



Safeguarding Young People & Child Protection Policy

June 2017 - May 2018



CONTEXT & OVERVIEW

Policy Prepared by:	Mr Gareth Gilvary
Approved by Board on:	15/05/2017
Policy became operational:	01/06/2017
Next review date:	01/05/2018

DESIGNATED PERSONNEL FOR CHILD PROTECTION

ON BEHALF OF

IGNITION Belfast CIC

Designated Officer for Child Protection

GARETH GILVARY

gareth@ignitionbelfast.co.uk

Most Recent Training: 06/2017

Deputy Designated Officer

GERARD THOMPSON

gerard@ignitionbelfast.co.uk

Most Recent Training: 06/2017

All of our Members, Staff, Volunteers and other related people will be provided with relevant and up-to-date training to ensure a maximum safeguard of Children & Young People.



We at IGNITION have a primary responsibility for the care, welfare and safety of the young people in our charge. We will carry out this duty through our Safeguarding policy, which aims to provide a caring, supportive and safe environment, valuing individuals for their unique talents and abilities. We want all of the young people we engage with to learn and develop to their full potential.

All of our staff and volunteers have been subject to appropriate background checks. The staff of our organisation have adopted a code of practice for our behaviour towards children & young people.

The purpose of the following procedure on Child Protection is to protect young people by ensuring that everyone who works in, or for, our organisation – creative staff, education staff, support staff and volunteers – has clear guidance on the action which is required where abuse or neglect of a child is suspected. The overriding concern of all caring adults must be the care, welfare and safety of the child. The problem of child abuse will not be ignored by anyone who works in our organisation, and we know that some forms of child abuse are also a criminal offence.

DEFINITION OF ABUSE:

We use the following definitions:

Neglect – the persistent or significant neglect of a young person, or the failure to protect a child from exposure to any kind of danger, including cold, starvation, or persistent failure to carry out important aspects of care, resulting in the significant impairment of the child's physical, emotional and/or psychological health.

Physical – the deliberate physical injury to a young person or the wilful or neglectful to prevent physical injury or suffering. Emotional – persistent or significant emotional ill-treatment of a young person so as to cause severe and persistent effects on the child's emotional development.

Domestic Violence - The government's definition of domestic violence is:

"...any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality."

(An adult is defined as any person aged 18 years or over. Family members are defined as mother, father, son, daughter, brother, sister, and grandparents, whether directly related, in-laws or stepfamily.)

This definition is a 'catch all' description to include all possible incidents of domestic violence. In reality, domestic violence is not an isolated incident, but a pattern of abusive and controlling behaviour. Domestic violence also includes forced marriage and so-called 'honour crimes'. Domestic violence has a particularly detrimental effect on children, as they are reliant upon their parents to provide love and support, as well as to be responsible for practicalities. When domestic violence occurs, the family – which should be a safe and secure haven and the main support in their lives – becomes a source of trauma, division and pain.

Child Sexual Exploitation - 'Child sexual exploitation is a form of sexual abuse in which a person(s) exploits, coerces and/or manipulates a child or young person into engaging in some form of sexual activity in return for something the child needs or desires and/or for the gain of the person(s) perpetrating or facilitating the abuse' Safeguarding Board for Northern Ireland.

Bullying (including Cyber-Bullying) – IGNITION defines bullying as "deliberately hurtful behaviour, repeated over a period of time, where it is difficult for the target of bullying to defend him/herself.

Bullying is a highly distressing and damaging form of abuse and is not tolerated in our organisation. All staff are vigilant at all times to the possibility of bullying occurring, and will take immediate steps to stop it happening, to protect and reassure a target of bullying and to deal with any bullying behaviour. Parents of both targets and young people engaging in bullying behaviour will be contacted immediately if bullying behaviour is identified.



Any complaint by a parent that their child is, or may be, being bullied will be fully investigated under the direction of the Designated Officer for Child Protection and team action will be taken to protect the target. A parent making a complaint about bullying will have a personal response from the Designated Officer within one week of making the complaint, indicating the investigation which has been carried out and the action being taken.

