

Safeguarding Policy

Adopted on	This policy was adopted by the trustees of Winchester Street Reach on <u>24th January 2023.</u>
Review period	This policy will be reviewed annually by the Operations Manager and the Trustee Board

1 Introduction

1.1 Safeguarding

Safeguarding is defined as “the action that is taken to promote the welfare of young people and protect them from harm”.

Safeguarding means:

- Protecting young people from abuse and maltreatment
- Preventing harm to young people’s health or development
- Ensuring young people grow up with the provision of safe and effective care
- Taking action to enable all young people to have the best outcomes

From NSPCC: [learning.nspcc.org.uk/safeguarding-child-protection](https://www.nspcc.org.uk/safeguarding-child-protection)

1.2 Purpose of the policy

The purpose of this Safeguarding policy is:

- To protect children, young people and vulnerable adults who receive Winchester Street Reach’s services from harm. This includes the children of adults who use our services.
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of Winchester Street Reach, including senior managers and the board of trustees, paid staff, volunteers, sessional workers, agency staff and students.

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children, young people and vulnerable adults in England.

1.3 Designated Safeguarding Officer

The Designated Safeguarding Officer for Winchester Street Reach is the Operations Manager. In their absence the CEO will fulfil the role. The contact details for the Designated Safeguarding Officer are in Section 6: Contact Numbers.

1.4 Terminology

The constitution of Winchester Street Reach states that *“The object of Winchester Street Reach is to empower young people in Winchester and surrounding areas to recognise and achieve their full potential;...”*

As such Winchester Street Reach primarily engages with young people as part of delivering its services.

However, for the purposes of this policy the terms *“young people”* and *“young person”* are used to cover any person Winchester Street Reach engages with as part of delivering its services, including ***children, young people and vulnerable adults***.

2 Safeguarding Policy Statement

We believe that:

- A young person should never experience abuse of any kind.
- We have a responsibility to promote the welfare of all young people, to keep them safe and we are committed to practice in a way that protects them.

We recognise that:

- The welfare of young people is paramount in all the work we do.
- In all the decisions we take, all participants, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse.
- Some young people are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- Working in partnership with young people, parents, carers and other agencies is essential in promoting young people’s welfare.

Members of staff, volunteers and trustees of Winchester Street Reach will:

- Adhere to all relevant safeguarding legislation and child protection policies

- Protect young people who come into contact with Winchester Street Reach’s staff, volunteers and the services they provide.

2.1 Types of abuse and harm

This policy is intended to safeguard young people who receive Winchester Street Reach’s services from abuse and harm.

Abuse can take many forms, such as physical, psychological or emotional, financial, sexual or institutional abuse, including neglect and exploitation. Young people may be abused by their peers. The different types of abuse are explained at Appendix 1.

2.2 Good practice and ways of working

The staff and volunteers of Winchester Street Reach follow good practice and ways of working to safeguard young people including:

- Respecting everyone as an individual.
- Respecting everyone’s rights to personal privacy.
- Being available as a listening ear and, where necessary, refer for more appropriate help.
- Providing a good example of acceptable behaviour.
- Being sensitive to young people’s likes and dislikes.
- Ensuring, as far as it practical, that actions cannot be misunderstood or cause offence and are acceptable within the relationship of trust.
- Showing understanding when dealing with sensitive issues.
- Ensuring there is always more than one adult present during all contact with young people.
- Providing effective management for staff and volunteers through supervision, support and training.
- Appointing a lead trustee for safeguarding, to support the Designated Safeguarding Officer with overall responsibility for safeguarding within the organisation
- Remembering that all Winchester Street Reach staff, volunteers and trustees are accountable for those in our care and to their parents and carers.

3 Recruitment

Recruitment at Winchester Street Reach is covered by the Recruitment and Induction Policy, which looks to recruit the best people available to join its workforce, while taking all reasonable steps to prevent unsuitable people from joining its organisation.

3.1 Recruitment process

Specific elements of the recruitment policy that relate to Safeguarding are:

- Application for staff or volunteer positions follow a consistent process:
 - Appropriate media is selected for advertising roles
 - A consistent application pack including suitable forms is used for all applications
 - Advertising and the application pack explicitly reference the commitment of Winchester Street Reach to Safeguarding, the Safeguarding policy and the need for compliance with Enhanced DBS checks
 - Two or more references are requested for any application
 - Two or more people are involved in the shortlisting process
 - Two of more people are on interview panels
 - During the shortlisting and interviewing process there is at least one person that has Safer Recruitment training

A Register of Safer Recruitment training is kept and monitored regularly by the Designated Safeguarding Officer to ensure that training is kept up to date.

