



# Safeguarding Children

# Safeguarding Policy Children

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## **'Safeguarding Children is everyone's responsibility'**

All children and young people, wherever they are, whoever they are with, whatever they are doing, have the right to protection from neglect, physical, emotional and sexual abuse.

If you have any concerns about the safety of your child, or the conduct of a member of TAG staff and/or volunteers please contact Geraldine Burgess the nominated safeguarding lead via email [safeguarding@tagyouthclub.org](mailto:safeguarding@tagyouthclub.org), phone 07775378883 or in person during one of our sessions.

## **Owners of this document:**



Giles Hobart  
Chief Executive



Ashley Whittaker  
Chair of Trustees

Policy Adopted On:

1 September 2016

Last Review Date:

6 May 2021

Next Review Date:

May 2022

## **POLICY BACKGROUND**

TAG Youth Club for Disabled Young People aims to empower and optimise the potential of young people who have a disability between the ages of 8 and 25. This is achieved through a range of work, at both the youth centre and in the community; Youth Workers support young people through informal and experiential learning in order to gain knowledge, skills, make informal choices and to assist in their personal development.

The club provides young people with a safe, caring, well equipped environment, giving them the opportunity to participate in personal and social development activities including arts, drama, music and physical sports.

These activities are exclusively for young people who have a disability or an additional need, known as 'users' for the purposes of this policy, who may be unable to care for themselves or unable to protect themselves from significant harm or exploitation.

This policy applies to all staff, support workers and volunteers, and the term "staff" in this document's includes all these named groups. This policy has been written using the legal and social care framework detailed in the following:

- ✓ London Child Protection Procedures (5th Edition).
- ✓ Working Together to Safeguard Children 2015.
- ✓ Children Act 1989.
- ✓ Children Act 2004.
- ✓ Children and Families Act 2014.
- ✓ The Care Act 2014.

PLEASE READ IN CONJUNCTION WITH OUR  
SAFEGUARDING POLICY FOR YOUNG ADULTS

## **DEFINITIONS**

**A Child** as defined by the Children's Act 1989 and 2004 is anyone who has not yet reached their 18<sup>th</sup> birthday. Children therefore means children and young people throughout.

**Abuse** is defined as 'a violation of an individual's human and civil right by any other person or persons'

## **OUR COMMITMENT**

Abuse is unacceptable in all circumstances.

The best defence against abuse is the strength of values incorporated in our organisations culture, and the practical application of the mechanisms and procedures described in this document to protect children.

TAG Youth Club believes that all users are entitled to be treated with dignity, courtesy and respect regardless of their age, race, gender or ability.

Safety is embedded within good sound practice and the growing ability of users to protect themselves, make their views known and be listened to. All users should feel safe, secure and feel able to raise any possible concerns at all times.

## **POLICY STATEMENT**

TAG Youth Club is committed to safeguarding, protecting and promoting the welfare of all of its users.

TAG Youth Club seeks to ensure that there is a positive environment for all people to have fun, take part and socialise in all activities and social events and works with the Local Children's Safeguarding Board (LCSB) to implement best practice in the safeguarding of children at risk.

TAG Youth Club recognises that users within these safeguarded groups face the risk of abuse. It is the duty of TAG Youth Club to prevent abuse and to take effective action when abuse is suspected or disclosed at an activity or social event.

TAG Youth Club also recognises that safeguarding incidents could happen anywhere and at any time and be perpetrated by a range of individuals including trustees, volunteers, service providers, partner organisations, other users and external people including family, friends, carers and support workers.

TAG Youth Club recognizes it has a duty of care, moral and legal obligations to ensure that all children involved in the activities of the youth club have protection from harm and have the opportunity to learn and experience TAG Youth Club's services in a safe and supportive environment. We believe that:

- The welfare of the child is paramount.
- All children have the right to protection from abuse.
- To create a safe environment, we will recruit both staff and volunteers safely, provide ongoing supervision and ensure references are checked and DBS checks completed where applicable.
- All suspicions and allegations of abuse must be properly investigated. Staff not adhering to policy and procedure will be subject to formal disciplinary procedures.
- Staff and volunteers will receive induction and CPD training to ensure that they are up to date and compliant within London Child Protection Procedures (5<sup>th</sup> edition).

