



FORDHAVEN

Safeguarding Policy

FORDHAVEN
MAY 2023



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Safeguarding Policy

Policy Owner: FORDHAVEN

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Section 1: Safeguarding Policy

Introduction

FordHaven is committed to Safeguarding Children in line with national legislation and relevant national and local guidelines.

We will safeguard children by ensuring that our activities are delivered in a way which keeps all children safe.

FordHaven is committed to creating a culture of zero-tolerance of harm to children which necessitates: the recognition of children who may be at risk and the circumstances which may increase risk; knowing how child abuse, exploitation or neglect manifests itself; and being willing to report safeguarding concerns.

This extends to recognising and reporting harm experienced anywhere, including within our activities, within other organised community or voluntary activities, in the community, in the person's own home and in any care setting.

FordHaven is committed to best safeguarding practice and to uphold the rights of all children to live a life free from harm from abuse, exploitation and neglect.



Policy Statement

FordHaven believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status.

FordHaven is committed to creating and maintaining a safe and positive environment and an open, listening culture where people feel able to share concerns without fear of retribution.

FordHaven acknowledges that safeguarding is everybody's responsibility and is committed to prevent abuse and neglect through safeguarding the welfare of all children involved.

FordHaven recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communication in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

FordHaven recognises that there is a legal framework within which we need to work to safeguard children who have needs for care and support and for protecting those who are unable to take action to protect themselves and will act in accordance with the relevant safeguarding child legislation and with local statutory safeguarding procedures.

Actions taken by **FordHaven** will be consistent with the principles of child safeguarding ensuring that any action taken is prompt, proportionate and that it includes and respects the voice of the child concerned.

Purpose

The purpose of this policy is to demonstrate the commitment of **FordHaven** to safeguarding children and to ensure that everyone involved in **FordHaven** is aware of:

- The legislation, policy and procedures for safeguarding children.
- Their role and responsibility for safeguarding children.
- What to do or who to speak to if they have a concern relating to the welfare or wellbeing of a child within the organisation.

Scope

This safeguarding child policy and associated procedures apply to all individuals involved in **FordHaven** including Board members, Staff and Volunteers and to all concerns about the safety of children whilst taking part in our organisation, its activities and in the wider community.

We expect our partner organisations, including for example, affiliated centres, suppliers and sponsors to adopt and demonstrate their commitment to the principles and practice as set out in this Safeguarding Children Policy and associated procedures.

Commitments

In order to implement this policy **FordHaven** will ensure that:

- Everyone involved with **FordHaven** is aware of the safeguarding child procedures and knows what to do and who to contact if they have a concern relating to the welfare or wellbeing of a child.
- Any concern that a child is not safe is taken seriously, responded to promptly, and followed up in line with **FordHaven** Safeguarding Children Policy and Procedures.
- The well-being of those at risk of harm will be put first and the child actively supported to communicate their views and the outcomes they want to achieve. Those views and wishes will be respected and supported unless there are overriding reasons not to (see the Safeguarding Children Procedures).
- Any actions taken will respect the rights and dignity of all those involved and be proportionate to the risk of harm.
- Confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored in line with our Data Protection Policy and Procedures.
- **FordHaven** acts in accordance with best practice advice, for example, from NSPCC.
- **FordHaven** will cooperate with the Police and the relevant Local Authorities in taking action to safeguard a child.
- All Trustees, Team members and Volunteers understand their role and responsibility for safeguarding children and have completed and are up to date with safeguarding child training and learning opportunities appropriate for their role.



- **FordHaven** uses safe recruitment practices and continually assesses the suitability of volunteers and staff to prevent the employment/deployment of unsuitable individuals in this organisation and within the sporting community.
- **FordHaven** shares information about anyone found to be a risk to children with the appropriate bodies. For example: Disclosure and Barring Service, Services, Police, Local Authority/Social Services.
- When planning activities and events **FordHaven** includes an assessment of, and risk to, the safety of all children from abuse and neglect and designates a person who will be in attendance as a safeguarding lead for that event.
- Actions taken under this policy are reviewed by the Board and senior management team on an annual basis.
- This policy, related policies (see below) and the Safeguarding Children Procedures are reviewed no less than on a two-yearly basis and whenever there are changes in relevant legislation and/or government guidance as required by the Local Safeguarding Board, NSPCC and/or National Governing Bodies or as a result of any other significant change or event.

