



CHILD PROTECTION POLICY

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Laura Lloyd
laura.lloyd@planned.org.uk

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Introduction

Safeguarding and protecting children is a high priority for PLANED. This Safeguarding Policy provides a framework for every member of staff and service within PLANED setting out responsibilities in relation to safeguarding and protecting children and adults at risk; as well as methods by which PLANED will be assured that it is fulfilling its duties.

This policy applies to all PLANED employees and representatives, projects, volunteers; and also service providers that are commissioned by PLANED. For the purposes of this policy 'representative' is defined as those engaged by PLANED, including permanent and temporary employees, students, volunteers, workers employed by employment agencies, contractors and consultants.

Safeguarding is everyone's business whether they work for, or on behalf of PLANED.

PLANED remains committed to the 1945 Declaration of Human Rights, the UN Convention on the Rights of a Child, as well as the United Nations' Principles for Older People, the Social Services and Well-Being (Wales) Act (2014) (SSWBA). This policy aims to supplement, strengthen and build on existing safeguarding practice in Wales, as set out in the All Wales Child Protection Procedures, to ensure that children and young people are able to live their lives to the full. This policy does not aim to replace any responsibilities already set out in legislation, policy or guidance.

PLANED adheres to the All Wales Child Protection Procedures that have been endorsed by the Mid and West Wales Regional Safeguarding Children Board (CYSUR).

PLANED:

- has a Designated Senior Person (DSP) for safeguarding who has undertaken relevant training;
- ensures every member of staff and trustees:
 - knows the name and role of the DSP and designated trustee for safeguarding;
 - knows that they have an individual responsibility for referring safeguarding concerns following the local process and protocols;
 - knows how to refer concerns where the DSP is unavailable;
- ensures that all staff are aware of and alert to signs of abuse and know how to respond to a pupil who makes an allegation;
- ensures that parents/carers have given consent to any child under the age of 18 taking part in a PLANED event where the parents/carers are not in attendance;
- ensures all staff undertake any agreed safeguarding training relevant to their role;
- provides a regular safeguarding briefing for all staff about:
 - their personal responsibility for safeguarding;
 - local safeguarding referral procedures;
 - identifying abuse and neglect;
 - how to support a child who alleges abuse;
 - any new safeguarding information or procedures;
- keeps written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to CCAT immediately;
- ensures all records are kept securely locked;
- ensures that recruitment and selection procedures are made in accordance with any local authority protocol;
- designates a trustee for safeguarding who oversees PLANED safeguarding policy and practice. (See Appendix 2 – Responsibilities of trustees)

Objectives

- To set out how PLANED will meet its obligations towards safeguarding of children.
- To give assurances to the public, staff, volunteers and people carrying out work on behalf of PLANED that there are sound arrangements in place to safeguard children.

Principles

- Every child (whatever their background, culture, age, disability, gender, ethnicity, religious belief) has a right to participate fully in a safe society without any violence, fear, abuse, bullying or discrimination.
- Every child has the right to be protected from harm, neglect, exploitation and abuse.
- All employees and volunteers who work for, or with PLANED, have a responsibility for protecting children from abuse and neglect, and working in a way that promotes and supports their best wishes.
- PLANED will invest in preventative services and endeavour to prevent situations arising where abuse, neglect or harm may occur.

Scope

Children are defined as anyone who has not yet reached their 18th birthday. This does not exclude a young person who is 16 years of age and in Further Education, or a member of the Armed Forces, in hospital, in a young offender's institution, or in prison.

The Social Services and Wellbeing (Wales) Act (2014) states a child at risk is a child who:

- is experiencing or is at risk of abuse, neglect or other kinds of harm;
- has needs for care and support whether or not the authority is meeting any of those needs.

Anonymity

PLANED staff must be aware that they cannot remain anonymous when a referral is made to the Child Care Assessment Team (CCAT), unless to do so would put themselves at risk. In this case their concern about risk to themselves should be discussed with a member of the PLANED safeguarding team and/or CCAT.