We want to make sure that users of our services and their parents/ carers have confidence in them and know what to do, and who to contact should they have concerns. TAG Youth Club will ensure:

- Staff are carefully selected and trained in issues of protection.
- All staff are aware of the policy and procedures for the protection of children
- All allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately.
- Information is available to users, parents and carers and any other interested parties are given information about TAG Youth Club for Disabled Young People's procedures regarding the safety of children and vulnerable adults whilst at TAG Youth Club and how to report concerns.
- A risk assessment is completed for all venues used by TAG Youth Club and available to those delivering the sessions so that they incorporate it in their health and safety responsibility for their users.
- There is a designated safeguarding person (NSP) on staff, and a nominated trustee to represent the issue at board level.
- The NSP attends multiagency training once a year.
- All staff receive basic child protection and safeguarding training every three years. This includes trustees.
- All staff have read and understood this policy and procedures and are familiar with their responsibility within it.
- This policy is reviewed on an annual basis by the NSP and recommendations and amendments approved by the board.

All staff play a crucial role in helping to identify child protection issues and indicators of possible abuse or neglect at an early stage. TAG Youth Club for Disabled Young People is committed to referring these concerns via the Nominated Safeguarding Person (NSP):

Geraldine Burgess  
[safeguarding@tagyouthclub.org](mailto:safeguarding@tagyouthclub.org)  
07775378883

Who will report them to:

Richmond & Kingston Integrated Single Point of Access (SPA)  
0208 547 5008 – 08:00-18:00, Monday to Friday. 0208 770 5000 – Out of Hours.

**ALWAYS PHONE**

**999**

**IF THE CHILD or VULNERABLE ADULT IS IN IMMEDIATE DANGER**

## **The Duty to Refer and the role of the local area designated officer (LADO)**

The LADO is employed by the local authority and should be alerted to all cases in which it is alleged that a person who works with children has:

- Behaved in a way that has harmed, or may have harmed, a child.
- Possibly committed a criminal offence against children or related to a child.
- Behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

The LADO role applies to paid, unpaid, volunteer, casual, agency and self-employed workers. The LADO is involved from the initial phase of the allegation through to the conclusion of the case. They will provide advice, guidance and help to determine whether the allegation sits within the scope of the procedures.

The LADO helps co-ordinate information-sharing with the right people and will also monitor and track any investigation, with the aim to resolve it as quickly as possible. The LADO will attend local strategy meetings and chair managing allegation strategy meetings. If you have concerns about a staff member or volunteer relating to child protection you are legally obliged to refer the case to the LADO

Contact details:

[LADO@achievingforchildren.org.uk](mailto:LADO@achievingforchildren.org.uk)

020 8891 7370 or through Kingston and Richmond SPA

## **PREVENTION**

TAG Youth Club employs various strategies to help control the risk of abuse and target the causes and opportunities for abuse and neglect. These include:

- Communication with the disabled community about the nature of abuse and safeguarding activity.
- Embedding the principles of safeguarding into trustees' expectations and professional practice.
- Awareness training for all TAG Youth Club's trustees, volunteers and staff.
- User/activity risk assessments prior to the start of activities.
- By keeping up to date with legislation in respect of Child Protection and Safeguarding of Adults through the Safeguarding Children Partnership and the Richmond CVS voluntary sector representative.

## **TARGETED PREVENTION**

Prevention strategies are specifically targeted at anyone working with children and/or adults at risk at a TAG Youth Club activity or social event. This is because research shows that a significant number of abuse incidents involve professionals, carers and service managers as well as fellow service users.

Targeted Prevention Strategies include:

### **Employee and Volunteer Recruitment**

- A DBS Disclosure will be obtained as required for all new and existing staff, trustees and volunteers.
- TAG Youth Club for Disabled Young People will ensure that any contract/agency staff or volunteers have undergone the necessary checks and have been made aware of this policy.
- Identity and carry out employment history checks on all appointments to the Youth Club workforce before the appointment is made.

### **Staff and Volunteer Training and Induction**

- On joining TAG Youth Club and when necessary thereafter, volunteers and trustees are provided with training regarding policy and procedures and how to address the possibility of abuse appropriate to the roles and responsibilities as defined in the TAG Youth Club for Disabled Young People's safeguarding policy.

### **Staff and Volunteer Supervision and Support.**

- Those working with any user who may be known to be at risk of abuse or neglect receive role specific training and regular supervision.

