and welfare, and conduct themselves in a way that reflects this.

CCYS will support anyone, (children, young people, staff, volunteers, parents, key workers) who raises any concerns regarding the welfare or protection of young people. Any concerns raised will be taken seriously.

CCYS accepts that the best interests of the young person must be paramount when considering any action concerning matters of child protection and safeguarding the welfare of young people.

CCYS will do this by:

- a) Ensuring that all our staff and volunteers are carefully selected, trained, and supervised.
- b) Assessing all risk carefully and taking all necessary steps to minimise and manage the risk.
- c) Letting users know how to voice concerns or complaints about anything that they may not be happy with.
- d) Giving users information about what we do and what can be expected from us.

CCYS will review this policy and the relevant procedures once a year; together with all other policies and procedures that CCYS has in place.

Related Policies and Procedures

The following policies, procedures and legislation relate to this policy:

CCYS Safeguarding Policy

- Health and Safety Policy
- Volunteers Policy
- Acceptable Use of IT Policy
- Complaints Policy
- Diversity, Equality and Inclusion Policy
- Data Protection Policy
- Confidentiality Policy
- Code of Conduct

Definitions

Young people/person

All safeguarding and child protection legislation and guidance recognises considers a child or young person as anyone up to the age of 18. This policy is in place to safeguard all the young people that CCYS works with, including young vulnerable adults which in some cases will be up to the age of 25 years. Some aspects of this policy, such as the staff code of conduct will be in place to protect all young people, regardless of age.

Vulnerable adult

Is someone over the age of 18, who is considered 'vulnerable' for one reason or another. However, there is no simple definition based on age or disability; not all those with a physical or other disability should be classed as 'vulnerable'. Note: some young people may experience periods of vulnerability.

CCYS staff

This policy applies to all full and part-time paid staff as well as volunteers at CCYS, any contract or sessional paid staff or volunteers, all Directors, and young people. For the purpose of this document any reference to CCYS staff will include all those mentioned above.

Roles and Responsibilities

Safeguarding Officer and CEO

The Safeguarding Officer and CEO have the following responsibilities:

- a) To ensure that this policy and procedures are disseminated, implemented, and adhered to.
- b) To be familiar with and understand all legislation and guidance relating to safeguarding and child protection.
- c) To receive all information from staff, young people, parents or carers about any child protection concern or issue, to assess this information promptly and take any appropriate actions and maintain records.
- d) To liaise with and be familiar with relevant staff in external child protection agencies, and to make referrals as and when necessary.
- e) To arrange appropriate training and support for all relevant staff.
- f) To provide support during and after incidents involving child protection.
- g) To monitor and maintain secure and confidential records to provide feedback to CCYS on the concerns and incidents, and the outcomes of these.

CCYS Staff

All staff have the following responsibilities:

CCYS Safeguarding Policy

- a) To adhere to all the points and procedures outlined within this policy
- b) To report any incidents, concerns, suspicions and or allegations they have regarding a young person's wellbeing and or safety, in line with CCYS reporting procedures
- c) To attend induction or any training courses including on-going training in relation to safeguarding and child protection, as appropriate
- d) To use support sessions, such as supervision, to discuss any child protection or safeguarding concerns or issues
- e) To use support sessions, such as supervision, to discuss any child protection or safeguarding concerns or issues.

CCYS Staff Conduct and Support

Training and support

All new CCYS staff and adult volunteers during their induction period, will receive thorough information and training

All existing staff and volunteers will receive up to-date training and information regarding changes in legislation, guidance, and procedures regularly from the Safeguarding Officer

Code of conduct

CCYS expects all members of its staff and volunteer team to have a clear understanding of the responsibilities and powers their positions of trust carry. This code of conduct clearly outlines what is acceptable behaviour and what is not, and how to behave appropriately when working with young people; thereby ensuring that the 'position of trust' is not abused. This will not only protect those in the positions of trust but also safeguards those being cared for.

Where a staff member breaches the code of conduct. CCYS disciplinary policy and procedure will be followed.

