

## **Braintree Youth Project Charity**

### **Safeguarding Policy**

We are firmly committed to the belief that all children and young people have a fundamental right to be protected from harm and fully recognise our responsibility for child protection. The safety and protection of all children and young people that Braintree Youth Project Charity supports is paramount and has priority over all other interests. Braintree Youth Project Charity shall be referred to as BYPC hereafter in this document.

This policy applies to all staff, including senior managers and the board of trustees, paid staff, helpers/volunteers or anyone working with, or on behalf of, BYPC.

The purpose of this Safeguarding Policy is to ensure at all times the maximum protection from any kind of harm for all young people, by actively promoting awareness, good practice and sound procedures.

For the purpose of this policy we define harm as:

- Abandonment - a failure to provide adequate care for such a length of time that there is cause for concern.
- Emotional abuse - severe and continuous ill treatment of person which undermines their self-worth and confidence.
- Spiritual abuse - mistreatment of a person who is in need of spiritual help with result of undermining their spiritual stability.
- Neglect - a failure to provide basic needs such as food, shelter and warmth.
- Physical abuse - the use of physical violence which can include hitting, shaking, burning and slapping.
- Racial abuse - any form of abuse perpetrated in a way that could reasonably be construed as racially offensive
- Sexual abuse or sexual exploitation - encouraging a child to take part in sexual activities or to behave in a sexually inappropriate way.
- Bullying - behaviour that is hurtful towards another and usually continues over a period of time. Can be physical, cyber (through internet or social networking sites), racial, emotional, verbal or non-verbal.

This policy forms part of the terms and conditions of employment and applies to all employees and volunteers. Its purpose is to protect the personal safety of all children and young people using the facilities, resources and activities provided by the BYPC by actively promoting awareness, good practice and sound procedures.

## **POLICY PROCEDURES**

### **Personnel/Recruitment**

- All employees and volunteers will complete an application form and voluntary disclosure form.
- All employees and volunteers are required to provide references, which are always verified.
- All employees and volunteers have Disclosure and Baring Service checks (DBS) at an enhanced level.
- All new volunteers and employees are supervised for the 3 initial sessions, after which they must not attend until references have been verified and DBS checks received.
- All employees and volunteers will receive and will be required to read the Safeguarding Policy and the Volunteer Handbook.
- All employees and volunteers will receive regular training and support in their work with children and young people.

### **Responsibilities**

- All employees and volunteers working on behalf of BYPC have a responsibility for the welfare of the children and young people with whom they work in relation to their employment or volunteering
- All employees and volunteers have a duty to ensure that any suspected incident, allegation or other manifestation relating to child protection is reported using the reporting procedures detailed in this policy.
- BYPC has appointed a Lead Recruiter in line with Thirtyone:eight requirements. The Lead Recruiter will be the contact point between the charity and Thirtyone:eight, our chosen conduit for making DBS checks.
- BYPC has designated two Safeguarding Coordinators (the Centre Manager and a Lead Safeguarding Coordinator) who are responsible for child protection and the implementation of this policy. It is the responsibility of the Safeguarding Coordinators to take appropriate action following any expression of concern and make referrals to the appropriate agency.
- All employees and volunteers will be made aware of the designated Safeguarding Coordinators and how to contact them. Names and contact details are prominently displayed on the safeguarding poster.
- BYPC frequently take photographs of children and young people participating in activities and events. At all times written permission from parents/guardians will be obtained before any photographic material is used in the public domain.

