



Ab Phab Youth Club Safeguarding Policy

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DATE FOR NEXT REVIEW:	October 2024 (or sooner if applicable)

Safeguarding Policy

This policy identifies the general principles and legislative requirements that guide best practice in safeguarding children, young people and vulnerable adults (for the purposes of this policy, children, young people and vulnerable adults will be referred to as 'young person' or 'young people' unless referenced differently in published text or documentation).

This policy ensures that trustee's, staff members or any agency staff members recruited by Ab Phab (for the purposes of this policy, trustee's, committee members, staff members, volunteers and agency staff members will be referred to as 'Staff members') and managers know their responsibilities and limitations.

This policy outlines our approach to safeguarding young people and is written in accordance with the Children Act 1989, The Children's Act 2004, the Safeguarding Vulnerable Groups Act 2006, the Protection of Children 1999 Act (POCA 99) and the Children's and Family Act 2014, Working Together 2018 and should be read in conjunction with LBD Safeguarding Children Guidance (The Green Book) Policy and Procedures for Voluntary, Community, Faith and Private Organisations. It is updated annually to address the annual revision of Keeping Children Safe in Education (2021). Trustees and staff are expected to be familiar with both documents.

It will be reviewed and added to annually and may be supplemented in appropriate cases by further statements related to the work of Ab Phab Youth Club. Copies and subsequent amendments will be made available to all employees.

Ab Phab Youth Club recognises the need for a well-defined policy, setting out the standards it aims to achieve for safeguarding young people within our care. This Safeguarding Policy sets out the organisation and arrangements for achieving this aim, including the detailed responsibilities for key staff.

All trustees, Managers, and support staff (paid or voluntary) are included in the implementation, dissemination and training of this policy and are DBS checked at the enhanced level as a matter of course. A record of the issue number and issue date can be found on the staff/ volunteer matrix document.

A clear safeguarding structure is needed, with training and supervision in place, to allow all staff to feel protected and supported in their work with families and young people

Please see Appendix B - Specific Vulnerable Groups Who Ab Phab Youth Club Work With

Staff working for Ab Phab Youth Club have a duty of care to the young people who attend to ensure their safety and wellbeing is always paramount.

Definition of 'duty of care' – Children Act 1989:

- 61.-(1) "Where a child is accommodated by or on behalf of a voluntary organisation, it shall be the duty of the organisation –
- (a) To safeguard and promote his welfare.
 - (b) To make such use of the services and facilities available for children cared for by their own parents as appears to the organisation reasonable in his case; and
 - (c) To advise, assist and befriend him with a view to promoting his welfare when he ceases to be so accommodated."

1.Designated Safeguarding Lead

The current Designated Safeguarding Lead is **Kelly Nicholls.**
Deputy Designated Safeguarding Lead: **Sarah Attawia**

The DSL and Deputy DSL must be trained to Level 3.

The Designated Person is responsible for: -

- Responding in a timely manner to any suspected abuse allegations
- Referring a case on to social services where necessary
- Keeping written, confidential records that comply with the data protection policy.
- Ensuring staff are aware of the DSL's role and how they can be contacted in an emergency.

In the absence of Kelly Nicholls, staff/volunteers should speak to Sarah Attawia regarding any safeguarding concerns.

Contact details for Kelly Nicholls: kelly@abphabyouthclub.org.uk / 07360 493102

Sarah Attawia: sarah@abphabyouthclub.org.uk / 07380 166731

Chair of Trustees: Keith Smith

Chair@abphabyouthclub.org.uk

At least one Trustee should have training to Level 3 in each of the key safeguarding areas. Currently the following Trustees have Level 3 Safeguarding Training:

- Josy Hughes, Helen Jenner

The following Trustees are Designated Safeguarding Person

- Josy Hughes

The following Trustees have Safer Recruitment Training:

- Josy Hughes, Helen Jenner

The following Trustees have Level 3 Health and Safety Training

- Helen Jenner

2. Policy Statement

Ab Phab Youth club believes that every young person, regardless of age, gender, sexuality, ethnicity, or impairment have a right to feel safe and protected from any situation or practice that results in a young person being physically, emotionally, and psychologically harmed.

We recognise that:

- All young people have a right to equal protection from all types of harm/abuse/discrimination in regard to disability, gender, ethnicity, religious belief, sexual orientation, and gender identity.
- Ab Phab Youth Club will work with statutory, voluntary, and independent sectors to promote and minimise the risk of harm abuse, neglect of Ab Phab members.
- Ab Phab Youth Club will ensure all staff and volunteers are employed using the safer recruitment process. This includes collecting relevant references and arranging informal/formal interviews for potential candidates. Once selected, new staff and volunteers will be trained to accept responsibility for protecting and safeguarding young people who access our services.
- Ab Phab Youth Club believes that if young people are to learn respect for themselves and others, they must be respected by the adults caring for them.

- Ab Phab Youth Club believes the care and wellbeing of the young people in our care is paramount (Children Act 1989).

3. Policy

The purpose of the policy is to: -

- Provide protection for young people who attend Ab Phab Youth Club
- Provide staff and volunteers with guidance on procedures they should adopt if they suspect a young person is being abused or is at risk of harm.

This policy is mandatory for all staff, volunteers including those on short-term contracts, trustees and advisors. The policy must be applied whenever there is a concern about a young person or about the behaviour of an adult.

The protection of a young person requires a close working relationship between parents, social services departments, the police service, medical practitioners, community health workers, schools, and voluntary agencies (including Ab Phab Youth Club) to: -

- Be vigilant and protect young people first and foremost.
- Work and comply with current legal framework of child safeguarding standards and good practice.
- Recognise the rights of staff and their need for support.