3.2 Vetting

All trustees, staff and volunteers who come into contact with young people as part of their duties with Winchester Street Reach shall, prior to engagement:

- Have completed an appropriate and in-date Enhanced DBS check
- Have had the two or more references checked and assessed
- Have been further vetted where deemed appropriate by the Designated Safeguarding Officer

The Enhanced DBS check shall be renewed every 3 years.

A Register of DBS details for staff, trustees and volunteers is kept and monitored by the Designated Safeguarding Officer.

3.3 Induction and training

Winchester Street Reach ensures that all trustees, staff and volunteers attend appropriate Child Protection and Safeguarding training both as part of their induction and on an on-going basis.

All staff and volunteers have a three-month induction period. During this they shall:

- Become familiar with this policy
- Attend and pass CPD accredited Safeguarding training, delivered by an accredited provider, as one part of their wider induction training
- Have their approach to Safeguarding monitored and reviewed as part of their induction

Throughout the period staff and volunteers are with Winchester Street Reach they shall:

- Renew CPD accredited Safeguarding training every two years
- Be supported by regular supervision and ongoing reinforcement of safeguarding principles through reflective practice as part of day-to-day activities

Additional training and support for staff members is provided through team meetings where the team shall be supervised by the Operations Manager, and where actions shall be agreed in order to ensure the safeguarding of young people.

Further training shall be provided as deemed necessary by the Designated Safeguarding Officer.

A Register of Training is kept by the Designated Safeguarding Officer and monitored regularly to ensure that all training is kept up to date.

3.3.1 Trustees

Trustees do not typically engage with young people directly as part of executing their role as trustee. However, all trustees shall receive NSPCC safeguarding training: “Charity trustees: your duties to safeguard and protect”.

This training is also recorded in the Register of Training, maintained by the Designated Safeguarding Officer.

The lead trustee for safeguarding and Designated Safeguarding Officer will provide an update on safeguarding at every trustee board meeting.

4 Managing concerns and disclosure

If it is suspected that a young person is experiencing abuse or harm, or are at risk of experiencing abuse or harm, Winchester Street Reach instructs staff and volunteers to inform the Designated Safeguarding Officer. Any concerns must be kept confidential and should not be discussed with anyone other than the Designated Safeguarding Officer, who will make the necessary record and report.

If a young person discloses information that indicates that they are experiencing abuse or harm, or are at risk of experiencing abuse or harm, Winchester Street Reach instructs staff and volunteers to listen and take seriously the disclosure and behave accordingly:

- **Show you care, help them open up:** Give your full attention to the young person and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as ‘you’ve shown such courage today’ help.
- **Take your time, slow down:** Respect pauses and don’t interrupt the young person – let them go at their own pace. Recognise and respond to their body language, and remember that it may take several conversations for them to share what’s happened to them.
- **Show you understand, reflect back:** Make it clear you’re interested in what the young person is telling you. Reflect back what they’ve said to check your understanding – and use their language to show it’s their experience.
- If a young person tells you they are experiencing abuse, it is important to reassure

them that they've done the right thing in telling you. Make sure they know that abuse is never their fault.

- Never promise a young person that you will keep the things that they are telling you a secret. Explain that you will need to share what they have told you with someone who will be able to help.
- Never talk to the alleged perpetrator about the child's disclosure. This could make things a lot worse for the child.

4.1 Recording details of the concerns or disclosure

It is important to keep accurate and detailed notes on any concerns you have about a young person. You will need to share these with the Designated Safeguarding Officer.

Include in the record:

- The young person's details (name, age, address)
- The date and time of the incident/ disclosure
- What they said or did that gave you cause for concern.
 - If a verbal disclosure was made, write down their exact words
- Any information that was given to you about the alleged abuser.

Never agree to keep a secret as the Designated Safeguarding Officer must be informed of the disclosure.

The record of the disclosure is confidential information. It must be kept locked away in the office. Where information is recorded digitally then it is to be password protected to restrict access to the smallest number of necessary people as advised by the Designated Safeguarding Officer.

Records will be stored until the young person is aged 25 years. Some exceptions apply, refer to Appendix 2.

4.2 Reporting of the concerns or disclosure

If a young person is experiencing, or at risk of experiencing significant harm, you can share information with appropriate agencies or professionals without the young person or their parent's consent.

If a young person is in immediate danger, call the police on 999.

If a young person is not in immediate danger, advise the Designated Safeguarding Officer of the incident.

The Designated Safeguarding Officer will determine what action, if any, is to be taken.

The Designated Safeguarding Officer will consider sharing details with the following:

- Children's Social Care
- The police

Serious safeguarding incidents will be reported to the Charity Commission, in accordance with the trustees' obligations in respect of Serious Incident Reporting.

