

Success4All  
**Safeguarding Children and Young People (Child Protection)**  
Statement Of Policy & Intent

Trustees, staff, Learning Hub Coordinators and volunteers, may come across issues relating to the abuse or neglect of children and young people that give cause for concern. This policy explains the basis on which the subsequent procedures rest.

Success4All will ensure that its systems and procedures reflect a culture that puts children and young people's interest first, children, young people and adults should have confidence that any concerns they raise will be listened to and taken seriously. Allegations must be acted upon promptly, taking into account the views of the child or young person as appropriate to their age and understanding. Parents/carers should expect to be involved in any intervention taken by Success4All, including actions taken and information shared – unless such involvement would be deemed to be putting the child or young person at increased risk of significant harm.

Success4All recognises that child abuse can happen in all areas, groups and social classes, and those victims and abusers can be of both sexes and could be involved in the project. This could be as project users, staff, trustee, Learning Hub Coordinator, sessional worker or as a volunteer. Any allegation of abuse made to Success4All must be taken seriously.

Success4All will ensure that criminal record checks and Ofsted checks are carried out on all staff, Learning Hub Coordinators, sessional workers and Volunteers.

Success4All views safeguarding children and young people, in its widest sense – it concerns children and young people's safety and well-being, as well as children who may be suffering abuse. All staff and Learning Hub Coordinators have a duty to ensure that the physical environment in which they work presents no hazards for children and young people's safety.

Success4All will also ensure that all staff and Learning Hub Coordinators working directly with children and young people will receive safeguarding children and young people training every 3 years.

Success4All have an up to date, written statement outlining expectations and guidelines regarding treatment of children and young people by any person using Success4All services. This statement is displayed within each Learning Hub and other venues housing Success4All activities. This policy is reviewed annually.

Success4All recognises that it can be difficult to raise concerns about abusive behaviour whether these relate to the behaviour of a member of staff or a Success4All service user. Success4All will ensure that it has clear written information for any person who may wish to raise concerns, and that its systems enable concerns to be examined in an objective and fair manner.

Success4All will work in partnership with parents and other agencies to support families, however if child protection incidents occur they must take priority over any other issue. Rules of confidentiality

will be applied when sharing information with other colleagues. Any information gathered during a child protection enquiry or referral will be used with the purposes clearly relevant to the protection of children. It will be shared only with others who have a legitimate need to know.

All record keeping will be undertaken with reference to the Data Protection Act 1998. The basic principles of this act require that data should be:

- Relevant, accurate and obtained for a specific purpose or purposes
- Kept up to date
- Retained for no longer than necessary

Success4All will have appropriate links with the local Social Services department plus other relevant organisations as part of ensuring that communication links are in place to enable discussions about child protection issues and individual concerns. Local Safeguarding Children Board's procedures will be referred to as part of the process of managing concerns about children and young people within Success4All.

Success4All will ensure that all staff working directly with children and young people will receive regular and ongoing training to ensure a safe, stimulating and respectful environment for children and young people.

Parents/carers will be informed of Success4All's duties in regard to safeguarding children and young people.

## Supporting Children, Young People and Parents

Success4All believes that all children and young people deserve the opportunity to achieve their full potential. They should be enabled to:

- Be as physically and mentally healthy as possible
- Live in a safe environment and be protected from harm
- Experience emotional well-being
- Feel loved and valued
- Have a secure sense of identity including cultural and racial identity
- Be respected as individuals

Success4All believes that, where children and young people are denied opportunities to achieve their potential in these ways, they are more likely to experience disadvantage and social exclusion as adults.

Parenting is demanding and challenging, and parents have a right to expect support in this. Success4All recognises that a parent's own childhood experiences can affect their understanding and ability as a parent. Supporting parents is an important aspect of ensuring the welfare of children and young people as well as adults. All parents/carers should be treated with sensitivity and respect but, Success4All will put the child and young person's welfare and safety first, in cases where there are competing needs. Asking for help with parenting, should be regarded as a sign of responsibility not of failure. Providing services and support to parents/carers under stress may strengthen the capacity of families to respond to the needs of their children before problems develop into abuse.