Confidentiality

It is important that as a general rule, children are entitled to confidentiality in what they share. However, confidentiality needs to be understood if a child divulges information they are being hurt, or at risk of being hurt. Not all children are aware that what they have said will need to be shared in this instance and may get distressed. A child may only feel confident to confide in a member of staff if they feel that the information will not be shared with anyone else. However, staff have a professional responsibility to share relevant information about the protection of children with the designated statutory agencies when a child is experiencing abuse or neglect.

It is important that every member of staff is sensitive and explains to the child the need to inform the relevant people, reassuring the child that they will only tell those who need to know, and it will not be shared generally. Be aware that it may well have taken significant courage on their part to share their abuse or neglect, and that they may also be experiencing conflicting emotions, involving feelings of guilt.

It is the responsibility of PLANED that only those with a professional involvement, e.g. the Designated Senior Person (DSP) and the CEO, have access to any safeguarding records. At all other times they should be kept securely locked.

The Designated Senior Person (DSP) for child protection at PLANED is:

Laura Lloyd

In Miss Lloyd's absence, the CEO (Iwan Thomas) will be the DSP.

The Trustee for safeguarding is: Elizabeth Rawlings

Partnership working

Safeguarding is everyone's responsibility and child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or are at risk of suffering significant harm. As adults and/or professionals/volunteers, everyone has a responsibility to safeguard children and promote their welfare.

Safeguarding and promoting the welfare of children – and in particular protecting them from significant harm – depends upon effective joint working between agencies and professionals that have different roles and expertise.

Individual children, especially some of the most vulnerable children and those at greatest risk of social exclusion, will need coordinated help from health, education, children's social care, and quite possibly the voluntary sector and other agencies, including youth justice services.

For those children who are suffering, or at risk of suffering significant harm, joint working is essential, to safeguard and promote the welfare of the child(ren); and where necessary, to help bring to justice the perpetrators of crimes against children.

All PLANED staff should:

- Be alert to potential indicators of abuse or neglect;
- Be alert to the risks which individual abusers, or potential abusers, may pose to children;
- Share concerns and any information with the DSP and CCAT immediately;
- Contribute to whatever actions are needed to safeguard and promote the child's welfare;
- Record any concerns and information in writing on the CYSUR Multi-Agency Form and give to DSP within 24 hours.

Staff awareness

All staff will be made aware of this policy as part of their initial induction process and there will be regular briefings and updates for all staff. Training will be organised by PLANED for all staff working with children and young people.

It is mandatory for all staff who will likely come into contact with children to attend the Tier 1: Safeguarding Children, Young People and Adults Training delivered by Pembrokeshire County Council.

The DSP, CEO and Safeguarding Trustee will be required to attend the Tier 2: Child Protection and Processes Training and the Tier 2: Managing Allegations Against Adults Training also delivered by Pembrokeshire County Council.

Whistle blowing

All staff should be familiar with PLANED policy for whistle-blowing, and should be aware that where any concern relates to a safeguarding matter, they must consult the DSP immediately. Should the concern relate to the DSP directly, the CEO or Trustee for Safeguarding should be consulted. If PLANED deems that the allegation is serious enough to warrant being referred to the CCAT, they will then do this. CCAT will then contact the Designated Officer for Managing Professional Allegations (DOMPA) for the Authority.

Safeguarding allegation procedures

Safeguarding Issue

A member of staff becomes aware of a possible safeguarding issue and writes the details down accurately (see 'Dealing with an allegation' on how to do this correctly).

**STEP
01**

**STEP
02**

Refer to the DSP

You should now refer the safeguarding issue to the DSP via email as soon as possible.

Discussion

The DSP discusses the safeguarding referral with the CEO or the Trustee for Safeguarding. They will make the decision together whether a referral to CCAT is needed.