General conduct

Staff must always:

- Treat everyone with respect and dignity
- Respect and be sensitive to individuals' beliefs and religions
- Act as a good role model
- Respect a young person's right to personal privacy
- Assess the risks likely to be incurred in all situations, activities, buildings, and trips to ensure all potential dangers have been identified and the risk minimised.
- Ensure that the appropriate ratio of workers to members is appropriate to the needs, age, size, and gender of the group. This includes consideration of the gender mix of workers and the known behaviour and ability of young people.
- Plan to have more than one adult present when planning activities/trips
- Take any allegations, suspicions, or concerns about abuse which a young person makes seriously (including those made against staff) and report them following appropriate procedures
- Provide an opportunity and environment for young people to talk to the relevant staff member about any concerns they may have
- Provide an environment that encourages young people and adults to feel comfortable and confident in challenging any attitudes or behaviours that may be discriminatory in any way. (i.e. racial, sexual, bullying, homophobic, disability, refugee/asylum status etc.)

CCYS Safeguarding Policy

Others may misinterpret behaviour and actions regardless of how well-intentioned they may be. Show understanding and sensitivity when dealing with emotional issues

Staff must never:

- Permit or accept any abusive and/or discriminatory behaviour in peer-led activities, (e.g. initiation ceremonies, bullying, taunting)
- Engage in inappropriate behaviour, relationships, or contact (e.g. physical, verbal, sexual, including horseplay)
- Allow or encourage others to engage in inappropriate behaviour/contact (as above)
- Use inappropriate or demeaning language, via any method of communication, i.e. writing, phoning, email and or via the Internet.
- Give personal money to any young person they are working with unless in extenuating circumstances
- Invite young people (they are working with) to their homes or into their rooms whilst away on residential
- Show favouritism to anyone
- Jump to conclusions without checking facts
- Use alcohol, drugs or other substances when working with young people
- Undermine or criticise others
- Deliberately put themselves or others in compromising or potentially dangerous situations.
- Promote their religious or political ideas and beliefs.
- Provide lifts to young people in any vehicle unless prior arrangements have been made and with permission of the relevant person.
- Believe it could never happen to them
- Rely on just their good name and or reputation to protect them against situations which could lead to allegations
- Promise to keep secrets

Some of the team building activities carried out by CCYS will involve physical contact amongst participants and staff (adult workers). This is fine if they are carried out in an open environment, (i.e. not in a situation where there is one adult worker alone with a participant engaging in physical activities).

Young people must be given the choice to not participate in an activity, should they not wish to.

Safe working practice for activities, events or residential:

Risk assessment forms must be completed before any activity or event, and risk assessing must be ongoing throughout the event/activity.

All activities and events must be agreed and endorsed by the Chairman and Directors

Staff should ensure that the ratio between young people and staff is adequate, and representative of the gender mix of the group.

Staff should plan to have at least one other staff member present, preferably of the opposite gender. Ensure that the ratio of workers to members is appropriate to the needs, age, size, and gender of the group. This includes consideration of the gender mix of workers and the known behaviour and ability of young people.

CCYS Safeguarding Policy

All relevant consent, emergency contact details and health and medical forms to be completed by parents/carers for those under 18yrs or by those over 18 themselves, before the activity or event. These must be kept in a safe and confidential place by the appropriate person.

It is a normal requirement for all CCYS activities that young people are accompanied to and from and event either by a youth worker or parent/carer.

Transport and associated costs to and from all events is the responsibility of the youth club attending. CCYS accept no responsibility for accidents, loss or damage to vehicles or equipment while groups are travelling to and from an CCYS organised event.

Overnight accommodation

It is the responsibility of the youth club to organise appropriate accommodation for any young people attending events organised by Ambition where an overnight stay is necessary. Parental consent forms should be completed by the club on these occasions.

Working with other organisations

By the very nature of CCYS's work we will regularly work with staff, volunteers and parents from other clubs or organisations. Concerns about behaviour in front of young people can be challenged directly in a non-confrontational manner. Concerns about safeguarding should be raised with your line manager and / or Safeguarding Officer who will take the appropriate action. Where necessary the Safeguarding Officer or CEO will contact the manager or Safeguarding Officer for any other organisation when a concern is raised.