We will endeavour to safeguard young people by: -

- Valuing them, listening, and respecting them
- Instigate effective intervention, using the Local Authority/London Guidelines
- Adopt LBBD/London child protection guidelines through procedures and implement Ab Phab code of conduct for staff, volunteers, and trustees.
- Conducting robust recruitment and selection processes including the necessary safety checks in respect of references, declarations, and DBS checks
- Reporting to Social Services any suspicion that a young person has suffered, is suffering, or is at risk of suffering abuse.
- Providing effective management of staff and volunteers through supervision, support and training including guidance on what to do if an individual is worried about a young person.

The abuse of young people may take place in any environment and be 'inclusive' or 'exclusive', i.e. something that is done to a young person, or withdrawn from him/her. Any young person may be abused, and the perpetrator may be known or unknown to them.

All staff and volunteers working with young people have a direct responsibility to bring any concerns they may have about an individual, to the Designated Safeguarding Lead (**DSL**). All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

The appropriate actions to protect a young person can then be planned and executed, where necessary.

All Ab Phab staff, volunteers must accept their responsibility, and be able to work with each other, co-operate with other professionals, young people and their families and take responsibility to report concerns.

All Staff, trustees and volunteers need to be trained to be aware of the risks to and needs of the young people with whom they have contact.

Action Checklist

THE MANAGER MUST: -

- Observe Local Authority Safeguarding Procedures and work to them. These can be found on the Local Authority Safeguarding Children Partnership website: <https://bdsafeguarding.org/> - *The Local Authority follows the London Child Protection Procedures* : <https://www.londoncp.co.uk>
- Carry out correct recruitment and employment checks when employing staff, paid or unpaid (DBS enhanced checks)
- Arrange appropriate supervision and training as stated in the policy for all staff, paid or unpaid, working with young people.
- Ensure a comprehensive, holistic care and risk assessments are carried out to safeguard all Ab Phab members.
- Ensure all staff are fully aware of procedures and what to do should they have a concern.

This policy will be reviewed annually or early if appropriate and will align to any changes to legislation.

4. Organisation and Responsibilities

4.1 Chair of Trustees

The Chair of Trustees is responsible for:

- The implementation, maintenance, monitoring and review of this Policy, across Ab Phab Youth Club
- Lead by example and actively ensure safeguarding policies are adhered to.

4.2 Trustees

All Trustees and committee members are responsible for:

- Working with the Chair of Trustees to maintain this policy through planning, implementing, measuring, and reviewing performance on a corporate level.
- Ensuring that Ab Phab managers have implemented the safeguarding policy and hold the appropriate level of safeguarding training.
- To ensure a budget for training and development is available.
- Reporting serious incidents to OFSTED using online log in. Details held with OFSTED registered trustee (Josy Hughes) and Youth Development Manager.
- Reporting serious incidents to Charity Commission using the online link 'how to report a serious incident' <https://ccforms.charitycommission.gov.uk/report-a-serious-incident>

4.3 Managers

Managers are the key to the success of this policy. They are accountable for the safeguarding standards within their area of responsibility. Specifically, they are responsible for:

- Ensuring the Safeguarding policy is communicated and implemented within their area of responsibility via staff training and having the policy available to read at all times.
- Making sure their staff and volunteers understand the safeguarding arrangements within Ab Phab Youth Club by having Safeguarding Leaflets (procedure guidance) available for all staff and volunteers to read if they feel necessary.
- Informing, instructing, training and supervising employees and volunteers
- Ensuring all incidents relating to safeguarding are reported and as the Designated Safeguarding Lead (DSL) act according to LBBB/London protocols.

- Reporting and informing safeguarding issues to trusteeship in accordance with guidance
- To carry out, or delegate to appropriate trained staff, complete risk assessment forms that include references to keeping Ab Phab members safe from harm.

4.4 All Employees

All employees are responsible for

- Making sure they understand the part they play regarding safeguarding young people.
- Co-operating with managers in following the safeguarding arrangements set out in this policy.
- Reporting any suspicions of abuse or neglect to the DSL. Individual staff should not make a direct referral to any outside agency.
- Reporting any concerns about the behaviour of any members of staff, volunteers, contractors, parents/carers, or members of the public towards young people to the DSL.
- Ensuring young people are given the tools needed to understand how to seek help and to the relevant people via posters and communication aids (these can be found at every youth session)

Good Practice Guidelines for Working with young people

- Plan activities so that they involve more than one member of staff, volunteer, or other relevant accompanying (e.g. youth leader) adult being present or are at least in sight or hearing of others.
- Do not exaggerate or trivialise safeguarding issues.
- Do not let allegations made by a young person go without being addressed and recorded.
- Do not deter anyone from making allegations through fear of not being believed.
- Do not engage in or permit abusive behaviour between young people e.g. ridiculing, bullying.
- Do not engage in sexually provocative or rough physical games with a young person.
- Do not show favouritism to any individual
- Do not give a young person your personal contact details and do not communicate with them outside of the work via any means including social media, personal devices or any other means.
- Do respect a person's right to privacy.
- Do provide communication aids if necessary, for the young person.

5 Responding to Safeguarding Concerns

Staff and volunteers may become concerned about a person in several ways: -

- A young person may tell (disclose) that they or someone else has been or is being abused
- There may be concerns due to the person's behaviour or presentation
- Concerns may be raised about the behaviour of an adult, who may be a member of staff, volunteer, another professional or a member of the public
- A parent, carer, relative or member of the public might share their concerns about a young person.