**STEP
03**

Staff notified

The member of staff who made the referral will be notified of the decision made by the safeguarding team. If the decision is no, then a reason why will be given. Staff may

**STEP
04**

Refer to CCAT

The DSP will make a safeguarding referral to CCAT, if the safeguarding team

**STEP
05**

Appendix 1

Definitions of abuse

Abuse and neglect are forms 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, institutional, or community setting by those known to them or, more rarely, by a stranger. 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 or carer fabricates the symptoms of, or deliberately induces illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed 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 interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying causing children frequently to feel frightened or in danger, or the exploitation or corruption of 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 to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

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 abuse. Once a child is born, neglect may involve a parent or carer failing to provide adequate food and clothing; shelter including exclusion from home or abandonment; failing to protect a child from physical and emotional harm or danger; failure to ensure adequate supervision including the use of inadequate care-takers; or the failure to ensure access to appropriate medical care or treatment. It may also include neglect or, or unresponsiveness to, a child's basic emotional needs.

Appendix 2

Responsibilities of trustees

Trustees must be assured that all policies, procedures and practice are checked and challenged to ensure they are fit for purpose. Trustees must make sure PLANED:

- works within all relevant statutory guidance;
- keeps accurate records;
- stays aware of current affairs, trends and themes and how these can influence the safeguarding policy and practices;
- complies with the safeguarding policy and procedures, as well as with good practice and legislation;
- updates the safeguarding policy and procedures to reflect changes to statutory requirements, good practice and current issues.

Every trustee should have clear oversight of how safeguarding and protecting people from harm are managed within PLANED. This means trustees need to monitor performance, not just using statistics, but with supporting information, such as qualitative reports. This will help PLANED to understand common themes, identify risks and gaps to ensure they are addressed.

If PLANED changes the way it works, such as working in a new area or in a different way, trustees should:

- review current policies and make sure they are suitable;
- consider whether any extra policies are needed to cover any new situations or risks;
- record these discussions and decisions as part of risk management procedures.

Trustees can use a number of things to help with checking and assurance, including:

- record the risks faced by PLANED and how these are managed;
- speak to people in PLANED to make sure they understand how to raise concerns and get feedback on past experiences;
- carry out checks on any sites PLANED may work in and seeing any necessary paperwork;
- work with statutory agencies and partners;
- training plans for trustees, staff and volunteers on safeguarding and protecting people from harm;
- recording any potential conflicts of interest at any level;
- plan a standing agenda item on safeguarding and protecting people from harm at meetings;
- review a sample of past concerns, external reviews or inspections, to identify any lessons to be learnt and make sure they were handled appropriately.

Appendix 3

Safeguarding during video conference calls

“Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars across mobile, desktop, and room systems” (<https://zoom.us/>). PLANED has purchased a package which allows for meetings of any length of time with up to 100 invited participants. There is no need for participants to sign up to Zoom in order to participate in meetings. They may, however, be required to download the Zoom app.

When using this tool, safeguarding the welfare of children and staff is essential and this takes priority over any other requirements. It is critical that we manage risk around content, contact and conduct when conducting online meetings/conference calls with children. PLANED’s general safeguarding policies and procedures will be adhered to when conducting online meetings/conference calls with children with extra consideration given to risk, privacy and consent

Written parental/carer consent must ALWAYS be gained for any child wanting to participate in an online meeting/conference call before sending them the meeting invite and enabling them to participate in online meetings/conference calls. This consent should be saved for evidence, and staff should be aware that parents and children have the right to withdraw consent at any time. Any person over the age of 18 can give their own consent and withdraw at any time.

Participants and staff should ensure they are appropriately dressed, aware of the environment they are in and tell adults and other people in the house they are in an online meeting/conference call. In particular, staff need to be aware of confidentiality and children’s privacy. Participants and staff need to ensure they are sitting in an appropriate place and nothing in their homes can be identified.