CCYS Safeguarding Policy

Confidentiality and Privacy

Whilst all CCYS staff (both paid and unpaid) will ensure that young people's rights to privacy and confidentiality is respected, there may be times when this confidence is breached. If a young person discloses voluntarily information about him/herself or another young person, which raises child protection concerns and any matters of crucial concern then these concerns will be reported to the Safeguarding Officer or CEO. CCYS will ensure that the young person is involved, consulted, and kept informed about what action, if any, is to be taken, and during each step of the reporting procedure.

Any personal information gathered about a young person will be stored in a safe and confidential place. Only those who need to know will have access to this information. It may be necessary to pass this information on to the relevant authorities, such as social services, police, NSPCC, and either parents/guardians or carers (if appropriate). When doing so, CCYS will ensure that the young person is involved and gives consent in making that decision. The only situation when a referral can and will be made without the consent of the young person will be if that young person is at serious risk of harm (e.g. life threatening or of a serious nature).

NOTE: CCYS staff will ensure that any information gained or given will be treated with the strictest of confidence.

Child Protection

What is Abuse?

Child abuse occurs when a child or young person has suffered from, or is at significant risk of suffering from, ill-treatment or impairment of development, by any persons who knowingly collude with or fail to prevent the ill-treatment of the child by ensuring reasonable standards of care and protection.

All staff and volunteers should be aware that abusers are not just strangers; they can include parents, carers, family members, friends, people in positions of trust/authority, other children and young people, and anyone who has contact with children and young people.

It is also important to remember that although most abusers are men, women also abuse. Abusers come from all backgrounds, races, classes, and professions.

Children and young people who are abused are often abused by an adult they know and trust.

Disabled children and young people are more vulnerable to abuse. They are more dependent on intimate care and occasionally they may be less able to tell someone about or escape from abusive situations.

Misunderstandings and misinterpretations of different cultural and religious beliefs and practices often means that children and young people from these communities may be more vulnerable to abuse going undetected.

Definitions of abuse

The following categories of abuse should be considered when working with young people. It is important to remember that abuse will often fall into more than one category at any one time.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some are subjected to more than one form of abuse at any one time. Attention must be drawn to other sources of abuse such as social exclusion, domestic violence, mental illness, or drug/alcohol misuse.

CCYS Safeguarding Policy

Neglect

The persistent or severe neglect of the child/young person, including failure to meet the child's basic physical and psychological needs, i.e. food, warmth, shelter, clothing, care, and protection.

Physical

Any form of non-accidental injury to, or failure to protect from injury a child/young person. This may involve, hitting, shaking, poisoning, throwing, and burning/scalding.

Emotional

Severe or persistent rejection or emotional ill treatment of the child/young person, which would negatively affect the emotional or behavioural development of the child/young person.

Sexual

The actual or likely sexual exploitation of the child/young person by any person, whether that child/young person is aware of what is happening. This would include physical contact (penetrative or non-penetrative) and non-physical contact (looking at pornographic materials, watching sexual activities).

Child sexual exploitation (CSE)

CSE is a form of sexual abuse where children are sexually exploited for money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, children are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in a sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen at home.

Female Genital Mutilation (FGM)

FGM involves all procedures involving partial or total removal of the external female genitalia or other injury to the female genital organs. It is illegal in the UK and a form of child abuse with long lasting harmful consequence.

Prevention of Extremism and Radicalisation (PREVENT)

Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.

Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. Also included in the definition of extremism is calls for death of members of armed forces whether in this country or overseas.

Recognising abuse

The following information is designed for you to use as a guide to help you become more alert to and aware of the signs of possible abuse. It isn't intended to turn you into an expert.

Recognising possible abuse is a complex and complicated procedure and it is not your responsibility to decide whether a young person has been abused or is at significant risk. However, you do have a responsibility to act on any concerns and report them in accordance with your reporting procedures.