Experience and research shows us that the world can be a dangerous place for children and young people, and that safety within the family is not a universal fact. We cannot expect children and young people to take full responsibility to protect themselves from harm or abuse. As they grow they need to be taught appropriate techniques for self-protection, but in interactions with adults, the greater responsibility lies with the adult. Everyone - parents, the wider community, voluntary and statutory agencies - should be concerned with ensuring that children are adequately cared for and safe from harm, and that children and young people's health and development are promoted to help them achieve their potential.

## Definitions

### **Child Protection**

Is the need to be aware that, family members, friends, acquaintances, strangers or staff can perpetrate abuse or neglect. Whenever concerns about a child or young person occurs there is a responsibility to follow Success4All procedures.

### **Child Abuse**

Where a child is known or suspected to have suffered harm or is thought likely to suffer harm as a result of abuse or neglect. This includes a child who is known to have been physically, sexually or emotionally abused, or whose behaviour or physical or emotional health or development seems to have been impaired or obstructed through abuse or neglect. Or where a vulnerable child or young person engages in self-harm.

### **Multiple Abuse**

Situations where a perpetrator abuses a number of children during a period of time.

### **Physical Abuse**

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocation or otherwise causing physical harm to a child. Physical harm may also be caused when a parent/carer feigns the symptoms of or deliberately causes ill health to a child they are looking after.

### **Emotional Abuse**

This is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

### **Sexual Abuse**

This involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape and buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

### **Neglect**

This is the persistent failure to meet a child's basic physical and/or psychological needs. It may involve a parent or carer failing to provide adequate food, shelter and clothing; failing to protect a child from physical harm or danger; or the failure to ensure proper access to appropriate medical care or treatment. It may also include neglect of, or non-responsiveness to a child's basic emotional needs.

## Awareness and Recognition

Success4All staff and Learning Hub Coordinators, have a responsibility to be aware of, and alert to, signs that all is not well with a child or young person. Recognition is not always easy or straightforward. Some factors may immediately arouse suspicion such as physical injury with no or contradictory explanations. Signs might include general deterioration in a child's physical and/or emotional health, frequent distress shown by the child or young person, changes in behaviour unusual for that child or children of that age.

Concerns about whether a child or young person is suffering harm may relate to a single incident, or because a specific allegation has been made. Other concerns may be less clear and may arise from a number of concerns or incidents over a period of time.

Children and young people, from black and minority ethnic communities are likely to have experienced harassment, racial discrimination and institutionalised racism. The experience of racism may affect the responses of children, young people and families to enquiry process. Failure to consider the effects of racism will undermine efforts to protect children and young people from other forms of harm. It is the responsibility of Success4All Operational Manager to ensure that staff and Learning Hub Coordinators are equipped with appropriate knowledge in taking account of cultural differences.

It is the responsibility of Success4All's Operational Manager to ensure that all staff and Learning Hub Coordinators have appropriate training to enable them to identify potential harm or abuse, and are aware of their responsibilities in any course of action taken.

Groups considered to be at continuing risk of significant harm are:

- Children and young people whose names are on the Child Protection Register, those who have been de-registered in the last six months, and those who are presently having enquiries made concerning child protection concerns.
- Other children and young people where assessment by staff has identified a possibility of significant harm, but where thresholds of referral to Social Services have not yet been reached.

Groups who have particular vulnerabilities as children and young people in need are:

- Children and young people living away from home i.e. foster care, residential homes and schools
- Children and young people living away from their country of origin as refugees or asylum seekers.
- Children and young people who become targets for parental aggression or rejection, or who are neglected as a result of parental mental illness
- Young people who are engaged in behaviours which may harm themselves or others i.e. drug, alcohol or substance misuse, self-harm, and running away from placements when looked after
- Children or young people who sexually abuse others or who have been the victims of abuse
- Children and young people with physical disabilities and learning difficulties
- Young people involved in prostitution

- Children and young people who are the victims of bullying and racism
- Children and young people living in a family where there is domestic violence, or where there has been cruelty to animals

## Staff and Learning Hub Coordinators Procedures

### Concerns about a child

This section outlines what to do if staff and Learning Hub Coordinators are concerned that a child or young person connected to Success4All's services, may be subject to abuse or harm by someone other than staff.

If a member of staff or Learning Hub Coordinator has concerns about the safety or welfare of a child or young person, the concerns must be discussed immediately with the Operational Manager. Concerns built up over time should be discussed with the Operational Manager; a careful record summarising those concerns should be kept by the Operational Manager when issues are discussed. A copy of the concerns will be given to the named person responsible for child protection (Busola Afolabi).