In effect, by using this platform we are going inside children’s houses and personal spaces. If there is ever an occasion that staff feel that the environment is inappropriate it must be addressed straight away. This should be done using the chat function on Zoom to send a private chat to the participant or staff member and explain the concerns. Should the person in question refuse to amend the concern, then the host should expel them from the meeting using the expel function.

Two members of PLANED staff should be involved in any online meetings/conference calls with children. These members of staff should join the meeting a minimum of 20 minutes before the scheduled time in order to set up the following safety features (only enabled once meeting starts):

- Disable video and audio for participants on entry;
- Disable screen sharing for participants;
- Display meeting rules on screen;
- Manually move participants to the ‘waiting room’ as they join the meeting so that there are not any lone children with adults;
- Limit chat function for participants so that they are only able to message the host/ presenter or send a public message to all participants.

All online meetings/conference calls should be added to individual staff calendars and clearly marked as such.

Online meetings/conference calls with children may be recorded if prior consent is given by all participants.

No member of PLANED staff should conduct a one-to-one online meeting/conference call with a child. If, however, a child should ask at the end of a group video conferencing event to speak to a

member of staff privately, then the child must be informed that another member of staff will need to be present. In this case, staff should ask permission to record the session also. If this is not possible, alternative arrangements should be made to speak with the child with another adult present at another time.

After the online meeting/conference call there should be an opportunity to speak to the other member of staff present to discuss any issues or concerns. If a member of staff has any concerns, they should follow PLANED's Safeguarding Procedures.

Appendix 4

Dealing with an allegation

You may have concerns about a child because of something you have seen or heard, or a child may choose to disclose something to you. If a child discloses information to you, you should follow these guidelines:

- Do not promise confidentiality, you have a duty to share this information with the DSP, who will then make a referral to the Child Care Assessment Team (CCAT), if needed.
- Listen to what is being said, without displaying shock or disbelief.
- Accept what is said.
- Reassure the child, but only as far as is honest, do not make promises you may not be able to keep e.g: 'Everything will be alright now', 'You will never have to see that person again'.
- Do reassure and alleviate guilt, if the child refers to it. For example, you could say, 'You are not to blame'.
- Do not interrogate the child; it is not your responsibility to investigate.
- Do not ask leading questions (e.g: Did he touch your private parts?), ask open questions such as 'Anything else to tell me?', 'What has happened?', 'When did it happen?', 'Where did it happen?', 'How did it happen?', 'Who did it?'.
- Do not ask the child to repeat the information for another member of staff.
- Explain what you have to do next and who you have to talk to (that you must inform the DSP, CCAT and Police if applicable).
- Take notes if possible or write up your conversation as soon as possible afterwards.
- Record the date, time, place any non-verbal behaviour and the words used by the child (do not paraphrase).
- Record statements and observable things rather than interpretations or assumptions.

Whatever the nature of your concerns, discuss them with the DSP as soon as possible.

What information will the DSP need to make a referral?

You will be asked to provide as much information as possible. This will include the child's full name, date of birth, address, school, GP, languages spoken, any disabilities the child may have, details of the parents. This information should be available on a PLANED Parental Consent Form if the child is attending a PLANED event unsupervised by their parents/carers. However, do not be concerned if you do not have all these details, you should still verbally refer the matter to the DSP immediately.

You should follow up the verbal referral in writing (using the CYSUR Multi-Agency Form), within 24 hours.

Appendix 5

When to contact police

If any member of staff has reasonable cause to suspect that a child is at risk, the referral must be made as soon as possible to the DSP. However, if there are immediate concerns about a child's safety or a criminal offence has occurred against a child, they must contact the emergency services by dialling 999 without delay, to protect the child/ children from the risk of serious harm and then notify the DSP.

If in doubt as to whether a criminal offence has occurred, seek advice from the Police by dialling 101.

Appendix 6

Managing allegations against adults

PLANED is committed to having effective recruitment and human resources procedures, including checking staff and volunteers who work regularly with children and young people to make sure they are safe to work with them. Where appropriate, key staff involved in recruitment processes will undertake Safer Recruitment Training.