It is important to know and remember that lists below are not definitive but should act as a guide to assist you in becoming more aware. Young people may show some of these indicators at some time, but the presence of one or more should not be taken as proof that abuse is occurring or has occurred.

CCYS Safeguarding Policy

It is not the responsibility of staff or volunteers to determine whether abuse has taken/is taking place. All concerns should be reported to the Safeguarding Officer and to the relevant and appropriate people. There may be other factors (within the family) for reasons in sudden or noticeable changes in behaviour, such as death, the birth of a new sibling etc.

Neglect

This can be a difficult form of abuse to recognise, and yet it can have some of the most lasting and damaging effects.

The physical signs and changes in behaviour that may indicate neglect may include:

- Constantly hungry, perhaps food being stolen from others
- Constantly dirty or in an unkempt, unwashed state
- Inappropriately dressed for the weather conditions
- A loss of weight or being constantly underweight
- Being tired all the time
- Failure to attend medical appointments or not requesting them
- Mentioning of being left alone or unsupervised

Physical abuse

It is quite normal for young people to get cuts and bruises as part of their daily life; however, some young people will have bruising or cuts that could only have been caused non-accidentally. Important indicators are where on the body the bruises or injuries occur, whether an explanation was given, or the lack of explanations fits the injury, and whether there was a delay in seeking medical treatment when treatment may be necessary.

The physical signs and changes in behaviour that may indicate physical abuse may include:

- Injuries that cannot be explained on any part of the body
- Bruises which reflect hand marks or fingertips from slapping or pinching
- Cigarette burns, bite marks, broken bones, scalds
- A fear of approaching parents or other adults for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when touched or approached
- Depression, withdrawn behaviour
- Running away from home
- Reluctance to get changed in front of others

Emotional abuse

Again, this can be very difficult to identify; often those who appear well cared for may be emotionally abused by being put down or belittled. Some young people may be receiving little or no love, affection and/or attention from their parents/guardians/carers. Those not allowed to mix/play with others may be experiencing emotional abuse.

The physical signs and changes in behaviour that may indicate emotional abuse may include:

- A failure to thrive or grow
- Sudden speech disorders
- Delayed development either physically or emotionally
- Exhibiting neurotic behaviour such as hair twisting or rocking

CCYS Safeguarding Policy

- Reluctance to have their parents/guardians contacted or approached regarding their behaviour
- Exhibiting a lack of confidence or the need for approval or attention
- Fear of making mistakes
- Exhibiting self-harming behaviour

Sexual abuse

Adults who exploit their power and use young people to gratify their own sexual needs abuse both girls and boys of all ages, cultures, and abilities, including babies, toddlers, and young people. Often the young person's behaviour will cause you to become concerned; however, there are physical signs which highlight concerns. In all cases, young people who talk about sexual abuse do so because they want it to stop. Therefore, it is vitally important that they are listened to and taken seriously.

The physical signs and changes in behaviour that may indicate sexual abuse may include:

- Stomach pains, discomfort when walking or sitting down
- Bruising or injuries to parts of the body that are not normally seen
- Pregnancy
- Sudden or unexplained changes in behaviour and/or mood, e.g. becoming aggressive or withdrawn
- Nervousness or fear of being left with specific persons or groups
- Acting in a sexually inappropriate way with peers/adults
- Sexual knowledge/drawings/language inappropriate for their age or level
- Running away
- Self-harm/mutilation, suicide attempts
- Eating disorders such as bulimia or anorexia
- Indicating that they have secrets which cannot be told to anyone
- Bedwetting
- Substance abuse (drug and alcohol)

Child sexual exploitation (CSE)

Some of the following signs may be indicators of sexual exploitation:

- Children who appear with unexplained gifts or new possessions.
- Children who associate with other young people involved in exploitation.
- Children who have older boyfriends or girlfriends.
- Children who suffer from sexually transmitted infections or become pregnant.
- Children who suffer from changes in emotional well-being.
- Children who misuse drugs and alcohol.
- Children who go missing for periods of time or regularly come home late.
- Children who regularly miss school or education or don't take part in education.