The Operational Manager will discuss the concern with the staff or Learning Hub Coordinator, and decide whether there is a likelihood of significant harm.

If there is sufficient concern about the child's or young person's welfare, the manager will consider whether it is appropriate to discuss the concerns with the child and the parent/carer. The purpose of this stage is only to clarify the situation not to investigate. Where English is not the first language of the child or parent/carer an independent interpreter will be brought in.

At this stage, the reporting staff or Learning Hub Coordinator and the manager should complete a **Child Protection Report** – within 24 hours of the initial concern.

Where an incident has occurred, or an allegation has been received, which indicates that a child has suffered or may be at risk of suffering significant harm. Alternatively, where staff or Learning Hub Coordinators has substantial concerns that lead them to suspect that a child has suffered or is suffering significant harm, or may be at risk of such harm

Where appropriate, the manager will seek the agreement of the parent/carer to discuss concerns with Social Services. It should be clarified whether this discussion with Social Services constitutes a formal referral or informal enquiry. The concerns will not be discussed with parents/carers if such discussion and agreement seeking would put the child or young person at increased risk of significant harm. There may be circumstances when contact will be made without the consent of the parent/carer (e.g. where families do not agree with the concerns but Success4All considers that a child is still at risk). If a formal referral is made, information must be passed on as soon as possible, usually by means of a telephone call. Good practice would indicate that any such verbal communication should be followed

up in writing. Success4All's Operational Manager will ensure that a referral form is completed and submitted to Social Services within 24 hours of the referral being made.

Where the allegation relates to children or young people using the Learning Hubs, OFSTED should be informed in writing of any allegation or investigation. Success4All Operational Manager should ensure that this is done at an early stage, and that they are informed of the outcome of any investigation.

Consideration should be given to what information the child or young person, needs to know about the stages involved during the child protection process; prior to any formal involvement by Social Services. They should be helped to understand that any actions being taken are done so in light of available information from themselves, their parents/carers, Success4All and any relevant others.

If a child or young person requires medical attention, this should be arranged through the child protection process, unless it is urgently required. If medical attention is urgently required, consent should be obtained from the child or young person (if considered of sufficient age and understanding to give consent) or from the parent/carer. Consent must be sought unless an urgent need for medical attention makes this impractical in which case Success4All must continue to attempt contact with parents/carers. If Success4All staff or Learning Hub Coordinators accompany a child or young person to hospital or call an ambulance they must make medical staff aware if parental consent has not been secured.

In situations where child protection procedures need to be instigated, it is important, both from the point of view of future contact with the family as well as possible subsequent stages in child protection, that at the time, accurate records are kept of incidents or situations that have given cause for concern, in addition to the Child Protection Report.

Success4All Operational Manager has the responsibility for ensuring that decisions are recorded on the Child Protection Report and are implemented.

## **Allegations against Staff, Learning Hub Coordinators or Volunteers**

### **The Local Authority Designated Officer (LADO) must be informed**

This section outlines the process to be undertaken where an alleged or considered that harm may have been caused to a child or young person by staff (including volunteers, sessional workers, and students on placement).

Where an allegation of abuse is made against staff, Learning Hub Coordinators or volunteers, whether contemporary or historical (i.e. whether the abuse is occurring now, or in the recent or distant past), the matter should be referred immediately to the Operational Manager. If the allegation is against the Operational Manager, it should be referred to the Managing Director or the trustees. In the absence of the Operational Manager, contact should be made to the Managing Director or trustees. Out of normal working hours contact should be made with the above at home.

Information about the suspicion must not be shared with any other staff, Learning Hub Coordinators or volunteers, without the permission of the Operational Manager.

Immediate action should be taken to ensure the protection of the child or young person and to obtain such medical attention as is needed. (Taking into account child/parental consent as above).

The procedure as outlined in page 8 should then be followed. It is important to distinguish between a complaint and an allegation of abuse. When a complaint implies allegations of ill treatment of a child or young person, it should be treated as a child protection issue in the first instance.