In all cases the following procedures must be followed.

When a young person wants to confide in you: -

- Do not promise to keep the information secret. Explain that you must pass the information on to those who can help. Tell the young person what you are going to do next. Stay calm and listen carefully to them.
- Do not confront any alleged abuser.
- Ask questions only to clarify your understanding of what you are being told. Do not investigate. Do not ask them to repeat his/her account.
- Do not ask them to repeat his/her account.
- Do not act shocked, surprised, disgusted, or upset. This may stop the individual from continuing their disclosure.
- Do show them that you take what they are saying seriously.
- Stay calm.
- Listen carefully.
- Reassure the individual that they are doing the right thing by telling you.
- Acknowledge you understand how difficult this may be.
- Make it clear that you are taking what is said seriously and let them know that you will do everything you can to help them.
- Encourage the young person to talk, but do not interrupt whilst they are recalling events.
- As soon as you can, write down what the young person has said, using the young person's own words. (ideally on a safeguarding form, although any paper to hand is okay as this will ensure you have recorded the concern in a timely manner. When it is appropriate to do so, transfer all written records onto a safeguarding form. DO NOT discard the original piece of paper)
- Report to your DSL as soon as you can, and before the end of the session

These guidelines regarding disclosures can be found in the Safeguarding Leaflet available to all staff and volunteers at each session.

Reporting a young person's disclosure of abuse is not a betrayal of the young person's confidence. It is your duty and is also necessary to allow protective action to be taken in relation to the young person and any other children.

If you feel a young person may be going to tell you about abuse, but then stops or tells you something else, let them know that you are always ready to listen to them and/or remind them of the Childline number 0800 1111.

If the young person has communication difficulties or English is not their first language, pass this information on to the DSL so that an appropriate communication aids can be used, or an appropriate interpreter can be identified.

If you become concerned about a young person (due to the young person's behaviour, presentation, or other reason):

- Do not trivialise or dismiss your concerns
- If the behaviour may be sexually harmful to other young people do not explain it away as 'normal'
- As soon as you can, write down your concerns on a safeguarding form.
- Report your concerns to your DSL as soon as you can, and before the end of the session

Your concerns will be taken in confidence and even if they are subsequently seen to be mistaken, you will not suffer any adverse consequences for raising the concern. The only exception to this would be where it could be conclusively shown that the concerns were raised maliciously.

If a young person raises concerns about how they are treated by other young people (peer on peer abuse) this must be taken seriously, recorded by staff and followed up. No young person should feel that they are inconveniencing anyone by reporting concerns.

If a parent, carer, or other member of the public tells you of their concerns about a young person or the behaviour of an adult.

- Do not leave it to them to make their own referral to social care services. As soon as you can, write down their concerns on a safeguarding form.
- Take adequate details about their concern and the identity of the young person.
- Report your concerns to the Designated Safeguarding Lead as soon as you can, and before the end of the session

Concerns raised by members of the public should always be taken seriously and where necessary Ab Phab Youth Club should take responsibility to make the referral to social services.

If you are dissatisfied with the response to any of your concerns above, raise these again with your Designated Safeguarding Lead. If you are unable or unwilling to do this, you can approach another DSL or Chair of Trustees

Sometimes young people display harmful or inappropriate behaviours. If you witness this during a session ensure that it is reported to the DSL as this can be a sign that they are experiencing abuse and they may need to have an assessment of their needs, including possible needs for protection.

If young people express extreme views, this can also be a sign of radicalisation, and you should report this to the DSL, as part of staff PREVENT duties.

Any safeguarding concerns that staff and volunteers have **MUST** be recorded the relevant form and handed to the DSL to begin investigating. Forms can be handed to Sarah Attawia in the absence of Kelly Nicholls.

Safeguarding forms and concern forms are in the Ab Phab Session bag (offsite) and in the Ab Phab office at The Vibe (See Appendix D and E).

If staff or volunteers need support to complete the safeguarding form, Kelly Nicholls or Sarah Attawia will aid them.

Concerns about the behaviour of a member of staff or a volunteer

These procedures should be used in respect of all cases where it is alleged that a person who works with young people has:

- behaved in a way that has or may have harmed a young person
- possibly committed a criminal offence against or related to a young person
- behaved towards a young person in a way that indicates they may pose a risk of harm
- Excessive force used when physically intervening with a young person
- Unwarranted use of physical intervention or physical contact with a young person, staff member or volunteer at Ab Phab

If you become concerned about the behaviour of an adult:

- Do not dismiss your concerns
- Do not confront the person about whom you have concerns
- As soon as you can, write down your concerns on a safeguarding form.
- Report your concerns to your Designated Safeguarding Lead as soon as you can, and before the end of the session

It is **VERY IMPORTANT** you do not ignore or dismiss suspicions about another professional or colleague, however well or little you know them, or whatever position they may occupy in their organisation.

Your concerns will be taken in confidence and even if they are subsequently seen to be mistaken, you will not suffer any adverse consequences for raising the concern. The only exception to this would be where it could be conclusively shown that the concerns were raised maliciously.

All investigations will follow the 'Ab Phab – Internal Flowchart for Safeguarding Investigations' that is clearly set out and available to all members of staff and volunteers. Please see Appendix C.

If the concern is not connected to the person's employment or work activity, these procedures may also apply. It is in everyone's interest to resolve cases as quickly as possible, consistent with a fair and thorough investigation. All allegations must be investigated as a priority to avoid any delay.