Female Genital Mutilation (FGM)

There are a range of potential indicators that a girl may be at risk of FGM. For up to date information please see this link:

<https://www.gov.uk/government/publications/multi-agency-statutory-guidance-on-female-genital-mutilation>

CCYS Safeguarding Policy

The age at which a child undergoes FGM varies enormously according to community. The procedure may be carried out when the girl is newborn, during childhood or adolescence, at marriage or first pregnancy. It is believed that FGM is carried out to British girls in the UK as well as overseas (often in the family's country of origin). Girls of school age who are subjected to FGM overseas are thought to be taken abroad at the start of the school holidays, particularly in the summer holidays, in order for there to be sufficient time for her to recover before returning to her studies.

There can also be clearer signs when FGM is imminent:

- It may be possible that families will practise FGM in the UK when a female family elder is around, particularly when she is visiting from a country of origin.
- A professional may hear reference to FGM in conversation, for example a girl may tell other children about it
- A girl may confide that she is to have a 'special procedure' or to attend a special occasion to 'become a woman'.
- A girl may request help from a teacher or another adult if she is aware or suspects that she is at immediate risk.
- Parents state that they or a relative will take the child out of the country for a prolonged period.
- A girl may talk about a long holiday to her country of origin or another country where the practice is prevalent
- Parents seeking to withdraw their children from learning about FGM.

There are several indications that a girl or woman has already been subjected to FGM:

- A girl or woman may have difficulty walking, sitting, or standing and may even look uncomfortable.
- A girl or woman may spend longer than normal in the bathroom or toilet due to difficulties urinating. A girl may spend long periods of time away from a classroom during the day with bladder or menstrual problems.
- A girl or woman may have frequent urinary, menstrual or stomach problems.
- There may be prolonged or repeated absences from school or college.
- A prolonged absence from school or college with noticeable behaviour changes (e.g. withdrawal or depression) on the girl's return could be an indication that a girl has recently undergone FGM.
- A girl or woman may be particularly reluctant to undergo normal medical examinations.
- A girl or woman may confide in a professional.
- A girl or woman may ask for help but may not be explicit about the problem due to embarrassment or fear.
- A girl may talk about pain or discomfort between her legs.

Prevention of Extremism and Radicalisation (PREVENT)

PREVENT is a key part of the Government's strategy (as at 2016) to stop people becoming terrorists or supporting terrorism. Early intervention is at the heart of PREVENT in diverting people away from being drawn into terrorist activity. PREVENT happens before any criminal activity takes place.

For current tools on working with young people the following website has some useful references <http://www.preventforschools.org>

Critical risk factors include:

CCYS Safeguarding Policy

- Being in contact with extremist recruiters
- Articulating support for extremist causes or leaders
- Accessing extremist websites, especially those with a social networking element
- Possessing extremist literature
- Justifying the use of violence to solve societal issues
- Joining extremist organisations
- Significant changes in appearances or behaviour.

Where a young person is thought to be in need/at risk of harm investigations need to be carried out, and due to the nature, in relation to violent extremism, most likely a Police investigation is needed.

Responding to any suspicions, concerns or allegations

Concerns about behaviour of a staff member, volunteer, young person, or director

Any concerns must be raised immediately with your Line Manager, the Safeguarding Officer, CEO, Chair of Directors or if necessary, another CCYS Director.

All staff have the right to report any concerns or suspicions they may have about another member of staff in confidence and free from harassment, being treated unfairly or being penalised.

Where an allegation has been made about a member of staff, they will receive support throughout the process and thereafter as necessary.

All procedures will adhere to CCYS disciplinary policy. Any support mechanisms put in place by CCYS will not jeopardise any investigation or put young people at risk.

For more information, please refer to the separate “Whistleblowing and Managing Allegations Policy” which gives the procedures to be followed in more detail.