The interventions with a young person who engages in bullying behaviour will depend on the nature, frequency, duration and perceptions of the young person experiencing the bullying behaviour. The aim of any intervention is to RESPOND to the bullying that is taking place, RESOLVE the main concern and RESTORE the well-being of all those involved.

LEGAL FRAMEWORK

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Family Acts 2014
- Special educational needs and disability (SEND) code of practice: 0 to 25 years - Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to young people, parents and carers; HM Government 2015
- Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children; HM Government 2015

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
- working in partnership with children, young people, their parents, carers and other agencies is essential promoting young people's welfare.

CONFIDENTIALITY:

Although every young person must be listened to with sensitivity, **no promise of confidentiality can or ever should be given** where abuse is alleged. However only those who need to know will be told. All who work for IGNITION have a professional responsibility to share information about the protection of children with other professionals, including investigative agencies.

All who work for IGNITION should recognise, therefore, that in order to protect young people from harm, confidentiality must be subordinate to the need to take appropriate action, by involving others in the best interests of the young person.



CODE OF CONDUCT FOR IGNITION BELFAST CIC MEMBERS, STAFF, CONTRACTORS AND VOLUNTEERS

All who work in, or for, IGNITION must safeguard and promote the welfare of all young people in their care. This duty rests with all members of staff (including temporary and voluntary) and implicit in it is the assumption that the conduct of the organisation staff towards young people must be above reproach. We are in a position of trust and staff will strive to exhibit the following positive behaviours:

- Show respect, be patient and listen
- Think about how they communicate with young people and the language used
- Value children as individuals
- Be a positive role model and provide support
- Encourage young people to participate and have fun
- Ensure any contact with children e.g. via phone, text or email is done with parental knowledge
- Report to the Designated Officer any allegation, or observation, of abuse relating to a young person or a member of staff, as soon as they become aware of it. This includes any serious bullying, harassment, humiliation or intimidation (young person to young person, staff to young person, young person to staff, parent to staff etc.)

Behaviours to be avoided:

- Taking a young person alone on a car journey
- Doing things of a personal nature that young people can do themselves

Unacceptable Behaviours:

- Using inappropriate language
- Allowing young people to use inappropriate language unchallenged
- Leaving children unattended or unsupervised
- Making or receiving texts or private calls while supervising children
- Engaging in or allowing dangerous behaviour
- Spending excess amounts of time alone with young people
- Allow or engage in any inappropriate touching
- Accepting young person as contacts on social networking sites
- Letting allegations made by a child go unrecorded
- Private Meetings with young people

Private Meetings with Young People:

We at IGNITION are aware of the dangers which may arise from private interviews with individual young people. This is particularly present during Video Evaluation Projects or Mentoring.

- If a meeting must take place, it will be in a room with visual access. Alternatively, it will take place in a room with the door open or an area which is likely to be frequented by others.
- Where appropriate, another adult or young person will be present or nearby during the interview.

Physical Contact with Young People:

- As a general rule, staff are advised not to make unnecessary physical contact with young people.
- Physical contact which may be misconstrued by the young person or other observers should be avoided.
- Designated Staff who have to administer first aid should ensure whenever possible that other children or another adult is present.
- Following any incident where the staff member feels his/her actions have been misconstrued a written report of the incident should be submitted immediately to the Board of Directors. This would apply especially to cases where staff have been obliged to restrain a young person to prevent him from inflicting injury to others or self.
- Particular care should be taken when staff are supervising young people in a residential setting such as an outdoor trip or hotel. The member of staff organising the residential should check with the Designated Officer for Child Protection for any specific guidance in relation to participating students.



Procedures for sharing concerns about a young person's welfare:

Staff should share their concerns with the Designated Officer of Child Protection, using the IGNITION Welfare Concern Form. This information will be passed on to the relevant Directors.

Procedure for disclosing suspect (or disclosed) child abuse:

The member of staff must report their suspicions immediately to the Designated or relevant Deputy Designated Officer who will discuss the matter with the relevant Directors. The Designated Officer will keep the Board of Directors informed of all suspected cases. In their absence, a deputy Child Protection Officer will assume responsibility for child protection matters.

