



Copenhagen Youth Project

Safeguarding/Child Protection Policy

Last update: January 2018

Review Date: January 2019

Child Safeguarding Policy

1. Policy Statement

This organisation believes that children must be protected from harm at all times.

Copenhagen Youth Project believes every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm, feeling unsafe or unwell.

We want children who use or have contact with this organisation to enjoy what we have to offer in safety.

We want parents and carers who use or attend our organisation to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.

We will achieve this by having an effective child safeguarding procedure and following National and Local guidance ('What to Do If You're Worried A Child Is Being Abused' and with reference to the 'London Child Protection Procedures'.)

If we discover or suspect a child is suffering harm, we will notify social services or the police in order that they can be protected if necessary.

This child safeguarding policy and our child safeguarding procedure apply to all staff, volunteers (including Trustees) and service users of Copenhagen Youth Project and anyone carrying out any work for us or using our premises.

A minimum of 2 staff will work at CYP sessions, there are specific procedures for lone working we will communicate with the line manager and/or safeguarding officer to confirm the circumstances, action and permission.

We will review our child protection policy and procedures every year to make sure they are still relevant and effective.

2. Designated Safeguarding Officer

Copenhagen Youth Project will have a dedicated person to take responsibility for children's safeguarding.

They should ideally be individuals with some knowledge or expertise in the field of children's safeguarding and/or childcare. If the organisation does not have individuals who already have this knowledge they will be given specialist training as quickly as possible to undertake the role.

Because of their key role in keeping children safe, enhanced level DBS checks will be undertaken and 2 references taken up. Their role is to:

- Ensure the organisation's child protection policy and procedures are followed.
- Ensure they know how to make contact with social services and police staff responsible for dealing with child protection concerns both during and after office hours.
- Report any concerns to social services or the police.
- Act as a source of advice on all child protection matters and seek further advice and guidance from local statutory agencies as needed.
- Ensure that a record is kept of any concerns about a child or adult and of any conversation or referrals to statutory agencies.

The Child Safeguarding Officer for Copenhagen Youth Project is:

Stephen Griffith, Project Director. Tel: 020 7278 4000 Mob: 07921 467 207

You can also contact him at **Stephen@cyproject.org** or in writing to **Copenhagen Youth Project, 172 Copenhagen Street, N1 0ST.**

3. Recognising Abuse

In some cases, the act of abuse may be disclosed to a member of staff either by the child or a third party like a relative, carer or friend. In some instances, you may notice something that may indicate abuse such as the child's behaviour or physical signs like cuts and bruises.

Definitions of abuse (Statutory guidance offers four defined areas of abuse):

- **Physical abuse:** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a

parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- **Emotional abuse:** is the persistent emotional maltreatment 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 include not giving the child opportunities to express their views, deliberately silencing them or „making fun“ of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill treatment of another. It may involve serious bullying (including cyber bullying) causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.
- **Sexual abuse:** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child 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 children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child 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 children.
- **Neglect:** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to; Provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- **Child Criminal Exploitation (CCE):** This involves exploitative situations, contexts and relationships where a young person may receive any of accommodation, drugs, alcohol, cigarettes, affection, gifts etc. as a result of them completing a task on behalf of another individual or group of individuals; that is often of a criminal nature. It often occurs without the child's immediate recognition, with the child believing that they are in control of the situation. In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources.

All staff including volunteers at Copenhagen Youth Project who work with children will be expected to take part in Safeguarding Awareness Training that will cover how to recognise abuse.

4. Perpetrators of abuse

The perpetrator of abuse could consist of a wide range of people for example family, friends, neighbours; other service users as well as members of staff either in a paid or voluntary capacity.

5. ACTION TO TAKE

If a child has a serious injury (for example involving pain and bleeding), or is in immediate danger dial 999 and request assistance from the ambulance service and/or police.

If you know or suspect the child has come to harm through the actions of another make sure that the professional staff you hand the child over to understand this and take their name and record it. It will generally be appropriate to inform the child's parent or carers what has happened once the child is safe with an appropriate professional.