Safeguarding, concern and restrictive intervention forms are in the Ab Phab Session bag (offsite) and in the Ab Phab office at The Vibe (See Appendix D, E and F). Forms should be filled out as soon as possible and handed directly to **Kelly Nicholls**. If Kelly is not at session or available, you must hand the forms directly to Sarah Attawia.

If your concerns are about Ab Phab's manager or Deputy you need to speak to Chair of Trustee's - chair@abphabyouthclub.org.uk

The procedure includes consideration of referral to the Local Authority Designated Officer.

The Designated Safeguarding Lead should report any concerns to the Local Authority Designated Officer (**Lorraine Giles** – Delegated LADO for non-education settings Phone: 0208 227 2265) who will advise on the process to be followed.

LADO advice must always be followed. If unable to contact Lorraine Giles, the Designated Safeguarding Lead should report any concerns to the Barking & Dagenham Safeguarding Children Partnership via telephone on 020 8227 3578 or via email: lscb@lbbd.gov.uk.

The time taken to investigate and resolve individual cases depends on a variety of factors including the nature, seriousness, and complexity of the allegation.

There may be up to three strands in the consideration of an allegation

- a police investigation of a possible criminal offence
- enquiries and assessment by social services about whether a young person needs protection or are in need of services
- consideration by an employer or regulatory body of action in respect of the individual

If there is an immediate risk, appropriate actions may need to be taken by the member of staff e.g. urgent involvement of police; suspension of member of staff and removal from Ab Phab Youth Club premises; securing evidence; urgent medical attention.

6. General Arrangements for Implementing the Safeguarding Policy

6.1 Safer Recruitment.

To ensure safeguarding protocols are implemented in all recruitment and employment procedures. All staff, volunteers and trustees are required to attend interviews and provide appropriate references.

An enhanced Disclosure and Barring Service (DBS) check will also be obtained for all staff, volunteers and trustees recruited. A repeat DBS check will be obtained every three years for all eligible employees, volunteers, and trustees.

At least one Ab Phab staff member or Trustee on the interview panel will have safer recruitment training.

During interview all candidates will be questioned regarding their understanding of safeguarding and how that might be a consideration in the role they are applying for.

6.2 Physical Contact

Staff and volunteers should not have unnecessary physical contact with young person. There may be occasions when physical contact is unavoidable or positively desirable or necessary for safety reasons, for example: -

- Providing reassurance for a distressed person
- When working with a person with a disability who requests such assistance
- Giving direct assistance when fitting outdoor activity equipment, e.g. harness
- Administering first aid / emergency medication
- Providing personal care
- Lifeguarding

If staff members are required to intervene in a situation with a young person that results in physical contact, staff members must ensure that they follow the guidelines and procedures of the Behaviour and Physical Intervention Policy. Staff and volunteers will receive annual update training and are expected to re-read, and sign to confirm they have done so, the policy annually.

In very rare circumstances there may be a need to physically restrain a young person for their own or other's safety. In these instances, a full report of the situation must be filled out and handed to management as soon as possible and all those involved will be offered a debrief regarding the situation. Please see Behaviour and Physical Intervention Policy for full details. Where physical restraint is used, this MUST be recorded on a Restrictive Intervention form, reported to managers, and to parents/carers. Please see Appendix F.

6.3 Social Media

As technology develops, the internet and its range of services can be accessed through various devices including mobile phones, computers, and game consoles. Although the internet has many positive uses, it provides the key method for the distribution of indecent images of children.

Furthermore, social networking sites, chat rooms and instant messaging systems are increasingly being used by online predators to "sexually groom" a young person. In addition, electronic communication is being used more by young people as a means of bullying their peers and distributing inappropriate images. Young people should be advised of the risks of giving intimate photos to others during a relationship, unfortunately these are frequently misused if the relationship ends.

If staff have any concerns regarding a young person's safety when using social media this should be reported to the DSL.

Staff and volunteers are not permitted to accept any friend/follow requests on any social media site (i.e. Facebook, Twitter etc) from young people. Nor should staff attempt to add/follow any young people on social media sites. This is to safeguard staff and the young people as communication may be misinterpreted and professional working relationships and boundaries blurred.

In April 2020, Ab Phab Youth Club signed up to Zoom. Zoom is a communication platform where participants are able to speak to each other via video chats. Ab Phab are able to set up password protected meetings for groups, making them secure. This can be used for training purposes with volunteers, staff, and trustees or for communicating with young people in situations where youth sessions in person is not possible. Ab Phab have implemented all the security features Zoom enables to safeguard those using the platform. A full list can be found on the E-Safety policy.

Although this is an online version of a Youth Club, the same rules apply to all staff, volunteers and trustees regarding Safeguarding, confidentiality and professionalism and must adhere to all safeguarding policies. Social media safety is a key part of the Ab Phab Curriculum

6.4 Photography

Photos of young people taking part in Ab Phab Youth Club programmes and activities are an excellent way of communicating and promoting Ab Phab Youth Club, but when personal information is added to photographs, these images can be used to identify young people, and put their safety and privacy at risk. Photographs can also be adapted for inappropriate use. To manage the risks associated with photographing young people, all employees must comply with the Ab Phab Youth Club Photography Policy.

6.5 Residential Trips away

By following basic safeguarding best practices, we can protect young people participating in our programmes. Please refer to the Residential Guidance parent/carer document or Residential training handout for any adult supporting the residential for further information.

6.6 Training

It is compulsory that all Ab Phab staff, volunteers, and trustees be given and attend regular safeguarding training or complete online safeguarding courses. Staff and volunteers will also be given safeguarding training relevant to their position in which they are volunteering; this could be their line manager coaching them through Ab Phab's Safeguarding policy.