## Reporting procedures

- Any suspicion or allegation must be reported as soon as possible on the day of occurrence to one of the designated Safeguarding Coordinators. Disclosure or evidence for concern may occur in a number of ways including a comment made by a child, physical evidence such as bruising, a change in behaviour or inappropriate behaviour or knowledge.
- It is the responsibility of the Safeguarding Coordinator notified in the above circumstances to assess the situation and, if in the Safeguarding Coordinator's opinion, there are reasonable grounds for concern to liaise with Thirtyone:eight and respond appropriately, according to the advice received from Thirtyone:eight.
- Where there is clear evidence of a serious allegation or offence having taken place, in addition to notifying Thirtyone:eight, the Safeguarding Coordinator should contact the Child Protection Unit of Essex Police, informing them of the circumstances around the allegation or offence and respond appropriately.
- Any suspicion or allegation of abuse must be recorded by the observer/s on the appropriate incident reporting form. This form must be passed to the Lead Safeguarding Coordinator and kept strictly confidential and stored securely following the General Data Protection Regulations.
- All employees or volunteers are instructed to report the disclosure or discovery of abuse directly to one of the Safeguarding Coordinators.
- All stages of the reporting procedure must be documented, marked CONFIDENTIAL and stored securely following the procedures laid out in the Data Protection Policy

## Allegations against employees or volunteers

- When any form of complaint is made against an employee or volunteer it must be taken seriously and the complaint should be dealt with initially by the most senior staff member on site at the time the complaint is made.
- The senior staff member present must report the complaint to the Lead Safeguarding Coordinator or one of the Board members if he/she is unavailable, giving details of the circumstances. If appropriate, the Lead Recruiter should also be informed.
- If the complaint is against the senior member of staff the complaint should be taken directly to the Lead Safeguarding Coordinator.
- If the complaint is against the Lead Safeguarding Coordinator the complaint should be taken directly to the Chair of the BYPC.
- The Lead Safeguarding Coordinator or assistant will attend the site of the allegation to gain an initial account of what has occurred from all relevant parties, including the person against whom the allegation has been made.
- The Safeguarding Coordinator or assistant will have the right to suspend from duty

and/or the premises any person who is a party to the allegation until a full investigation has been made.

This action does not imply in any way that the person suspended is responsible for or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a totally professional manner.

- It is the responsibility of the Lead Safeguarding Coordinator to make the decision as to whether to inform Social Services and/or the Child Protection Unit of Essex Police, depending on the nature of the allegations.
- In the absence of the Lead Safeguarding Coordinator, or if the suspicions in any way involve the Lead Safeguarding Coordinator then the report should be made to the Chairman of BYPC. If the suspicions implicate both the Lead Safeguarding Coordinator and Lead Recruiter and/or the Chairman, then the report should be made in the first instance to the Thirtyone:eight, PO Box 133, Swanley, Kent, BR8 7UQ. Telephone 0845 120 4550 or alternatively contact Social Services. The local Social Services office telephone number between 9.00am and 5.00pm is 0345 603 7634. The out of hours emergency number is 0345 606 1212 The Police telephone number is 101 (ask for the Child Protection Team).
- BYPC will cooperate fully with the Police, Social Services and all other parties involved.
- The Lead Safeguarding Coordinator or assistant will ensure that the Chairman of BYPC is fully briefed. An agreed statement will be prepared for the purpose of accurate communication with external sources and for the protection of the legal position of all parties involved.
- The Lead Safeguarding Coordinator or assistant will make a full written report of the incident and the actions taken. This report will be stored securely following the procedures detailed in the Data Protection Policy. If the complaint is against the Lead Safeguarding Coordinator or assistant then the Chair of the BYPC will make the report.

### **Confidentiality**

- All employees and volunteers work under the principle that confidentiality is extremely important and plays a large part in much of the work carried out with children and young people. However, under no circumstances will any individual in the employ or working as a volunteer in BYPC withhold any information that raises concerns about the safety and welfare of a child or young person but he or she should report it forthwith to a Safeguarding Coordinator. The statement relating to confidentiality is made known to all who access any provision of BYPC.

### **Review and maintenance of policy**

Braintree Youth Project Charity

Registered in England no. 7437568 registered with the Charity Commission no. 1139014

Registered Office: Fountain Cottages, 2 St Michaels Road, Braintree, CM7 1EX

- The BYPC Board will undertake to review this policy, its implementation and effectiveness bi-annually. The views of all employees and volunteers shall be sought where necessary and reflected in the review process.
- Any new legislation or developments in existing legislation will be considered as and when required and the policy will be updated to reflect these developments.
- All employees and volunteers will receive training in child protection procedures and the training will be reviewed as and when required.

