



# FAMILIES UNITED CHILDREN AND YOUNG PEOPLE (CYP)

## SAFEGUARDING POLICY HANDBOOK

### INTRODUCTION

This organisation recognises that all children and young people (CYP) have a right to protection from harm and abuse. Families United takes seriously its responsibility to protect and safeguard the welfare of CYP. We will:

- Respond swiftly and appropriately to all suspicions or concerns of harm and abuse and provide parents and CYP with the opportunity to voice their concerns
- Have a system for dealing with Safeguarding Concerns
- Maintain good links with statutory CYP care authorities.

Effective safeguarding arrangements should aim to meet the following two key principles:

- Safeguarding is everyone's responsibility: for services to be effective each individual and organisation should play their full part; and
- A CYP centred approach: for services to be effective they should be based on a clear understanding of the needs and views of CYP.

### 1. CONTEXT

**CHILD / YOUNG PERSON** (CYP hereafter) - Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.

**WORKERS** – Any volunteer, staff member, director, trustee or person acting on behalf of the organisation delivering activities or services. Any individual in a position of trust to those accessing the service.

### 2. OBJECTIVES

The objectives of this Child and Young People Safeguarding Policy are:

- 1) To explain the responsibilities the organisation and its workers have in respect of CYP safeguarding.
- 2) To provide the workers with an overview of CYP safeguarding
- 3) To provide a clear procedure that will be implemented where CYP safeguarding issues arise.

### 3. THE ROLE OF Trustees, Staff & Volunteers

All trustees, staff & volunteers delivering on behalf of the organisation have a duty to promote the welfare and safety of CYP.



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Trustees, staff & volunteers delivering may receive Safeguarding concerns and observe CYP who are at risk. This policy will enable people to make an informed and confident response to specific CYP safeguarding issues.

### 4. ROLE OF DESIGNATED CYP SAFEGUARDING LEAD

The role of the designated lead is:

- Ensuring that the policy is being put into practice;
- Being the first point of contact for CYP safeguarding issues;
- Keeping a record of any concerns expressed about CYP safeguarding issues;
- Contacting the relevant authorities if appropriate;
- Supporting any worker that has raised the concern to the relevant authorities on Families United's behalf
- Bringing any CYP safeguarding concerns to the notice of the Management Committee whilst maintain the confidentiality of the case;
- Ensuring that workers are given appropriate supervision;
- Ensuring that everyone involved with the organisation is aware of the identity of the Child Protection Representative.

The designated CYP Safeguarding Lead for the organisation is Rebecca Staff [resbec@hotmail.com](mailto:resbec@hotmail.com)

### 5. SAFE RECRUITMENT

In accordance with Families United standard procedures all workers, including temporary appointments will be subject to recruitment and vetting process with the following elements:

- They will complete an application form and identity details will be verified against the relevant identification.
- Two references will be taken up before they are engaged to commence their role.
- They will be interviewed by the appropriate member(s) of the Families United team.
- Reasons for gaps or inconsistencies in employment / volunteering will be identified
- Where appropriate they will be checked with the Disclosure and Barring Service.
- They will not have unsupervised access to CYP unless this is within the remit of their role and as specified in the agreement.
- Appropriate advice will be sought about recruiting someone with a criminal record.
- There will be a specified supervised probationary period for people new to Families United.

### 6. TYPES OF ABUSE

Abuse is a form of maltreatment of a CYP. Somebody may abuse or neglect a CYP by inflicting harm, or by failing to act to prevent harm. CYP may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or other CYP.



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**PHYSICAL ABUSE** - A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a CYP. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a CYP.

**EMOTIONAL ABUSE** - The persistent emotional maltreatment of a CYP such as to cause severe and persistent adverse effects on the CYP's emotional development. It may involve conveying to a CYP that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the CYP opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. Some level of emotional abuse is involved in all types of maltreatment of a CYP, though it may occur alone.

**SEXUAL ABUSE** - Sexual abuse involves forcing or enticing a CYP or young person to take part in sexual activities including Child Sexual Exploitation (CSE), which may not necessarily involve a high level of violence, whether or not the CYP is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving CYP in looking at, or in the production of, sexual images, watching sexual activities, encouraging CYP to behave in sexually inappropriate ways, or grooming a CYP in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other CYP.

**NEGLECT** - Neglect is the persistent failure to meet a CYP's basic physical and/or psychological needs, likely to result in the serious impairment of the CYP's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a CYP is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a CYP from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a CYP's basic emotional needs.

**SEXUAL EXPLOITATION** - Sexual exploitation involves exploitative situations, contexts and relationships where CYP at risk (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. It affects young men as well as young women.