Concerns about a young person and responding to disclosure

Action to be taken if you have a concern about a young person’s safety and well-being:

- Act immediately
- Follow the steps outlined in the section entitled: ‘if a young person confides in you, you must’
- Keep a detailed record of what you witnessed, heard or were told, recording the facts, time, date and who was present. Use the Safeguarding Incident Report Form which can be found at the end of this policy.
- Make young people aware of the CCYS procedure

Action to be taken by Safeguarding Officer

Act immediately.

Consider if the young person is in immediate danger; if so, contact the police, social services and if appropriate, their parents. Follow procedure as above.

if the young person is not in immediate danger, find out as much as possible about the situation or incident from the young person. Do not ask interrogating questions; just ask questions for clarification only.

Allegations or suspicions made about a member of staff must be dealt with in accordance with CCYS disciplinary policy and procedure.

CCYS Safeguarding Policy

Contact the local social services team relevant to the young person

A list of relevant pan Sussex contact numbers are listed in the appendices.

You may also need to agree with the local social services team about ongoing support for the young person, once any concerns have been made.

Action to be taken if the young person is in immediate danger:

Contact the police by dialling 999.

Get medical help if necessary or provide appropriate first aid removing yourself, the young person, and all bystanders from harm

Refer the young person to the local social services team or emergency duty team (if out of normal office hours). Give them as many details as you know, and what any future action may be.

Contact parents or carers. DO NOT contact them if this will place the young person or others in the household at further risk of harm. If this is the case contact the police.

As soon as possible inform the Safeguarding Officer.

Record all the details on the relevant incident/disclosure forms.

If a young person confides in you, you must:

- Stay calm and approachable; do not let your shock show
- Listen very carefully to what is being said without interrupting
- Explain at an appropriate time as early as possible that the information being given by the young person may need to be shared and passed on to others – but stress only to those who need to know. Do not in any circumstances promise to keep it a secret
- Make it clear that you are taking them seriously and acknowledge how difficult this must be
- Allow the young person to speak at their own pace
- Reassure the young person that they are doing the right thing in telling you
- If you need to ask questions, then only ask questions for clarification, avoid asking questions that suggest particular answers, avoid asking probing questions – you do not need to know all the details; that is the job of the experts
- Let the young person know what will happen next, who you will report the information to, what will happen once it has been reported
- Record all the details of what was said, use the exact wording used by the young person; do not try to interpret any of the information yourself. Record details such as names mentioned, dates, times, who the information went to, what action was taken next; do not forget to sign and date the form (see incident/disclosure form)

CCYS staff will always ensure that the young person's welfare is paramount when considering what action will be taken. CCYS will also consider the age and maturity of the young person, involving them in any decisions being made concerning them

CCYS Safeguarding Policy

Legislation to protect children and young people

- The Children Act 1989 and 2004
- Rehabilitation of Offenders Act 1974 (UK wide)
- Protection of Children Act 1999 (POCA)
- Human Rights Act 1998 and The United Nation's Convention on the Rights of the Child (signed up to by the UK Government in 1991)
- The Protection of Children Act 1999 and the Police Act 1997
- Criminal Justice and Court Services Act 2000
- Sex Offenders Act 1997
- Sexual Offences (Amendments) Act 2000 (Abuse of trust)
- The Data Protection Act 2018 (UK wide)
- Health and Safety at Work Act 1974
- Public Interest Disclosure Act 1998
- The Care Act 2014
- Female Genital Mutilation Act 2015

All available from: www.legislation.hmsso.gov.uk/acts.htm

Useful Guidance to protect children and young people

- Keeping it Safe – A young person-centred approach to safety and child protection (NCVYS Publication)
- Working Together to Safeguard Children (Department of Health)
- What to do if you are worried a child is being abused ((DoH)

CCYS Safeguarding Policy

Summary of process for reporting safeguarding concerns

As an organisation CCYS recognises its responsibility to safeguard all children and young people and ensure all staff are aware of their duty to report concerns with relevant agencies. Staff should therefore follow the procedure outlined below if they are aware of a safeguarding concern.

Awareness of a Safeguarding Concern

- a) you see something which leads you to suspect harm to a young person
- b) a third party informs you about alleged harm
- c) a child discloses harm to you
- d) a colleague's persistent behaviour concerns you

In an emergency dial 999 and inform the appropriate service.