Implementation

FordHaven is committed to developing and maintaining its capability to implement this policy and procedures.

In order to do so the following will be in place:

- A clear line of accountability within the organisation for the safety and welfare of all children.
- Access to relevant legal and professional advice.
- Regular management reports to the Board detailing how risks to child safeguarding are being addressed and how any reports have been addressed.
- Safeguarding child procedures that deal effectively with any concerns of abuse or neglect, including those caused through poor practice.
- A Designated Safeguarding Lead/ Welfare Officer (see Appendix 1).
- Arrangements to work effectively with other relevant organisations to safeguard and promote the welfare of children, including arrangements for sharing information.
- Codes of conduct for Directors, Team members, Volunteers and other relevant individuals that specify zero tolerance of abuse in any form.
- Risk assessments that specifically include safeguarding of children.



FordHaven policies and procedures that address the following areas and which are consistent with this Safeguarding Children policy.

- Safeguarding Concerns
- Lone Working Policy
- Missing Policy
- Complaints
- Confidentiality & Privacy Policy
- Training
- Diversity – Equal Opportunities
- Health & Safety
- Centre Rules
- DBS – Disclosures
- Data Protection – GDPR
- Information Security Policy
- Toy & Outdoor Equipment Policy
- Concerns, Complaints and Compliments
- Whistleblowing
- Safe recruitment and selection (staff and volunteers)
- Volunteer Policy

Safeguarding Flow Chart

In case of an emergency always call 999 and follow the advice given, then follow the steps 1-3 below when it is suitable to do so.

When a non-emergency concern for a child's welfare arises



- 1) Complete the Safeguarding Concerns Form – with as much detail and as soon as possible



- 2) If needed seek advice from the police 101 non-emergency line or call Childrens Social Services/Somerset Direct on 0300 123 2224. (See Appendix 2 for more details pg 18)



- 3) Communicate your cause for concern with Designated Safeguarding Lead (DSL) – Wendy Lewis and hand in your completed form



The DSL will make a referral to the LADO, if safe and appropriate



The DSL will complete the Somerset Childrens Social Care Safeguarding Incident Report Form if required and submit to them within 24 hours of making a contact



The DSL will ensure that feedback from Somerset Children's Social Care is received and their response recorded on the original reporting form.

Somerset Direct, Children's Social Care has a process for reporting and this must be adopted.

If the concern is about *FordHaven*, a member of their staff or a volunteer then contact *FordHaven's* Designated Safeguarding Lead – Wendy Lewis (contact details on pg. 19).

For our complaints procedure see Appendix 3 on pg 19.

Section 2: Supporting Information

- There is a **legal duty on Local Authorities** to provide support to 'children at risk'.
- **Children at risk** are defined in legislation.
- The safeguarding legislation applies **to all forms of abuse** that harm a person's well-being.
- The law provides a framework for good practice in safeguarding that makes the overall **well-being** of the child at risk a priority of any intervention.
- The law in all four emphasises the importance of **person-centred safeguarding**, (referred to as '**Making Safeguarding Personal**' in England).
- The law provides a framework for organisations to **share concerns** they have about children at risk with the local authority.
- The law provides a framework for all organisations to **share information and cooperate** to protect children at risk.

Safeguarding Children Legislation

The practices and procedures within this policy are based on the relevant legislation and government guidance.

- Working Together to Safeguard Children 2018
- The Children & Social Work Act 2017
- The Children & Families Act 2014
- The Children Act 1989
- Safeguarding standards as set out in the document from NSPCC
<https://learning.nspcc.org.uk/media/1079/safeguarding-standards-and-guidance.pdf>

Many other pieces of UK legislation also affect child safeguarding.