**CRIMINAL EXPLOITATION / COUNTY LINES EXPLOITATION** – Criminal exploitation is increasingly used to describe this type of exploitation where anyone, but especially children are involved. Child Criminal Exploitation is common in county lines and occurs where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18. The victim of whatever age may have been criminally exploited even if the activity appears consensual.



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**FORCED MARRIAGE - non-consensual pairing with another person.** A forced marriage is a marriage in which one or both of the parties are married without their consent or against their will. It is recognised as a form of violence against women, men or children and is a serious abuse of human rights.

**HARMFUL PRACTISES** – Cultural / based practises that cause harm to the individual, these include:  
**FEMALE GENITAL MUTILATION (FGM)** - intentional alteration of the female genital organs for nonmedical reasons. This has no medical benefit for the girl. **BREAST IRONING** – the injuring of the breast tissue to prevent development. **SEX SELECTIVE ABORTION** – forcing termination based on the gender of the foetus.

**MATE CRIME - false friendships to take advantage of a person's assets / situation.** The Safety Net Project defines mate crime as the following: 'when vulnerable people are befriended by members of the community who go on to exploit and take advantage of them. It may not be an illegal act but still has a negative effect on the individual.'

**RADICALISATION - process by which a person comes to support terrorism and. extremist ideologies associated with terrorist groups.** Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups. There is no obvious profile of a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas. The process of radicalisation is different for every individual and can take place over an extended period or within a very short time frame.

### 7. AWARENESS OF ABUSE AND NEGLECT

Families United will provide all Trustees, Staff & volunteers with adequate safeguarding training in order to carry out their role and responsibilities under this policy. Individuals within the organisation need to be alert to the potential abuse of CYP both within their families and also from other sources including abuse by workers of Families United.

All workers of Families United should respond to any suspected or actual abuse of a CYP in accordance with the following procedures. It is good practice to be as open and honest as possible with parents/carers about any concerns; however, you must not discuss your concerns with parents/carers in the following circumstances:

- a) delay in sharing relevant information with an appropriate person or authority would increase the risk of harm to the CYP or young person
- b) asking for consent may increase the risk of harm to the CYP, young person, you or anyone else.

If there is a clear and immediate danger to an individual then confidentiality will be broken, and priority given to the safety of that individual and a concern shall be raised directly.

### 8. RESPONDING TO A DISCLOSURE OR ALLEGATION



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It is important that CYP are protected from abuse. All concerns or suspicions must be taken seriously.

This procedure must be followed whenever a concern is raised or when there is a suspicion that a CYP has been abused.

### YOU MUST:

- Treat all CYP with respect
- Respect a CYP's right to personal privacy
- Reassure the CYP that:
  - you are glad they have told you;
  - they have not done anything wrong;
  - what you are going to do next.
- Explain that you will need to get help to keep them safe.
- Ensure that, whenever possible, that you are within sight or hearing of others
- Recognise that caution is required when you are discussing sensitive issues with CYP
- Operate within the organisation's principles and guidance and any specific procedures
- Report all allegations/suspicions of abuse.

### YOU MUST NOT:

- Have inappropriate physical or verbal contact with CYP
- Expect or require the person to provide multiple accounts of events within the organisation
- Conduct any investigation or contact the alleged perpetrator unless instructed to do so by the relevant authorities (Police or First Response Team)
- Either exaggerate or trivialise safeguarding issues
- Reach conclusions without checking facts / ask 'leading' questions / paraphrase
- Allow yourself to be drawn into inappropriate attention-seeking behaviour / make suggestive or derogatory remarks or gestures in front of CYP
- Show favouritism to any individual

If a concern is raised by a CYP or a third party:

- 1) Do not clean or tamper with any evidence – if the person is in immediate danger or has just been affected – **CALL 999**
- 2) Listen carefully to what is being told and tell the person that you have a duty to pass this information on – **NEVER KEEP A SECRET**
- 3) Record only the facts, in the language/words used by the person making the allegation, and don't ask any questions which may seem to be 'leading'. Record any injuries on a body map.
- 4) Make a note of the time and date that the concern was raised, who raised the concern and who it was raised to (sign and date the report).



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- 5) The report is kept confidential and only shared with the Safeguarding Lead and relevant authority. If, however, there is a clear and immediate danger to an individual then confidentiality will be broken, and priority given to the safety of that individual. See point 1 - if the person is in immediate danger or has just been affected – **CALL 999**
- 6) Inform the Safeguarding Lead – Rebecca Staff who will then report using the numbers below.

If the worker whom the concern was raised to isn't confident to report it or is unsure or needs further assistance, then they should consult the Safeguarding Lead. Otherwise, to minimise the number of people involved and to make for efficacy of reporting, that person will report the concern to the numbers below.