All staff should have attended (or complete e-Learning units) safeguarding to Level 2, including Prevent Training.

All appointment panels should have one member who has undertaken safer recruitment training.

6.7 Collecting young people

Staff and volunteers have a duty of care to ensure that all young people are collected by their parent, carer, or guardian at the end of sessions and trips. Young people can leave with parents, carers or guardians who have permission **only**. Ab Phab Youth Club retain a list of names of

responsible people who can collect a young person and must not allow them to leave with anyone else.

If the responsible person(s) is unable to collect the young person they may send someone else, but this must be agreed with Louise Harris, Kelly Nicholls or Sarah Attawia via telephone conversation beforehand. A password will then be given to the parent/carer to give to the person collecting and this password must be given to staff upon collection. If the password is not given then the person is not permitted to take the young person and parents should be contacted explaining this.

6.8 Uncollected young people

If a young person is not collected, Louise Harris, Kelly Nicholls or Sarah Attawia is to contact their parent, carer, or guardian to enquire as to why they have not collected them or establish if they are running late. If the young person is eventually collected a Safeguarding Form must be filled out afterwards detailing that they were uncollected, the length of time, the time they were collected, who by and the details as to why they were late collecting them.

If Louise Harris, Kelly Nicholls or Sarah Attawia cannot get in touch with a parent or guardian, two staff members will remain with the young person until social services have been contacted to collect them. One of these staff members must either be DSL or Deputy SL. A safeguarding form must be filled out detailing the incident. All information should be followed up with social services the next day.

6.9 Intoxicated parents, carers, or guardians

Definition of intoxicated: (of alcoholic drink or a drug) cause (someone) to lose control of their faculties or behaviour.

If a parent, carer, or guardian arrives intoxicated to either drop off or collect a young person, this will result in safeguarding procedures to be put in place to protect the young person.

Intoxicated guardian dropping off a child: Ab Phab Youth Club will take the young person into the club's care. Reports should then immediately be recording on a Safeguarding Form and social services or the police to be contacted if necessary. DSL or Deputy to speak to the parent/carer and establish they have not arrived by driving. DSL or Deputy will ask the parent/carer the arrangements for collection and explain the young person can only go home with a responsible adult who is not under the influence.

Intoxicated guardian collecting a child: If a guardian arrives to collect a young person and they are intoxicated then they must not be handed over to them. Ab Phab staff and volunteers to ensure that the young person is away from the person in question and are unreachable (behind fobbed doors with supervision of staff or volunteers). DSL or Deputy must explain to them that they are unable to allow the young person to leave with them. Other arrangements can be made for someone else to collect if they are on Ab Phab Youth Club's system as a responsible adult for them. If they refuse and become irate or aggressive then the police must then be called immediately. A Safeguarding Form must be complete recording the entire incident.

7. Confidential Information and Retaining Records

All young people and their families are entitled to their privacy. However, where there are concerns about the safety or welfare of a young person those concerns, and the necessary personal information will need to be shared with those who can make decisions about action to safeguard the young person.

There is nothing in any legislation that prohibits the sharing of confidential and personal information where there are concerns about the safety or welfare of a young person or where a criminal act may be or may have been committed. However, wherever possible we seek to obtain parental consent, unless this would place a young person at increased risk.

Staff should complete the relevant forms at the earliest opportunity, and these should be passed to the DSL. The DSL must keep all written documents relating to a safeguarding issue in a secure place.

These detailed records should be kept until Ab Phab Youth Club is confident that the information is held accurately with the agency responsible for taking further action to safeguard the young person i.e. partner agencies, social services, or the police. A chronology of decisions made, and actions taken can then be kept on file once the detailed records are deleted or destroyed. This record should be held for 50 years on the OneDrive electronically to ensure compliance with GDPR.

More information can be found in the government document Working Together to Safeguard Children <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Because we are a registered provider, the Designated Safeguarding Lead MUST inform OFSTED of any notifiable incidents, these should also be reported to the Trusteeship https://ofstedonline.ofsted.gov.uk/ofsted/Ofsted_Early_Years_Notification.ofml

Appendix A

Recognising Signs and Symptoms of Abuse

The signs of abuse are not always obvious, and a young person might not tell anyone what is happening to them. Young people may be scared that the abuser will find out, worry that the abuse will get worse, think that there is no-one they can talk to or that they will not be believed. Sometimes, young people do not even realize that what is happening to them is abuse. The effects of abuse may be short term or may last a long time - sometimes into adulthood. Adults who were abused as children may need advice and support.

The London Child Protection Procedures give guidance that has been adopted in Barking and Dagenham, and across the London Region

http://www.londoncp.co.uk/chapters/responding_concerns.html

The NSPCC website gives helpful guidance on a wide range of forms of abuse, including sexual exploitation and radicalization (PREVENT)

<https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

All Ab Phab staff are expected to be familiar with these websites and the Local Authority Safeguarding Board Website.

As defined in 'Working Together to Safeguard Children' 2018 and 'Keeping Children Safe in Education' September 2018:

Abuse

A form 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 others (e.g. via the internet). 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 fabricates the symptoms of, or deliberately induces illness in a child; see Fabricated or Induced Illness Procedure.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent effects on the child's emotional development, and may involve:

- Conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- Imposing age or developmentally inappropriate expectations 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;
- Seeing or hearing the ill-treatment of another e.g. where there is domestic abuse;

- Serious bullying, causing children frequently to feel frightened or in danger;
- Exploiting and corrupting children.

Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing.