These include legislation about different forms of abuse and those that govern information sharing. For example, legislation dealing with: Murder/attempted murder

- Physical Assault
- Sexual Offences
- Domestic Abuse/Coercive control
- Forced Marriage
- Female Genital Mutilation
- Theft and Fraud
- Modern slavery and Human exploitation
- Hate crime
- Harassment
- Listing and Barring of those unsuitable to work with children with care and support needs

Definition of a Child at Risk

The Safeguarding Children legislation creates specific responsibilities on Local Authorities, Health and the Police to provide additional protection from abuse and neglect to Children at Risk.

When a Local Authority has reason to believe there is a child at risk, they have a responsibility to find out more about the situation and decide what actions need to be taken to support the child. In Scotland and Wales, the Local Authority can gain access to a child to find out if they are at risk of harm for example, if that access is being blocked by another person.

The actions that need to be taken might be by the Local Authority (usually social

services) and/or by other agencies, for example the Police and Health. An organisation may need to take action as part of safeguarding a child, for example, to use the disciplinary procedures in relation to a member of staff or volunteer who has been reported to be harming an individual. The Local Authority role includes having multi-agency procedures which coordinate the actions taken by different organisations.

Abuse and Neglect

Abuse is a violation of an individual's human and civil rights by another person or persons. It can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it. Any or all of the following types of abuse may be perpetrated as the result of deliberate intent, negligence, omission or ignorance.

There are different types and patterns of abuse and neglect and different circumstances in which they may take place.

Safeguarding legislation in each home nation lists categories of abuse differently however, they all include the following types of abuse:

- Physical
- Sexual
- Psychological
- Neglect
- Financial

Abuse can take place in any relationship and there are many contexts in which abuse might take place; e.g. Institutional abuse, Domestic Abuse, Forced Marriage, Human Trafficking, Modern Slavery, Sexual Exploitation, County Lines, Radicalisation, Hate Crime, Mate Crime, Cyber bullying, Scams. Some of these are named specifically within home nation legislations.

Abuse or neglect outside our organisation could be carried out by:

- A spouse, partner or family member
- Neighbours or residents
- Friends, acquaintances or strangers
- People who deliberately exploit children they perceive as vulnerable
- Paid staff, professionals or volunteers providing care and support

Often the perpetrator is known to the child and may be in a position of trust and/or power.

The Safeguarding Children Legislation in England defines categories of child abuse and harm as follows.

England (Care Act 2014)
Physical Sexual Emotional/Psychological/Mental Neglect and acts of Omission Financial or material abuse Discriminatory Organisational / Institutional Self-neglect Domestic Abuse (including coercive control) Modern slavery

Signs and Indicators of Abuse and Neglect

An child may confide to a member of staff, volunteer or another participant that they are experiencing abuse inside or outside of the organisation's setting. Similarly, others may suspect that this is the case.

There are many signs and indicators that may suggest someone is being abused or neglected. There may be other explanations, but they should not be ignored. The signs and symptoms include but are not limited to:

Unexplained bruises or injuries – or lack of medical attention when an injury is present.

- Person has belongings or money going missing.
- Person is not attending / no longer enjoying their sessions. You may notice that a participant in a team has been missing from practice sessions and is not responding to reminders from team members or coaches.
- Someone losing or gaining weight / an unkempt appearance. This could be a player whose appearance becomes unkempt, does not wear suitable sports kit and there is a deterioration in hygiene.
- A change in the behaviour or confidence of a person. For example, a participant may be looking quiet and withdrawn when their brother comes to collect them from sessions in contrast to their personal assistant whom they greet with a smile.
- Self-harm.
- A fear of a particular group of people or individual.

- A parent/carer always speaks for the person and doesn't allow them to make their own choices
- They may tell you / another person they are being abused – i.e. a disclosure

Wellbeing Principle

The concept of 'well-being' is threaded throughout UK legislation and is part of the Law about how health and social care is provided. Our well-being includes our mental and physical health, our relationships, our connection with our communities and our contribution to society.

Being able to live free from abuse and neglect is a key element of well-being.