It is essential that people who are independent of the service or organisation examine any allegations against staff or Learning Hub Coordinators objectively. Success4All has a role to clarify suspicions or allegations but not to investigate them. Any investigation will have 3 separate strands:

1. Child protection enquiries relating to the safety or welfare of children who are, or may have been involved
2. A police investigation may be required into a possible offence
3. The use of disciplinary procedures where it appears that the allegations may amount to misconduct or gross misconduct by staff

Consideration should be given into any indication that multiple abuse may have occurred. Such consideration should also apply to arrangements made for the protection of all children or young people in contact with the alleged/suspected perpetrator.

Success4All should inform OFSTED, in writing of any allegation or investigation we undertake. The Operational Manager should ensure at an early stage that OFSTED is informed of the outcomes of any investigation.

Each strand should be considered individually when considering possible courses of action in relation to the outcomes of any investigation – for example, a prosecution may not be possible but the organisation may still take action to safeguard children and young people through the Success4All disciplinary procedure.

The timing of when to inform staff or Learning Hub Coordinators of an allegation against them must be considered carefully, in conjunction with all parties involved in the investigation. The staff or Learning Hub Coordinator should be helped to understand the concerns expressed, and the processes being undertaken. Staff and Learning Hub Coordinators must be clearly informed of the outcome of any enquiries and disciplinary action.

Parents/carer's of children involved in allegations should be informed of the allegations, and consulted about the child protection process. The timing of this should be discussed with Social Services if they are involved. Parents should be informed of any criminal or disciplinary investigations being undertaken and be told of the outcomes of these.

Staff and Learning Hub Coordinators about whom there are concerns will be treated fairly and honestly, and will be provided with support throughout the investigation process, as should others who are involved. Matters must be investigated without any presupposition that the abuse has or has not taken place. Reference to Success4All's Disciplinary Procedure, should be made when considering what should happen to a member of staff or Learning Hub Coordinator during the period of investigation. In most cases while investigations are, being carried out it will be necessary to arrange voluntary paid leave of absence, suspension without prejudice for staff or Learning Hub Coordinators. Volunteers and trainees will be requested not to undertake any further work.

### **Action following investigation of allegations**

Allegations against a member of staff that have been authenticated, every effort should be made to follow Success4All's Disciplinary Procedures.

Success4All will refer names to the Secretary of State for consideration of inclusion onto the Protection of Children Act List where:

- Success4All has dismissed the individual on the grounds of misconduct, which harmed a child or young person, or placed a child or young person at risk of harm
- The individual has resigned or retired in circumstances such that the organisation would have dismissed, or considered dismissing, him/her on such grounds if s/he had not retired or resigned

If an allegation has been validated against a volunteer or sessional worker, Success4All has a duty to inform any other agencies where any of these circumstances apply:

- The individual is undertaking work and/or they have management, training or supervisory responsibility
- The individual will, or may, be in contact with children or vulnerable young people.

They should be informed of the allegations and the outcomes of investigation. Success4All should consult with appropriate advisory bodies (e.g. ACAS) where relevant.

If an allegation against staff, Learning Hub Coordinator or volunteer, is substantiated the Operational Manager, Managing Director and trustees need to consider whether there are features of the organisation which may have contributed to the abuse occurring, or failed to prevent abuse occurring.

### **Named Person for safeguarding**

**Success4All** - 0191 273 2229

Operational Manager: Busola Afolabi Home - 01661 821505 Mobile – 07973825523

**Local Authorities Safeguarding Officer** Melanie Scott Call 0191 227 4636

Address: Children safeguarding standards, Unit room 134 Barras Bridge, Civic Centre

**Newcastle Children's Social Care Initial Response Team** will offer advice and takes referrals during office hours. Child protection concern – Office hours call Initial Response Team on 0191 277 2500

### **Newcastle Emergency Duty team**

Child protection concern-out of office hours call Emergency duty Team on 0191 232 8520

Email referral to [irsadmin@newcastle.gov.uk](mailto:irsadmin@newcastle.gov.uk)

If you think a crime against a child or young person has been committed call Northumbria police on 0191 214 6555

Advice if worried about sexual exploitation: call 101 and ask for Police Protecting Vulnerable Persons Team

**NSPCC Helpline:** 0800 800 5000

To enquire about a CAF (Common Assessment Framework) – Office hours call 0191 211 5805

**Ofsted** Call 0300 123 1231