### **Addendum: Organisations in partnership with BYPC**

From time to time BYPC may enter into partnerships with other organisations. BYPC expects that all partnering organisations will work within our safeguarding policy, or have their own procedure in place. Equally those using our facilities for a one-off event should have a duty of care towards all those attending.

As a standard, we expect those in a signed partnership agreement with BYPC to demonstrate:

- The organization where relevant is affiliated or registered to a reputable or professional governing body;
- The staff are suitably qualified or experienced to provide this service or activity stipulated in their partnership agreement;
- Staff or volunteers of the partnership organisation have been vetted and cleared to work with young and vulnerable people in accordance with the DBS's disclosure procedures;
- All staff or volunteers not DBS checked by BYPC must register their name, address relevant badge or DBS number (if appropriate), Emergency contact information and contact information of an immediate supervisor at their organisation;
- Partnership organisations ensure an adequate number of suitably qualified persons are in attendance throughout the entire period of collaborative working partnership;
- Any incidents must be reported to BYPC as well as the partnering organisation.

Approved February 2022

## Appendix 1

### Safeguarding Coordinators

BYPC has appointed a lead recruiter in line with Thirtyone:eight requirements. As well as also appointing a Lead Safeguarding Coordinator and a Centre Manager Safeguarding Coordinator.

- **Lead Safeguarding Coordinator:**  
Penny Smith  
07811 648730  
[psmith@braintreeyouth.org.uk](mailto:psmith@braintreeyouth.org.uk)
- **Centre Manager Safeguarding Coordinator:**  
Kirsty Huxter  
07407 383941  
[khuxter@braintreeyouth.org.uk](mailto:khuxter@braintreeyouth.org.uk)
- **Lead Recruiter:**  
Penny Smith  
07811 648730  
[psmith@braintreeyouth.org.uk](mailto:psmith@braintreeyouth.org.uk)

### Addendum 1

Due to the COVID-19 pandemic, BYPC are following government guidelines and now have a social distancing policy in place. Whilst the UK has been put in a temporary 'lockdown' we will no longer be operating our sessions at our building, and will instead look to offer online sessions for our young people. This will be done using a private and secure online group, in which the young people will need to be invited by a staff member in order to participate. This ensures that all our young people are still being safeguarded against any private or sensitive information being passed on without knowledge, or consent. During these online sessions, there will be 2 DBS checked volunteers present, in order to monitor the activities which, take place under the BYPC name. We will continue to keep our policies up to date with the most recent government guidelines surrounding the COVID-19 pandemic as they are changed and updated.



## Appendix 2

### **BYPC Child/Young Person Protection, Expression of Concern Form**

This form should be completed when there is cause for concern and given to your Designated Safeguarding Lead as soon as possible.

#### Details of Individual:

Child's/young person's Name:  
Child's/young person's Date of Birth:

#### Details of the person reporting concerns:

Full Name:  
Post:

Do these concerns relate to a specific incident/disclosure? If YES complete Section A; If NO, omit section A and move straight to Section B

#### Section A:

Date and time of incident/disclosure:  
Location of incident/disclosure:  
Date this form was completed:  
Other persons present:

#### Section B:

Details of concern/disclosure/incident:  
(What was said, observed, reported)

Action taken:  
(What did you do following the incident/disclosure/concern?)

Any other relevant information:

Signed:

Date:

**For completion by the Designated Safeguarding Lead (DSL):**

DSL Response:

Action taken by DSL:

Rationale for decision making/actions taken:

Outcome of action taken by DSL:

Follow up action by DSL:

Feedback given to person reporting the concerns:

Signed by DSL:

Date:

Full Name:





#### Checklist for DSL:

- ✓ Concern described in sufficient detail?
- ✓ Distinguished between fact, opinion and hearsay?
- ✓ Child's/young person's own words used? (Swear words, insults or intimate vocabulary should be written down verbatim)
- ✓ Jargon free?
- ✓ Free from discrimination/stereotyping or assumptions?
- ✓ Concern recorded and passed to DSL in a timely manner?