The legislation recognises that statutory agencies have sometimes acted disproportionately in the past. For example, removing an child at risk from their own home when there were other ways of preventing harm. In the words of Justice Mumby *'What good is it making someone safe when we merely make them miserable?'* What Price Dignity? (2010)

For that reason any actions taken to safeguard a child must take their whole well-being into account and be proportionate to the risk of harm.

Recording and Information Sharing

All organisations must comply with the Data Protection Act (DPA) and the General Data Protection Regulations (GDPR).

- **FordHaven** has a statutory obligation to pass information to relevant partner organisations when a Safeguarding or Child Protection issue has arisen within the centre or elsewhere.
- **FordHaven** has a recognised procedure for volunteers, staff and trustees to follow when a Safeguarding or Child Protection issue has arisen within the centre or elsewhere. A form for recording concerns is available.
- **FordHaven** will make families using the centre and referrers aware of their statutory obligation to record and report any incidents relating to Safeguarding and Child Protection.

Information about concerns of abuse includes personal data. It is therefore important to be clear as to the grounds for processing and sharing information about concerns of abuse.

Processing information includes record keeping. Records relating to safeguarding concerns must be accurate and relevant. They must be stored confidentially with access only to those with a need to know.

Sharing information, with the right people, is central to good practice in safeguarding children. However, information sharing must only ever be with those with a 'need to know'.

The purpose of Data Protection legislation is not to prevent information sharing but to ensure personal information is only shared appropriately. Data protection legislation allows information sharing within an organisation. For example:

- Anyone who has a concern about harm can make a report to an appropriate person within the same organisation
- Case management meetings can take place to agree to co-ordinate actions by the organisation

There are also many situations in which it is perfectly legal to share information about child safeguarding concerns outside the organisation.

The circumstances when we need to share information without the child's consent include those where:

- it is not safe to contact the child to gain their consent – i.e. it might put them or the person making contact at further risk.
- you believe they or someone else is at risk.
- you believe the child is being coerced or is under duress.
- it is necessary to contact the police to prevent a crime, or to report that a serious crime has been committed.
- the child does not have mental capacity to consent to information being shared about them.
- the person causing harm has care and support needs.

If you are in doubt as to whether to share information seek advice e.g. seek legal advice and/or contact the Local Authority and explain the situation without giving personal details about the person at risk or the person causing harm.

Any decision to share or not to share information with an external person or organisation must be recorded together with the reasons to share or not share information.

Multi-Agency Working

Safeguarding children's legislation gives the lead role for child safeguarding to the Local Authority. However, it is recognised that safeguarding can involve a wide range of organisations.

Organisations may need to cooperate with the Local Authority and the Police including to:

- Provide more information about the concern you have raised.
- Provide a safe venue for the child to meet with other professionals e.g. Police/Social Workers/Advocates.
- Attend safeguarding meetings.
- Coordinate internal investigations (e.g. complaints, disciplinary) with investigations by the police or other agencies.
- Share information about the outcomes of internal investigations.
- Provide a safe environment for the child to continue their sporting activity/ their role in the organisation.

Section 3: Appendices

Appendix 1 – Example Role Description: Safeguarding Lead

The designated person within an organisation has primary responsibility for putting into place procedures to safeguard children at risk, where relevant and for managing concerns about children at risk.

Duties and responsibilities include:

- Working with others within the organisation to create a positive inclusive environment.
- Play a lead role in developing and establishing the organisation's approach to safeguarding children and in maintaining and reviewing the organisation's implementation plan for safeguarding children in line with current legislation and best practice.
- Coordinate the dissemination of the safeguarding child policy, procedures and resources throughout the organisation.
- Contribute to ensuring other policies and procedures are consistent with the organisation's commitment to safeguarding children.
- Advise on the organisation's training needs and the development of its training strategy.

- Receive reports of and manage cases of poor practice and abuse reported to the organisation – including an appropriate recording system.
- Support the chair to co-ordinate the case management process.
- Manage liaison with, and referrals to, external agencies for example child social-care services and the police.
- Create a central point of contact for internal and external individuals and agencies concerned about the safety of children within the organisation.
- Represent the organisation at external meetings related to safeguarding.