Listen. Record.

- Do not lead or question
- Explain you are concerned for their well-being
- Clarify to the young person what is meant by confidentiality within the service and the need to report
- Record the disclosure

Contact your Safeguarding Officer, C E O or the Chair of Directors immediately.

Safeguarding Officer: Laura Carter 07899 297490

CEO: Dave Savage 07904 038612 / Home 01342 719915

Chair: Chris Cook 07757 391521

~ The Golden Rules ~

- **Treat all concerns with respect and confidentiality**
- **Always be prepared and expect the unexpected**
- **It is not our job to investigate concerns – it is our job to report them**

In the unlikely event that you cannot reach any of the above contacts, use SMS Messaging if the phone is not answered to allow recipients to evaluate level of urgency and whether situation can be resolved without a call-back late at night.

CCYS Safeguarding Policy

Appendix 1 - Social Care Services – Pan Sussex Contact details

Procedure for Making a Referral to Children's Social Care

Referrals should be made to the Children's Social Care office where the child is living or is found in urgent situations outside office hours, the referral should be made to the relevant Emergency Duty Service/Out of Hours Team.

If the child is known to have an allocated social worker, referrals should be made to her/him or in her/his absence the manager or a duty officer in the relevant social work team. Where this is a child protection referral the referrer should follow this up in writing and Children's Social Care should respond.

See more at: <http://sussexchildprotection.procedures.org.uk/>

Brighton & Hove

Front Door for Families
C/O Whitehawk Community Hub and Library
179A Whitehawk Road
Brighton
BN2 5FL
Telephone: 01273 290400
Email FrontDoorForFamilies@brighton-hove.gov.uk
Out of Hours Emergency Duty Service
Telephone: 01273 335905 or 335906

East Sussex

Single Point of Advice (SPoA) Mon-Thurs 8.30am-5pm and Fri 8.30am-4.30pm.
Phone: 01323 464222
Email: 0-19.SPOA@eastsussex.gov.uk

Out of Hours Social Care Service - Children's services: 01273 335905/6

West Sussex

MASH: Monday to Friday between 9am-5pm: 01403 229900

At all other times, including nights, weekends and bank holidays, contact the 'out of hours' emergency team: 0330 222 6664

Email: MASH@westsussex.gov.uk

CCYS Safeguarding Policy

Appendix 2 - Other Useful Contacts

Brighton & Hove

Police - Safeguarding Investigations Unit

Telephone: 101 and ask for Brighton Safeguarding Investigations Unit.

Designated Professionals

Designated Doctor Safeguarding Children: 01273 238703

Designated Nurse Safeguarding Children: 01273 574680 / 07770 381421

Local Authority Designated Officer (LADO) 01273 295643

East Sussex

Out of Hours Social Care Service Adult services: 01323 636399

Child Protection Plans: 01323 466606

Police Safeguarding Investigations Unit

For all Safeguarding Investigations Unit, dial 101, and ask for the relevant team – Hastings, Eastbourne, Brighton, Littlehampton or Horsham

Designated Professionals

Designated Doctor Safeguarding Children: 01424 758012

Designated Nurse Safeguarding Children: 01424 735664

Designated Nurse Looked After Children: 01323 446999

West Sussex

Designated Professionals West Sussex

Designated Nurse Safeguarding Children: Michaelbrown23@nhs.net 07901 757673

Police - Safeguarding Investigations Unit

Telephone 101 and ask for the Safeguarding Investigations Unit or in an emergency dial 999

Pan Sussex Safeguarding Children Board contacts

Louise MacQuire-Plows

East Sussex Safeguarding Children Board Business Manager

ESSCP.Contact@eastsussex.gov.uk

Marcella McHugh

West Sussex Safeguarding Children Board Business Manager

Marcella.McHugh@westsussex.gov.uk

Sally Kendal

Brighton and Hove Safeguarding Children Board Business Manager

Sally.Kendal@brighton-hove.gov.uk