- 7) Report the concern to the following:

Warrington Borough Council First Response Team

**01925 443322**

(Option 2 – Social Care)

The Police

**101**

### 9. WHAT YOU SHOULD DO IF YOU SUSPECT ABUSE

You may become concerned about a CYP for a number of reasons, for example:

- They have not spoken to you or avoid speaking to you
- They are upset
- Because of your observations, or
- You are given information from another party about a CYP.

It is good practice to ask a CYP why they are upset or how a cut or bruise was caused, or respond to a CYP wanting to talk to you. This practice can help clarify concerns and result in appropriate action.

If you are concerned about a CYP you must share your concerns. Initially you should talk to the safeguarding lead. You should make a note of your concerns and any actions agreed following your discussion.

In the event Families United is unsure of a situation or is seeking further advice, they will contact either the First Response Team or the Police.

Families United is committed to protecting the people involved in the activities of the organisation and therefore will pass on concerns and ask questions of the First Response Team and the Police.

**REMEMBER: DOING NOTHING IS NEVER AN OPTION**



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It is important to remember that Families United and the workers within it is not responsible for deciding whether abuse has occurred. This is a task for the professional CYP protection agencies.

**10. CONTACTING AGENCIES**

In the instance of a disclosure / allegation or a suspicion with the CYP's permission (or the permission of the person making the allegation) Families United will contact the First Response Team or the Police. If the CYP refuses permission (or it is not possible to get permission) it will be explained that the seriousness of the situation is such that we will need to consider breaching our principle of client confidentiality. The safeguarding lead will contact:

**Warrington Borough Council First Response Team**

**01925 443322**

(Option 2 – Social Care)

**NSPCC helpline**

**0808 800 5000**

**The Police**

**101**

**11. PROTECTING CYP FROM ABUSE AND WORKERS FROM ALLEGATIONS OF ABUSE**

The **safeguarding lead** is responsible for making sure any CYP safeguarding issues are responded to properly.

Everyone involved in Families United should maintain their awareness / training of current practises appropriate to their role and level in the organisation and seek regular opportunities for learning around the subject of Safeguarding.

All workers should:

- Know about signs and symptoms of abuse
- Know about how abusers (perpetrators) behave
- Know how to respond if a CYP talks to them about abuse.
- Understand the importance of boundaries and maintaining a professional relationship with all parties
- Be risk aware and avoid or challenge situations where either party could be a risk of harm or the perception / allegation of harm
- Discuss any Safeguarding Concerns to the safeguarding lead
- Make sure they have access to a copy of the Child and Young Person Safeguarding Policy and have understood it
- Be informed about sources of help for CYP



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No trustee, staff or volunteer representing Families United will:

- visit a CYP in their home unless on an official pre-arranged visit
- transport a CYP alone in their car unless prior arrangements have been made with the trustees even in a medical emergency when an ambulance should be called
- make any comments with sexual overtones
- allow or engage in inappropriate touching of any form
- allow a CYP to use inappropriate language unchallenged
- lend money to or borrow money or possessions from a CYP
- agree to make any purchases, or undertake any financial transactions, on behalf of the CYP

### 12. PERSONAL/PERSONNEL SAFETY

The following are some basic guidelines that Families United will follow when running activities in order to protect all parties involved.

- A group of CYP under sixteen should not be left unattended at any time.
- All workers will avoid being alone with an individual CYP for a long time. If there is a need to be alone with a CYP (e.g. first aid or they are distressed) make sure that another worker knows where you are and why.
- Teenage assistants should always be supervised.
- Make sure that the area you are using for activities is fit for the purpose, e.g. remove furniture, which could cause injury in energetic games.

Make sure that all workers know:

- o Where the emergency phone is and how to operate it
- o Where the first aid kit is
- o Who is responsible for First Aid and how to record accidents or injuries
- o What to do in the event of a fire or other emergency
- Workers should avoid giving CYP a lift home from activities. If workers are asked to give a young person or child a lift home, they are not obliged to do so.
- Do not let children go home without an adult unless the parent has specifically said they may do so. Never let a child go with another adult unless the parent has informed you that this will happen.
- Once a year there should be a fire practice
- At no time should a representative from any external organisation arrange to meet a young person away from the activity without a trusted representative from Families United being





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there. As such meetings should be planned and have the approval of a member of the board of Trustees (this must be someone other than the organiser themselves).

### **13. TRIPS / OUTINGS**

No CYP will be permitted to attend an event, trip or outing with Families United without a parent, carer or guardian accompanying them. Parents, carers & guardians must be present at all times throughout the organised event, trip or outing.

Families United will ensure that there is adequate insurance for the work and activities.