Appendix 2 – Sources of Information and Support

Helplines

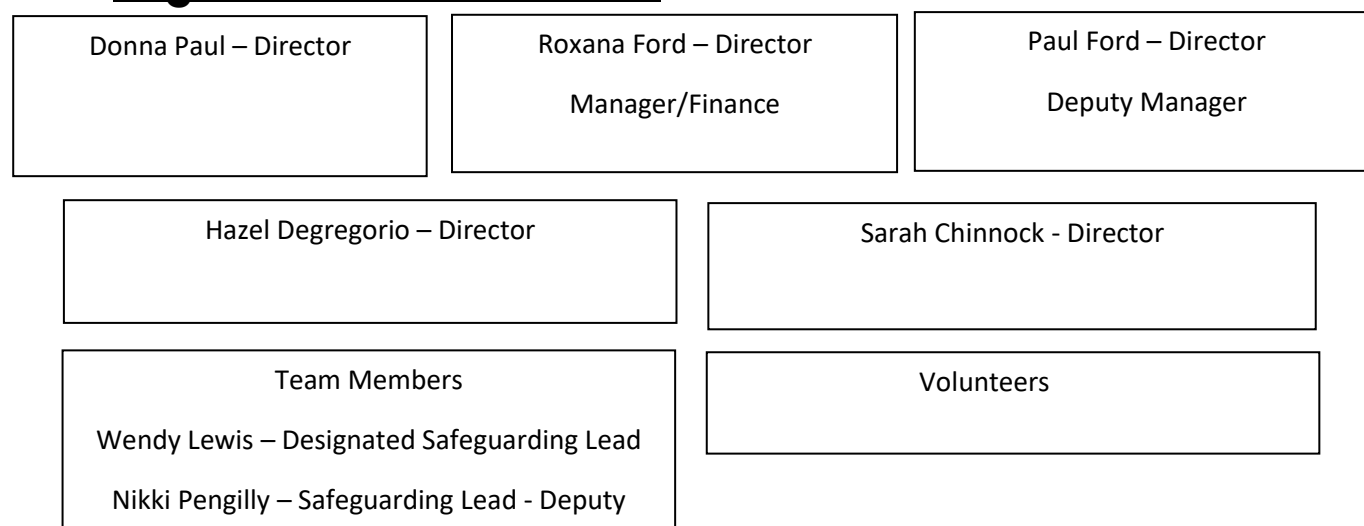
NSPCC	Somerset Direct
Tel: 0808 800 5000 www.nspcc.org.uk Email: help@NSPCC.org.uk	Tel: 0300 123 2224 www.somerset.gov.uk Email: childrens@somerset.gov.uk
Avon & Somerset Police – Non Emergency Line	National Association of Child Contact Centres
Tel: 101 www.avonandsomerset.police.uk	Tel: 0115 9484557 www.naccc.org.uk

Appendix 3 – Details of FordHaven’s Structure & Complaints Procedure

FordHaven will be staffed by an experienced and diverse team of professionals/volunteers who value the importance of family connection and positive experiences. All team member will be vetted using the Disclosure & Barring Service (DBS). Regular training opportunities will be available to make sure we are offering the best service based on knowledge.

Our team are resilient, adaptable and able to thrive undertaking all kinds of activities. They have excellent personal and interpersonal skills. Most importantly, they are kind, caring and friendly making the centre a welcoming place for all.

Organisational Structure



Who to contact if a person has a complaint

Complaints are taken seriously. The complaints system allows children/young people and centre staff to make formal or informal complaints to the Manager or Responsible Individual. Complaints can be made in writing, by telephone or e-mail. This ensures they are listened to and treated fairly.

- If the complaint is about the FordHaven, a volunteer or staff member, this can be addressed to: Roxana (Roxie) Ford – Manager
Telephone: 07927 642777 Email: roxieford@fordhaven.org
- If the complaint is about the Manager, this can be addressed to: Designated Safeguarding Lead – Wendy Lewis
Telephone: 07969 113038 Email: wendylewis@fordhaven.org

Our complaints policy and procedure can be given on request to the manager.

You can make a request by calling the office on 07927 642 777 or by emailing: contact-us@fordhaven.org