However, there may still be occasions when there is an allegation against a member of staff or volunteer. Allegations against those who work with children, whether in a paid or unpaid capacity, cover a wide range of circumstances. The allegations may relate to the person's behaviour at work, at home or in another setting.

Every member of PLANED's workforce has a responsibility to safeguard children and that includes protection from abuse by a member of staff or volunteer. Therefore, a duty to report any concerns about suspected abuse or neglect applies in these situations. This duty also covers situations where abuse is only suspected.

If a member of staff has concerns about the welfare of a child, it is important that they do not ignore or dismiss suspicions about another member of the PLANED workforce who may be abusing, neglecting or causing harm to child. All allegations of abuse of children by those who work with children or care for them must be taken seriously. All reports of allegations must be submitted in writing within 24 hrs to the DSP.

Appendix 7

Making a safeguarding referral

If a member of staff has concerns about the welfare of a child, the DSP should be informed immediately. The PLANED safeguarding team will take advice from the Child Care Assessment Team (CCAT) on 01437 776444 and take responsibility for making any subsequent referral to CCAT. If the DSP is unavailable, contact the CEO. If, however, both are unavailable this must not delay action. The member of staff should seek advice from the CCAT directly and notify the DSP or CEO of the advice and/ or referral as soon as possible.

If the child is about to leave the premises, the DSP should be informed. The DSP, in consultation with the CCAT, will decide on the next steps.

If advice from CCAT is to make a written referral to the Child Care Assessment Team (CCAT), this must be completed on a Multi-Agency Referral Form (MARF) (See Appendix 8) within 48 hours.

If an injury has occurred, whether or not there is a reason to believe that it has been caused by abuse, the following action should be taken:

- If the injury is serious and warrants urgent medical attention, an ambulance should be called and the child taken to the Accident and Emergency Department.
- If there is an allegation or reasonable cause to believe that the injury or abuse is caused by the parent or carer, the Child Care Assessment Team (CCAT) must be informed IMMEDIATELY as they may wish to make arrangements for the child to be examined by a Paediatrician on arrival at hospital.
- Discuss with CCAT or the POLICE as to who will make the decision as to when then parents/ carers will be notified.

The DSP must be immediately informed of the above course of action. Failure by staff to report suspected abuse to a child could result in disciplinary action being taken against them.

The following procedure should be applied in all situations where it is alleged that a person who works with children has:

- Behaved in a way which has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child;
- Behaved towards a child or children in a way which indicates that he/she is unsuitable to work with children.

The DSP will discuss the matter with CCAT to determine what steps should be taken and where necessary obtain further details of the allegation and the circumstances in which it was made. The discussion should also consider whether there is evidence/ information that establishes that the allegation is false or unfounded, whether a written referral to the CCAT is required and/ or whether disciplinary action is appropriate.

Some allegations will be so serious as to require immediate referral to the Police. Please see the appropriate section of this policy to determine when it is appropriate to inform the Police.

Any safeguarding matters should firstly be made to the DSP, who will then make a referral on the staff member's behalf should this be appropriate. If a staff member requires to make a direct safeguarding referral, they should contact the Child Care Assessment Team on the details below:

The Child Care Assessment Team (CCAT)
Pembrokeshire County Council
County Hall

Haverfordwest

Pembrokeshire

SA61 1TP

CCAT Duty Officer: 01437 776444

CCAT Contact Centre: 01437 764551

Social Services Out of Hours: 03003332222

CCAT Email: CCAT@pembrokeshire.gov.uk

Appendix 8

Useful resources

The following resources can be found in the Safeguarding folder in the PLANED shared drive:

- CYSUR Multi-Agency Referral Form
- CYSUR Multi-Agency Referral Supporting Information
- Wales Safeguarding Procedures 7 Minute Briefing

Review

This policy and procedure will be reviewed annually, this will include checking telephone numbers, accuracy of personnel details, and any updates required by a change in local or national policy.