5 Suspected abuse by a member of staff or volunteer

Any allegation or concern that a member of staff or volunteer has behaved in a way that has harmed, or may have harmed, a young person shall be taken seriously and dealt with sensitively and promptly, regardless of where the alleged incident took place.

This includes having:

- Behaved in a way that has harmed, or may have harmed a young person
- Possibly committed a criminal offence against, or related to, a young person
- Behaved towards a young person or a group of young people in a way that indicates they may pose a risk of harm to young people
- Behaved in a way that indicates they may not be suitable to work with young people

This is a sensitive issue, however: at all times the protection of the young person must be paramount.

If a colleague suspects another of abuse, it must be reported immediately to the Designated Safeguarding Officer:

- The Designated Safeguarding Officer shall immediately ensure that a written record is made of what has been witnessed/seen and/or has been told as soon as possible.
- It is important that this report is factually accurate.
- This report shall be signed and dated by the originator and the Designated Safeguarding Officer and retained in a safe and secure place.
- The Designated Safeguarding Officer shall decide what action to take in the immediate term, such as immediate suspension of the member of staff or volunteer.
- The Hampshire County Council Local Authority Designated Officer (LADO) shall be contacted asked for advice and this advice shall be followed.

If the LADO, or subsequently the Police, advise it is appropriate to inform the person that an allegation has been made against them, the person should be told this and suspended from further work with young people until advised otherwise by the authorities.

The member of staff or volunteer that the allegation has been made against may be subject to the disciplinary procedure as defined in the disciplinary policy.

The matter will be pursued even if the member of staff or volunteer resigns from Winchester Street Reach.

5.1 Suspected abuse by the Designated Safeguarding Officer

Should the Designated Safeguarding Officer be the subject of an allegation of behaving in a

way that has harmed, or may have harmed, a young person, then the above procedure will be addressed by the Chair of Trustees.

6 Useful contact numbers

The following contact numbers are useful in the operation of the Safeguarding policy:

For all emergency situations call 999

Contact	Contact details
Designated Safeguarding Officer	<p>Charlotte Clist Operations Manager Tel: 07716 638549 Mobile: 07754 240784</p> <p><u>In the absence of the DSO:</u></p> <p>Ben Martin CEO Tel: 07716 638549 Mobile: 07590 655724</p>
Children's Social Care	<p>8.30am – 5:00pm: 0300 555 1384 Out of hours: 0300 555 1373 Hampshire CSC Professionals Line 01329 225 379</p>
Local Authority Designated Officer	01962 876364
Hampshire Police	0845 045 45 45
NSPCC Child Protection Helpline	0808 800 5000
Child-Line	0800 1111
Chair of Trustees	<p>Sarah Pease Mobile: 07810 402010</p>

Appendix 1 – Types and signs of abuse

Type of abuse	Description
Physical abuse	<p>Physical abuse is any way of intentionally causing physical harm to a young person.</p> <p>It also includes making up the symptoms of an illness or causing a young person to become unwell.</p> <p>Signs of physical abuse may include: bite or burn marks, broken bones, bruising where there is no adequate explanation, fear of a specific individual, flinching, hinting at secrets, nervous behaviour, self-harm, sudden behaviour changes, missing school or health appointments</p>
Sexual abuse	<p>Sexual abuse is when a young person is forced or tricked into sexual activities.</p> <p>They might not understand that what's happening is abuse or that it's wrong. And they might be afraid to tell someone. Sexual abuse can happen anywhere – and it can happen in person or online.</p> <p>Signs of sexual abuse may include: fear of a specific individual, hinting at secrets, lack of confidence, lack of friends, nervous behaviour, older boyfriends or girlfriends, pregnancy or sexually transmitted infection, self-harm, sexualized language, sudden behaviour changes, unexplained gifts</p> <p>See also: <i>Child Sexual Exploitation and Grooming</i>.</p>
Emotional abuse	<p>Emotional abuse is any type of abuse that involves the continual emotional mistreatment of a young person.</p> <p>This is sometimes called psychological abuse. Emotional abuse can involve deliberately trying to scare, humiliate, isolate or ignore a young person.</p> <p>Signs of emotional abuse may include: aggressive behaviour, eating disorders, fear of a specific individual, fear of making mistakes, lack of confidence, lack of friends, nervous behaviour, self-harm and suicide, sudden behaviour changes</p>
Neglect	<p>Neglect is the ongoing failure to meet a young person's basic needs and the most common form of abuse of young people.</p> <p>A young person might be left hungry or dirty, or without proper clothing, shelter, supervision or health care. This can put young people in danger, and can also have long term effects on their physical and mental wellbeing.</p> <p>Signs of neglect may include: frequently dirty, inappropriate clothes for the weather, hostile or aggressive, lack of confidence, lack of friends, missing school or health appointments, nervous behaviour, obesity, particularly quiet or withdrawn, poor dental care, poor weight gain, steaking food, sudden behaviour changes</p>

