Safeguarding Policy: Children and Young People

This policy applies to anyone working on behalf of WinACC including senior managers and the Trustees, paid staff, contractors and volunteers, sessional workers, agency staff and students – summarised as "staff and volunteers".

We acknowledge that we have a responsibility to promote the welfare of all children and young people, to keep them safe and to work in a way that protects them. No-one should ignore allegations or suspicions of abuse or neglect.

Why do we have a policy?

We have a policy in order to:

- protect children and young people WinACC works or interacts with from harm
- provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection

Certain events and types of outreach work will result in WinACC, staff and volunteers coming into contact with or working with children. In some instances, this may only be incidental contact; for example, when WinACC is running a street stall or is represented at a community event.

At other times, staff and volunteers from WinACC might work directly with children; for example, at a school or community group. Before any new activity is taken on it should be reviewed in the context of safeguarding and our policy.

We are committed to:

- having sound recruitment practices
- ensuring all staff and volunteers have an understanding and awareness of children's safeguarding
- ensuring all staff and volunteers know how to raise safeguarding concerns and feel confident doing so

Legal Framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation is available from nspcc.org.uk/learning.

This policy statement should be read alongside our organisational policies, procedures, guidance and other related documents, including:

- Safeguarding Procedure
- WinACC's Code of Conduct for staff and volunteers
- Anti-bullying
- Complaints
- Whistleblowing
- Health and safety

Who is protected by this policy?

Safeguarding and child protection applies to all children and young people under the age of 18. We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated safeguarding lead for children and young people, and a lead Trustee/Board Member for safeguarding
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely
- recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- making sure that children, young people and their families know where to go for help if they have a concern
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns

WinACC follows guidance on child safeguarding and child protection set out by the NSPCC, who have extensive information on child abuse, the different types of abuse and signs and symptoms of child abuse.

Developing new activities

All new activities will take account of the need to safeguard children. This may be achieved by:

- risk assessment of proposed activities
- agreeing safeguarding measures with partner organisations
- review screening requirements on a case-by-case basis (Disclosure & Barring Service checks or DBS)

Nominated Safeguarding Lead

Name: Leona Mani

Phone: 01962 827083 (w) / 07885 606013 (h)

Email: Leona.mani@winacc.org.uk

Trustee Lead for Safeguarding

Name: Sarah Gooding

Phone: 01962 870496 (h)

Email: safeguarding@winacc.org.uk

Appendix 1: Safeguarding behaviours for working with children

This awareness of safeguarding and child protection will be demonstrated through the following behaviour and actions:

- Staff will not look after children out of the sight of a parent or carer who is seeking advice.
- Staff will be aware that a person under the age of 18 is legally a child, even if they look and express themselves like an adult.
- Where possible, activities that involving a child working with an adult will take place in a room which can be easily observed by others. This needs to be balanced with client confidentiality.
- Staff and volunteers will never transport a child in their car unless prior arrangements have been made or in exceptional circumstances such as a medical emergency, where this is appropriate.
- WinACC will employ sound recruitment practices which aim to prevent anyone considered to be a risk to children from working within the service.
- Staff and volunteers will comply with the requirements of WinACC's policy, and the appropriate level of DBS check will be completed for staff and volunteers where it is required.
- Staff and volunteers will take care not to make any comments which may be interpreted as sexual in nature, to a child.
- Staff and volunteers will not allow children to use inappropriate language unchallenged.
- If a child is distressed, comfort will be offered with words rather than by touching them.
- The content of conversations will be professional and pertinent to the activity.
- Staff and volunteers will not let allegations that a child makes go unchallenged or unrecorded.
- Staff and volunteers will not do things of a personal nature for children that they can do themselves.
- Photographs of children will only be taken if appropriate consent has been obtained.

We are committed to reviewing our policy and accompanying procedures annually.

Approved by trustees 11 May 2022