Sexual abuse includes non-contact activities, such as involving children in looking at, including online and with mobile phones, or in the production of pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

In addition; Sexual abuse includes abuse of children through sexual exploitation. Penetrative sex where one of the partners is under the age of 16 is illegal, although prosecution of similar age, consenting partners is not usual. However, where a child is under the age of 13 it is classified as rape under s5 Sexual Offences Act 2003. See Part B1, Practice Guidance.

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 misuse, maternal mental ill health or learning difficulties or a cluster of such issues. Where there is domestic abuse and violence towards a carer, the needs of the child may be neglected.

Once a child is born, neglect may involve a parent failing to:

- Provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- Protect a child from physical and emotional harm or danger;
- Ensure adequate supervision (including the use of inadequate care-givers);
- Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional, social and educational needs.

Included in the four categories of child abuse and neglect above, are a number of factors relating to the behaviour of the parents and carers which have significant impact on children such as domestic abuse. Research analysing Serious Case Reviews has demonstrated a significant prevalence of domestic abuse in the history of families with children who are subject of Child Protection Plans. Children can be affected by seeing, hearing and living with

domestic abuse as well as being caught up in any incidents directly, whether to protect someone or as a target. It should also be noted that the age group of 16 and 17 year olds have been found in recent studies to be increasingly affected by domestic abuse in their peer relationships.

The Home Office definition of Domestic violence and abuse was updated in May 2018 as:

"Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological;
- Physical;
- Sexual;
- Financial;
- Emotional."

Controlling behaviour is: a range of acts designed to make a person subordinate and/or dependent by isolating them from sources of support, exploiting their resources and capacities for personal gain, depriving them of the means needed for independence, resistance and escape and regulating their everyday behaviour.

Coercive behaviour is: an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim."

In addition Working Together to Safeguard Children has introduced the concept of Contextual Safeguarding which recognises that as well as threats to the welfare of children from within their families, children may be vulnerable to abuse or exploitation from outside their families. These extra-familial threats might arise at school and other educational establishments, from within peer groups, or more widely from within the wider community and/or online. These threats can take a variety of different forms and children can be vulnerable to multiple threats, including: exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation.

Appendix B Specific Vulnerable Groups Who Ab Phab Youth Club Work With

Children and young people with Disabilities

Safeguards for young people with disabilities are essentially the same as mainstream young people, however young people with disabilities may have an increased risk of abuse and neglect. This can be because of their greater dependence, the high levels of care needed and the fact that they may have less control over their bodies and their lives and be less likely to be heard. A young person with a disability may not be able to communicate what has happened or may not appear to understand the abuse.

The level of risk may be raised by:

- A need for practical assistance in daily living, including personal care from what may be several carers
- Carers and staff lacking the ability to communicate adequately with the child
- A lack of continuity in care leading to an increased risk that behavioural changes may go unnoticed
- Physical dependency with consequent reduction in ability to be able to resist abuse
- An increased likelihood that the child is socially isolated
- Lack of access to “keep safe” strategies available to others
- Communication or learning difficulties preventing disclosure
- Parents’ or carers own needs and ways of coping conflicting with the needs of the child

In addition to the indicators of abuse and neglect listed above, the following indicators must also be considered in relation to disabled young people:

- Force feeding, or impatience in feeding leading to under feeding/under nourishment
- Unjustified or excessive physical restraint
- Rough handling
- Extreme behaviour modification, including the deprivation of liquid, medication, food or clothing or social contact
- Misuse of medication, sedation, heavy tranquillisers
- Invasive procedures against a child’s will
- Deliberate failure to follow medically recommended regimes
- Misapplication of care programmes or regimes
- Ill-fitting equipment (e.g. callipers, sleep board causing injury or pain, inappropriate splinting)
- Undignified or culturally inappropriate intimate care practices.

Young People in Caring Roles

It is important to note that young people in caring roles and siblings can be subject to specific forms of abuse, be it by family members or others.

A young person may have caring responsibilities for others, e.g. young person taking on the main caring role within the family because of parents/carers having a mental or physical illness or disability, parents misusing drugs and/or alcohol, domestic violence in the household or parental neglect. This may include but not exclusively

- the young person is carrying out potentially hazardous tasks as a carer.
- the young person is carrying out inappropriate tasks because of age/gender e.g. intimate care

Concerns may also arise where: -

The young person’s health and development is being impaired through the nature and extent of their caring responsibilities, e.g. regularly missing school, or no/limited social opportunities.

Appendix C Keeping children safe in education.

All staff should receive appropriate safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles, and responsibilities in relation to filtering and monitoring. The training should be regularly updated. In addition, all staff should receive safeguarding and child protection (including online safety) updates (for example, via email, e-bulletins, and staff meetings), as required, and at least annually, to continue to provide them with relevant skills and knowledge to safeguard children effectively.

Governing bodies and proprietors should ensure that all staff undergo safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring at induction. The training should be regularly updated. Induction and training should be in line with any advice from local safeguarding partners.

Further information can be found in the department's:

- SEND Code of Practice 0 to 25 years, and
- Supporting Pupils at School with Medical Conditions. And from specialist organisations such as:
 - The Special Educational Needs and Disabilities Information and Support Services (SENDIASS) – SENDIASS offers information, advice and support for parents and carers of children and young people with SEND. All local authorities have such a service: Find your local IAS service (councilfordisabledchildren.org.uk)
 - Mencap – Represents people with learning disabilities, with specific advice and information for people who work with children and young people.