## **SAFE PRACTICE**

Safe working practice ensures that service users are safe and that all staff and trustees:

- Are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions;
- Work in an open and transparent way subject to data protection law;
- Work with other colleagues and service provider and partner organisation staff where possible in situations open to question;
- Discuss and/or refer to the Richmond SPA any incident which may give rise to concern. This includes any allegation or disciplinary regarding the conduct of staff
- Record any incidents or decisions made;
- Apply the same professional standards regardless of gender, race, sexuality or ability;
- Are aware of the need for confidentiality;
- Are aware that breaches of the law and other professional guidelines could result in criminal or disciplinary action being taken against them.

## **ONLINE SAFETY**

The internet, mobile devices, social networking and other interactive tools and spaces have transformed the way in which we live. Whilst most children use the internet responsibly and safely it is essential that all potential risks are recognized, identified and mitigated and that staff and volunteers feel confident about evaluating e-safety and seeking help when needed.

TAG Youth Club for Disabled Young People is committed to making sure that service users are kept safe when using the internet, tablets and other mobile devices whilst in our care. TAG Youth Club will ensure that appropriate safeguards are installed on the computers used in the Club and will monitor activity thereon. All staff and volunteers have the responsibility to support children to stay safe and use the internet responsibly. The key rules that staff and volunteers should follow are:

- Do not accept or invite service users as friends or contacts on social networking sites unless you have a professional account which has been authorized by TAG Youth Club.
- Ensure your personal profile on websites such as Facebook is not visible to “strangers” and that it does not contain any appropriate content (e.g. pictures of you while drunk or wearing revealing clothes).
- Make all service users aware of the meaning and importance of professional boundaries and how they impact on the child or vulnerable adult’s professional relationship.

## **USE OF PHOTOGRAPHIC & FILMING EQUIPMENT**

There is evidence that some people have used activities and events as an opportunity to take inappropriate photographs or film footage of children. Though TAG Youth Club for Disabled Young People has not experienced this everyone should still be vigilant, and any concerns should be reported to our Nominated Safeguarding Person (NSP) who will report your concerns to the Richmond SPA. Parental written consent should be obtained for any filming or use of photographs by TAG Youth Club.

- Do not take photographs of service users on your personal mobile device (phone, tablet or personal camera).
- Do not use photographs or film footage of service users on social networking sites unless you have a professional account which has been authorized by TAG Youth Club. You must also have consent from the individual, parent or carer.

## **PERSONAL DATA**

TAG Youth Club for Disabled Young People collects personal information about service users during the joining process. This information is collected to enable the Club supports individual needs of members. All data is kept confidential within the organisation and is stored in a secured cabinet.

For time to time this information may need to be shared with other professionals or agencies to better support the service user and TAG Youth Club will seek permission before any information is shared.

## **ROLES AND RESPONSIBILITIES**

### **The TAG Youth Club for Disabled Young People Trustees will ensure that:**

- TAG Youth Club has a separate safeguarding policy in place for children and young adults and the policy is made available to service providers, partner organisations and service users, parents, carers and support workers on request;
- There are safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with children and adults at risk;
- Appropriately trained safeguarding staff and volunteers are in place;
- TAG Youth Club has procedures for dealing with allegations of abuse against fellow users, staff and volunteers that comply with guidance from the Safeguarding Children Partnership and locally agreed inter-agency procedures
- There is an ethos whereby all staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to safeguarding, and such concerns are addressed sensitively and effectively in a timely manner;
- A trustee is nominated to be responsible for safeguarding who will provide an overview and scrutiny and take action in the event of allegations of abuse being made against any trustee, staff or volunteer.
- Where services or activities are provided on behalf of TAG Youth Club by another organisation 'Service Providers', the service provider concerned has appropriate policies and procedures in place in regard to safeguarding and liaises with TAG Youth Club on these matters where appropriate;
- This policy is reviewed annually.