<p>Bullying and cyber bullying</p>	<p>Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone.</p> <p>Bullying can take place in any location including school, home or online. It's usually repeated over a long period of time and can hurt a young person both physically and emotionally.</p> <p>Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the young person wherever they go, via social networks, gaming and mobile phone.</p> <p>Signs of bullying and cyberbullying may include: 'lost' or damaged belongings, physical injuries, fear of going to school, poorer attainment at school, asking for or stealing money, lack of confidence, problems eating or sleeping, bullying others</p> <p>See also: <i>Online abuse</i></p>
<p>Online abuse</p>	<p>Online abuse is any type of abuse that happens on the internet.</p> <p>It can happen across any device that's connected to the web, like computers, tablets and mobile phones. Young people can be at risk of online abuse from people they know or from strangers.</p> <p>Online abuse includes cyber bullying, emotional abuse, grooming, sexting and sexual abuse and exploitation</p> <p>Signs of online abuse may include: increased or decreased time spent online, distant, upset or angry after using the internet, secretive about online behaviour, lots of new online 'friends'</p>
<p>Child sexual exploitation</p>	<p>Child sexual exploitation (CSE) is a type of sexual abuse.</p> <p>When a young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities.</p> <p>Young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.</p> <p>Signs of child sexual exploitation may include: unhealthy or inappropriate sexual behaviour, being frightened of some people, places or situations, being secretive, changes in mood or character, unexplained money or possessions, physical signs of abuse, alcohol or drug misuse, sexually transmitted infections, pregnancy, having an older boyfriend or girlfriend, staying out late or overnight, having a new group of friends, involved in a gang, involved in criminal activities</p>
<p>Grooming</p>	<p>Grooming is when someone builds a relationship, trust and emotional connection with a young person so they can manipulate, exploit and abuse them.</p> <p>Young people who are groomed can be sexually abused, exploited or trafficked.</p> <p>Signs of grooming may include: same as child sexual exploitation</p>
<p>Child trafficking</p>	<p>Trafficking is where young people tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold.</p> <p>Signs of child trafficking may include: spending a lot of time doing household chores, rarely leaving their house, being orphaned or living apart from their family, living in low-standard accommodation, being unsure where they are, can't or are reluctant to share personal</p>

	<p>information, not be registered with a school or GP practice, have no access to their parents or guardians, be seen in inappropriate places, unexplained money or possessions, injuries from workplace accidents, give a prepared story which is similar to stories given by other children</p>
Criminal exploitation and gangs	<p>Criminal exploitation is child abuse where children and young people are manipulated and coerced into committing crimes.</p> <p>Signs of criminal exploitation and gangs may include: frequently absent or doing badly in school, going missing, older friends or relationships, changes in mood or character, unexplained money or possessions, using new slang words, changes in online behaviour, self-harm, alcohol or drug misuse, committing petty crimes, unexplained injuries, carrying weapons</p>
Domestic abuse	<p>Domestic abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship.</p> <p>It can seriously harm young people and witnessing domestic abuse is child abuse.</p> <p>Signs that a young person has witnessed domestic abuse may include: aggression or bullying, anti-social behaviour, mental health problems, attention seeking, sleep problems, regular sickness, alcohol or drug misuse, eating disorders, problems in school, tantrums, withdrawal</p>
Female Genital Mutilation	<p>Female Genital Mutilation (FGM) is when a female's genitals are deliberately altered or removed for non-medical reasons.</p> <p>It is also known as "female circumcision" or "cutting", but has many other names.</p> <p>Signs that FGM might happen may include: a relative visiting from abroad, a special occasion where a girl 'becomes a woman', a female relative has undergone FGM, a family arranges a long holiday/ visit overseas, unexpected or long absence from school, running away from home</p> <p>Signs that FGM might have taken place may include: difficulty walking, standing or sitting, spending longer in the bathroom, withdrawal, acting differently after absence from school, reluctance to go to the doctors, asking for help</p>
Non-recent abuse	<p>Non-recent child abuse, sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18.</p> <p>Effects of non-recent abuse may include: emotional difficulties, mental health problems, alcohol or drug misuse, disturbing thoughts, emotions and memories, poor physical health, struggles with relationships</p>

From NSPCC: www.nspcc.org.uk/what-is-child-abuse/types-of-abuse/

Appendix 2 – Exceptions to Records Retention

There are some situations where records need a longer retention period than stated. For example, if:

- the records provide information about a child's personal history, which they might want to access at a later date
- the records have been maintained for the purposes of research
- the information in the records is relevant to legal action that has been started but not finished
- the records have been archived for historical purposes

END OF DOCUMENT