This guidance replaces Keeping children safe in education 2022. A table of substantive changes is included at Annex F.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1181955/Keeping_children_safe_in_education_2023.pdf

Appendix D – Internal Flow Chart for Safeguarding Investigations



Ab Phab Youth Club

Registered in England & Wales charity No 1097952
c/o The Vibe Youth Centre,
195 – 211 Becontree Avenue
Dagenham, Essex, RM8 2JT
Website: www.abphab.org.uk
Telephone: 0208 227 2110
E-mail: louiseh@abphabyouthclub.org.uk

Ab Phab – Internal Flowchart for Safeguarding Investigations

Step 1

If an allegation has been made that a person working with a child

- a) behaved in a way that has or may harm a child
- b) possibly committed an offence relating to a child
- c) behaved in a way that indicated he/she is unsuitable to work with children

ACTION: Ab Phab Safeguarding Lead would discuss the allegation with the designated person in the first instance and liaise with all relevant organisations and partners.

In line with Ab Phab policy we would suspend the employee until the issue has been resolved.

Step 2

If the allegation meets the criteria for a referral will be made to the Local Authority Designated Officer (LADO) within 24 hours

Step 3

LADO will contact the employer to give advice in terms of:

- a) what information should be revealed to the subject and how they will get feedback at the end of the process
- b) grounds for suspension (if suspension criteria met)
- c) Ab Phab Safeguarding Lead will liaise with the employee

Step 4

LADO to convene strategy meeting to include:

- a) Consideration of Criminal investigation
- b) S47 Child Protection Investigation
- c) Disciplinary Action

At the end of the process to form a judgement re outcome

- a) unfounded
- b) unsubstantiated/ unproved (not malicious)
- c) unsubstantiated proven (malicious)
- d) substantiated no risk to children
- e) Unsubstantiated (risk to children)

Step 5

- a) if the child is at harm, police will need to investigate
- b) the subject may be charged or cautioned

Step 6

Children at risk of significant harm and in need of protection either single agency s47 investigation by investigating officer or referral to the Referrals and Assessment Teams (RATS)

Appendix E - Concern form

CONCERN FORM

Form **MUST be handed to Designated Safeguarding Lead or Deputy DSL.**

Forms **MUST NOT be left with other staff or on a desk.**

Name of person writing report:	
Date of report:	
Time of report:	
Sheet Number:	

Name of young person:	Date and time of concern:
Report of concern:	

Signature of person writing the form:	
Date:	Time:

Name of person who received form:	
Date received:	
Time received:	
Signature of person who received the form:	

Follow up by (name):		Role:	
Date:			
Summary/outcome:			

Appendix F - Safeguarding form

SAFEGUARDING FORM

Form MUST be handed to Designated Safeguarding Lead or Deputy DSL.

Forms MUST NOT be left with other staff or on a desk.

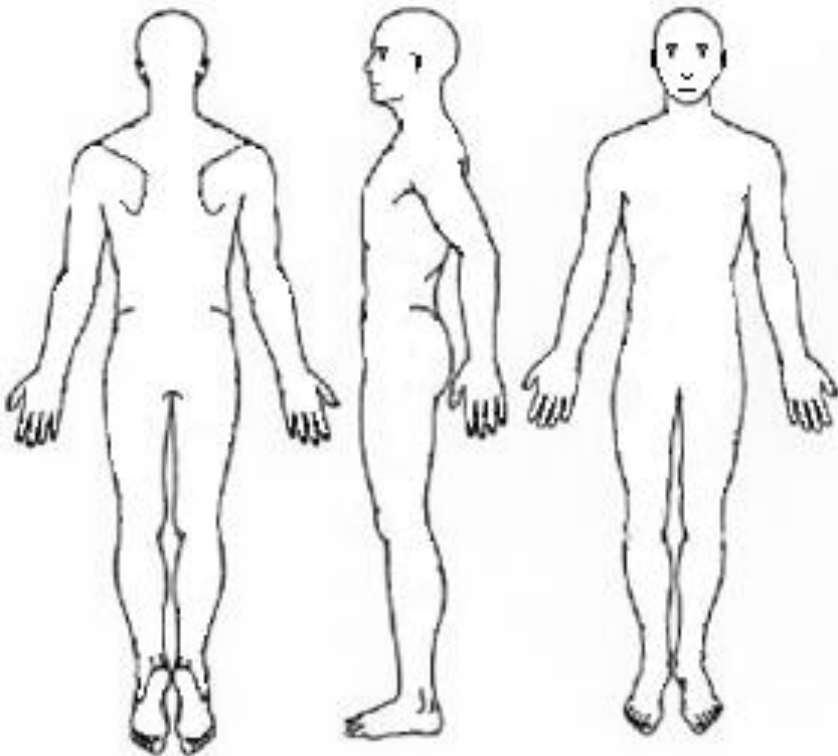
Name of person writing report:	
Date:	
Time:	
Sheet Number:	

Name of young person:			
DOB			
Disability/ diagnosis:			
Date of concern:		Time of concern:	
Name person being reported:			
Role of person: (e.g. staff/ volunteer, carer/ parent)			

Location:	
Description of incident: (Please include as much detail as possible of what you witnessed from start to finish)	

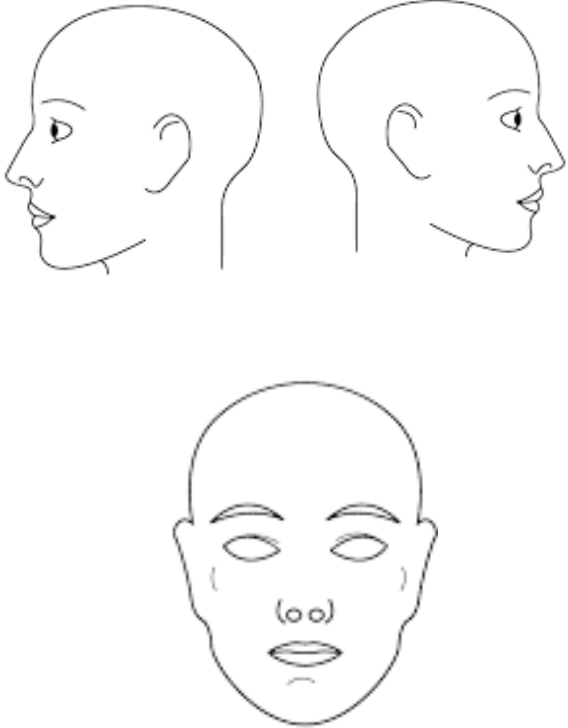
Your response:
(What did you do after the incident? Who did you report to?)