If a young person makes a disclosure to a member of staff which gives rise to concerns about possible abuse, or if a member of staff has concerns about a child, the member must act promptly.

The member must not investigate – this is a matter for social services – but should report these concern immediately to the Designated Officer (or deputy in their absence), discuss the matter with them and make full notes, using the Child Protection Record of Concern Form.

The Designated Officer will discuss the matter with the Board of Directors as a matter of urgency to plan a course of action, and ensure that a written record is made.

The Board of Directors, in consultation with the Designated Officer, will decide whether in the best interest of the young person, the matter needs to be referred to Social Services. If there are concerns that the young person is at risk, IGNITION is obliged to make a referral. Unless there are concerns that a parent may be the possible abuser, the parents will be informed immediately.

Where there are concerns about possible abuse, the Designated Officer will immediately record, contact and report all instances of potential abuse to The Social Services Gateway Team, where a proper investigation will then be carried out.

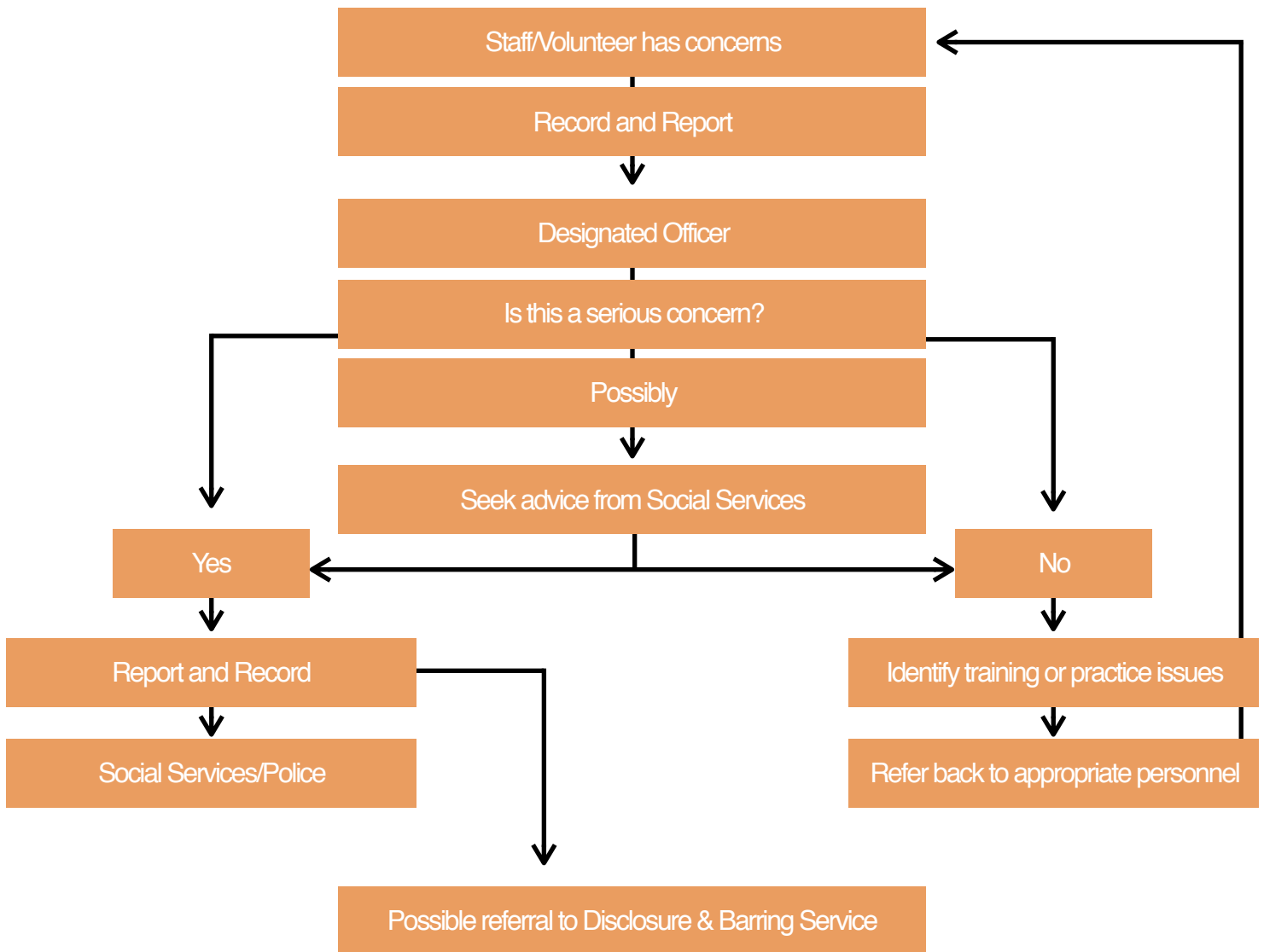
This policy has been developed by the Designated Officer for Child Protection, under consult with the Deputy Officer. This has since been reviewed and approved by the IGNITION Board of Directors. Should any details on this form need clarification, please contact us for more information. This enquiry will be forwarded to the IGNITION Board of Directors who in-turn will respond. This can take up to 4 weeks.