### **Nominated Safeguarding Person (NSP) will:**

- Act as a source of support, advice and expertise on matters of user safety and safeguarding during all activities.
- Liaise with the board to inform them of any issues and ongoing investigations and ensure there is always cover for the role of Safeguarding Officer.
- Refer cases of suspected abuse or allegations to the Richmond SPA.
- Ensure that all staff have access to and understand the TAG Youth Club Safeguarding Policy;
- Ensure that all staff and volunteers have safeguarding training as part of their induction training;
- Ensure parents, carers, guardians or named responsible adults are made aware of the policy which alerts them to the fact that referrals may be made and the role of TAG Youth Club and/or service provider /partner organisation in this to avoid conflict later.
- Recognise how to identify signs of abuse and when it is appropriate to make a referral;
  - Represent TAG Youth Club at the sub-committees of the Safeguarding Children Partnership and SAB (Safeguarding Adults Board) as required and have a working knowledge of how to operate and conduct a child protection/adult safeguarding process and be able to attend and contribute to the case conference;

- Keep detailed, accurate and secure written records and/or concerns;
- Obtain access to resources and attend any relevant or refresher training courses at least every three years via [www.richmondandkingstoniscb.org.uk](http://www.richmondandkingstoniscb.org.uk)

**All staff, volunteers and service providers will:**

- Work in an open environment, where possible avoiding private and unobserved situations;
- Treat all users fairly with dignity and respect;
- Not share personal information and personal e-mail addresses/Facebook friends/personal mobile;
- Not take photographs of service users on personal devices. (mobile phone, tablets or personal camera).
- Complete an incident form to keep a written record of any injury or incident (including verbal attacks) along with any steps taken;
- Fully comply with TAG Youth Club's safeguarding policy and procedures, including the reporting of any injury or incident to the Nominated Safeguarding Person (NSP);
- Attend appropriate training and be alert and vigilant to indicators of abuse;
- Report all concerns or possible indicators of abuse to Nominated Safeguarding Person (NSP).

It is the responsibility of all staff, volunteers and service providers to be alert to possible indicators of abuse and to raise concerns to TAG Youth Club's Nominated Safeguarding Person (NSP). Staff and volunteers and service providers may become aware of the possibility that abuse has occurred by witnessing an act, receiving a verbal report from a user or another member of staff or volunteers or by suspicions raised by indicators listed in the guidelines within this policy.

## **RECOGNISING ABUSE**

Abuse is difficult to assess; many situations may involve a combination of abusive elements. The following indicators are for guidance only, do not list all types of abuse and they do not necessarily mean that abuse has taken place, but the possibility should be considered:

### **Physical Signs of Abuse:**

- Any injuries not consistent with the explanation given for them;
- Injuries which occur to the body in places which are not normally exposed to falls, rough games, etc;
- Injuries which have not received medical attention;
- Neglect - under-nourishment, constant hunger, stealing or gorging food, untreated illnesses, inadequate care, etc.
- Reluctance to change for, or participate in games or swimming;
- Repeated urinary infections or unexplained tummy pains;
- Bruises, bites, burns, fractures etc. which do not have an accidental explanation;
- Cuts, scratches, substance abuse.

**Emotional Signs of Abuse:**

- Changes or regression in mood or behaviour, particularly where a user withdraws or becomes clingy. Also depression/ aggression, extreme anxiety;
- Nervousness, frozen watchfulness;
- Obsessions or phobias;
- Sudden under-achievement or lack of concentration;
- Inappropriate relationships with peers and/or adults;
- Attention-seeking behaviour;
- Persistent tiredness;
- Running away, stealing, telling lies.

**Indicators of Possible Sexual Abuse:**

- Any allegations made by a service user concerning sexual abuse;
- User with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour, or who regularly engages in age inappropriate sexual play;
- Sexual activity through words, play or drawing;
- Service user who is sexually provocative or seductive with adults;
- A service user who shares details of inappropriate bed-sharing arrangements at home;
- Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations;
- Eating disorders, anorexia, bulimia.

**Indicators of Possible Neglect:**

- Squalid, unhygienic or dangerous home conditions.
- Failure to attend to a child or vulnerable adults health or developmental needs.
- Service user appears persistently undersized or underweight.
- The service user stays frozen in one position for an unnaturally long time.
- The service user continually appears tired or lacking in energy.
- The service user presents with sparse or dry hair, and/or poor, or cold, mottled skin.
- Injuries are suffered due to lack of supervision.

**Indicators of Possible Organised Abuse:**

- Unknown adults seeking to contact service users by electronic means, such as by mobile phone or via the internet.
- Service user speaking of adults contacting them for improper reasons through leisure or welfare organisations.  
Service user speaking of multiple adults having offered them drugs and/or alcohol and enticing them to participate in social situations that are inappropriate and/or asking them not to talk about this with anyone.