Could the young person have suffered injuries due to the incident? If so, please describe and use the body maps if necessary. Please include what side the injury may have occurred on (left or right)



Left

Right



What was the impact on the young person? Distress, fear, anger, verbal abuse, confusion, upset etc...
Any other additional information that you think is necessary to be included in this form?

Signature of person who filled out form:	
---	--

Name of person who received form:	
Date received:	
Time received:	
Signature of person who received the form:	

Appendix G – Restrictive Intervention Form

Restrictive Intervention Form

Physical intervention form **MUST be filled in as soon as possible (within 24 hours latest) and given to Designated Safeguarding Lead or Deputy DSL.**

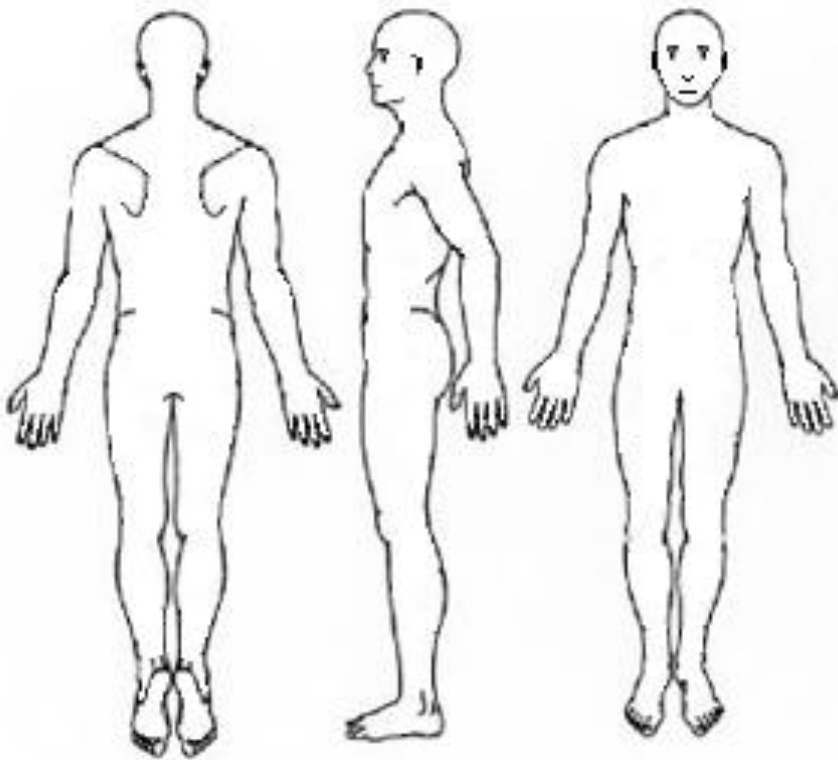
Name of person filling in form:	
Date:	
Time:	
Sheet number:	

Name of young person:			
DOB:			
Disability:			
Date of restrictive intervention:		Time of restrictive intervention:	
Name person(s) who carried out restrictive intervention:	1)		
	2)		
Role or responsibility: (e.g. staff, volunteer, parent, carer)	1)		
	2)		
Witness to the intervention: Name and role/responsibility			

Behaviour:	
De-escalation strategies used:	
Physical intervention used (if applicable):	
Reason for restrictive intervention:	

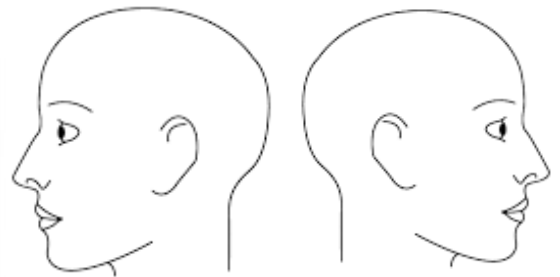
Location of restrictive intervention:		
Description of restrictive intervention: (Please include as much detail as possible from start to finish)		
Length of restrictive intervention:		
What happened after the restrictive intervention? (Did the young person calm down and what they did next? – new activity, went home, parents called etc)		
What support was offered to the young person following the restrictive intervention?		

Could the young person have suffered injuries due to the incident? If so, please describe and use the body maps if necessary. Please include what side the injury may have occurred on (left or right)



Left

Right



What was the impact on the young person? Distress, fear, anger, verbal abuse, confusion, upset etc...

Any other additional information that you think is necessary to be included in this form?	
Time parents/carers were informed?	
How were they informed?	
Who informed them?	

Signature of person who filled out form:	
Signature of witness:	

Name of person who received form:	
Date received:	
Time received:	
Signature of person who received the form:	



Let's Talk

If I need to talk to someone because I am



scared, worried, sad, confused, angry,



if I need help,



or if something bad has happened



I can talk to

Staff photo's inserted here



and they will try and help me