CHILD PROTECTION REPORTING PROCEDURES

WITHIN

IGNITION Belfast CIC



Designated Officer for Child Protection

GARETH GILVARY

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Deputy Designated Officer

GERARD THOMPSON

gareth@ignitionbelfast.co.uk



Child Protection & Safeguarding - Incident Report Form

Revised May 2017



Child Protection & Safeguarding - Incident Report Form

Section 1: Child and Incident Details

Child's Name:			
Child's Date of Birth:		Age (Years)	
Staff member reporting incident - name and position			
Date of incident (dd/mm/yyyy)		Time of incident	
Details of the incident <i>Note the reasons for recording the incident. Ensure the following factual information is provided – who, what, when and where. Include names of witnesses, if relevant, and immediate actions taken. Offer an opinion where relevant (how and why this might have happened). Substantiate the opinion. Attach a body map or other information, if appropriate. Further space can be used via a Continuation Sheet, attached.</i>			
Reporting staff member's signature		Date	
Please now pass this form to the Designated Officer for Child Protection			



Child Protection & Safeguarding - Incident Report Form

Section 2: Designated Officer Actions

To be completed by the Designated/Deputy Officer for Child Protection only.

Response to the incident/concern

Note actions taken, including names of anyone to whom your information was passed.

Outcomes

Record outcomes of the actions taken.

Safeguarding Lead's
name

Safeguarding Lead's
signature

Date



Child Protection & Safeguarding - Incident Report Form

Continuation Sheet

To be attached to Section 1, if applicable.

Details of the incident

Reporting staff member's
signature

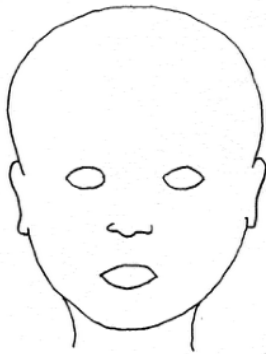
Date



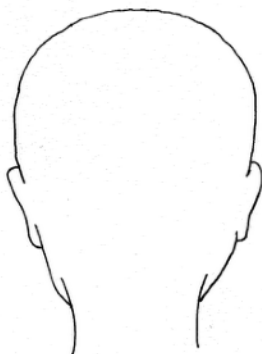
Child Protection & Safeguarding - Incident Report Form

Body Map

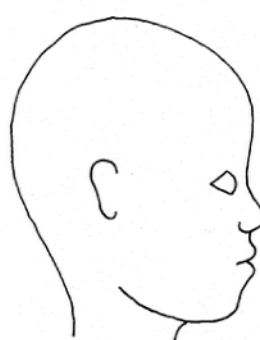
Child's name		Child's date of birth	
Date of incident (dd/mm/yyyy)		Person completing body map	



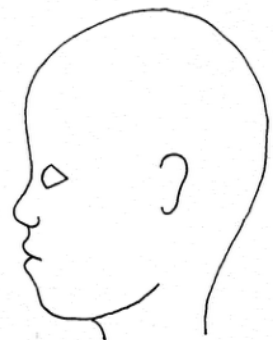
FRONT



BACK



LEFT



RIGHT