## **RADICALISATION**

Radicalisation and extremism of adults with care and support needs is a form of emotional/psychological exploitation. Radicalisation can take place through direct personal contact, or indirectly through social media.

If staff are concerned that an adult with care and support needs is at risk of being radicalised and drawn into terrorism, they should treat it in the same way as any other safeguarding concern.

For more information about Prevent see:

<https://www.gov.uk/government/publications/prevent-duty-guidance>

## **CONFIDENTIALITY**

Information about abuse must never be withheld intentionally as failure to disclose may have an influence on the future safety of an individual.

Disclosures and concerns should not be treated as confidential. Service users who have made a disclosure should be informed of the next steps that will be taken and should be assured discretion.

If a service user lacks the capacity to consent (as prescribed in current legislation), TAG Youth Club's staff, volunteers or service provider's staff and volunteers will report the alleged abuse immediately to the Nominated Safeguarding Person (NSP) in order to act in the best interests of the individual.

## **PROCEDURE**

In the event of a safeguarding issue for a child, follow this process:

1. If you think a child is in immediate danger, always call 999
2. Collect all available relevant facts and appropriate information
3. Make a written record of the concern.
4. Tell the person involved what you are going to do about the concern and note any views that they may have regarding how they wish the matter to be dealt with.
5. Tell only the people who need to know – normally our safeguarding officer.
6. Consider the balance between listening to someone's wishes and needing to refer information where others may be at risk.
7. Inform the person involved about the outcome of any process.

# SAFEGUARDING FLOWCHART

A DISCLOSURE IS MADE OR YOU HAVE A CONCERN ABOUT THE WELFARE OF A CHILD

SPEAK TO THE DESIGNATED SAFEGUARDING LEAD TO DISCUSS YOUR CONCERNS

DESIGNATED SAFEGUARDING LEAD NOT AVAILABALE. DISCUSS WITH TEAM LEADER

SAFEGUARDING LEAD TO BE INFORMED ASAP

WRITE UP, SIGN AND DATE ALL INFORMATION YOU ARE AWARE OF AND IN WHAT CIRCUMSTANCES THE PERSON DISCLOSED.

INFORMATION TO BE SHARED WITH SAFEGUARDING TEAMS IN THE LOCAL AUTHORITY

FOR CHILDREN & YOUNG PEOPLE UP TO THE AGE OF 18  
SPA – 020 8547 5008  
OUT OF HOURS  
0208 770 5000

FOR ADULTS CALL  
KINGSTON  
020 8547 4735  
RICHMOND  
020 8891 7971

IF YOU HAVE ANY CONCERNS ABOUT IMMEDIATE DANGER CALL THE POLICE ON  
**999**



## NOMINATED SAFEGUARDING PERSON



Geraldine Burgess  
Operations Manager

safeguarding@tagyouthclub.org  
07775378883

## TRUSTEE SAFEGUARDING LEAD



Sally Franklin  
Trustee

sally@tagyouthclub.org

### KEEPING SAFE FROM ABUSE information for young people with disabilities

Abuse is when someone hurts you or does bad things to you. These could be things like:



#### NEGLECT

Not looking after you properly by not giving you enough food, not keeping you warm, not giving you medication or not getting you help when you need it.



#### PHYSICAL ABUSE

Hurting you (kicking, punching, slapping, pushing).



#### EMOTIONAL ABUSE

Talking to you in a bad way (teasing, threatening, shouting, swearing, ignoring).



#### SEXUAL ABUSE

Touching your body or your private parts in a way you do not like or want.



#### FINANCIAL ABUSE

Stealing your money or other things that belong to you.

### KEEPING SAFE FROM ABUSE information for young people with disabilities

What should you do if you are being abused?



Even if you are scared it is very important that you tell someone. This should be someone you trust.

This might be:



FAMILY MEMBER



FRIEND



YOUTH WORKER



POLICE OFFICER

What will happen next?



If you are being abused it is important that Social Services know about it.

They will help to keep you safe.

Need help or advice?

You can speak to TAG Designated Safeguarding Lead who is Geraldine Burgess.

You can also contact our safeguarding team via email: [safeguarding@tagyouthclub.org](mailto:safeguarding@tagyouthclub.org)

-ENDS-