If, for any reason your line manager/child safe guarding officer is not available then please contact the referral and assessment team:

Islington Children's Alerts

Tel: 020 7527 7400 (Mon –Fri – office hours)

Tel: 020 7226 0992 (all other times)

They will advise on the best course of action, including a possible safeguarding referral. See appendix 2 for the Safeguarding Alert Form.

Making a safeguarding referral should always be done following discussion with either your line manager or child safeguarding officer. However, inaction or delay could be detrimental to the safety and wellbeing of a child, and any action, including a safeguarding referral, should be treated as a priority and occur as soon as possible after any concerns raised. At latest within 48 hours.

It is best to make a referral based on your concerns as opposed to doing nothing but always discuss your action with the child safe guarding officer afterwards. See appendix for Inter Agency Referral Form.

You may become aware that a child has been abused through some of the examples below.

- A direct disclosure by the child
- Witness to the abuse taking place
- A complaint or expression of concern by another member of staff, volunteer or member of the public
- An observation of the child's behaviour by the volunteer or member of staff.

It is important to:

- Assure the person making the disclosure or allegation that they will be taken seriously

- **Listen** to the person taking what they say seriously and keep questions to the minimum to ensure you keep a clear and accurate understanding of what is said
- Do not interrupt the person who is making the disclosure or ask them leading questions.
- Do not jump to conclusions or be judgemental
- Don't give any promises of complete confidentiality.
- Do explain that you have a duty to report what you have been told to your line manager, who may then need to report it further.
- Be aware of the possibility of the need for forensic evidence.

Remember:

Do not carry out your own investigation by talking to parents or carers etc.

Do not put words in any child's mouth by asking direct questions such as "Did your dad do it?"

Do not Feel that you must inform parents/carers if you think it may put the child at risk of further harm or cause them to be silenced.

Do not just ignore your worry.

Do consult with your Line Manager and/or Child Safe Guarding Officer

Do Ask open-ended questions to clarify your concern e.g. "How did you hurt your arm?"

Do Listen to the child / your gut feelings.

Do Take action.

If the concern is long term rather than immediate, for example a child who is often dirty, smelly or who has disruptive behaviour, you should discuss this with the Child Safe Guarding Officer who will decide whether to make a referral.

6. Recording, confidentiality and data protection

All disclosures, suspicion and witness to abuse should be recorded and kept on file along with the Copenhagen Youth Project Safeguarding Alerter Form. It is important to be careful when writing up notes. Do not write speculative or judgemental comments. Make sure you include the time and the date, and that the information is factual and accurate. Record what the person said using their own words. Describe the circumstances of the alleged abuse then sign and date your report.

A copy of the report will be kept on the individuals file which will be saved in a secure folder.

7. Allegations against a member of staff or volunteer

If a member of staff or volunteer has an allegation of abuse against them this must be investigated by the Child Safeguarding Officer, Stephen Griffith (SG) or a Senior member of Staff if he is unavailable. The Chair of Trustees must be informed.

There may be three types of investigation, depending on the complaint:

- **Criminal** - police are immediately involved
- **Safeguarding/Child protection** - social services (and possibly) the police will be involved
- **Disciplinary or misconduct** – dealt with by CYP

The Child Safeguard Officer should record the date and time of the observation or the disclosure, the exact words spoken by the child/staff/member/parent/volunteer as far as possible, the name of the person to whom the concern was reported (with date and time), the names of any other person present at the time and wider relevant knowledge or background information. It is not appropriate at this stage to conduct formal interviews or take written statements from staff.

After investigation by the Safeguarding Officer, if appropriate, this information will be shared with social services and kept on a centralised list to which new criminal records bureau will check against. These names will be added to the old list as people who have worked with children where there has been some question about their behaviour towards them.

8. Areas of Responsibility

Staff

Every member of staff including volunteers at Copenhagen Youth Project has a duty to make an alert if they suspect or witness abuse of any kind to a child. All staff have a responsibility to have a good understanding and awareness of Copenhagen Youth Project and the Local Authorities safeguarding procedures. Staff members also have a responsibility to attend training in relation to safeguarding.

Line Manager

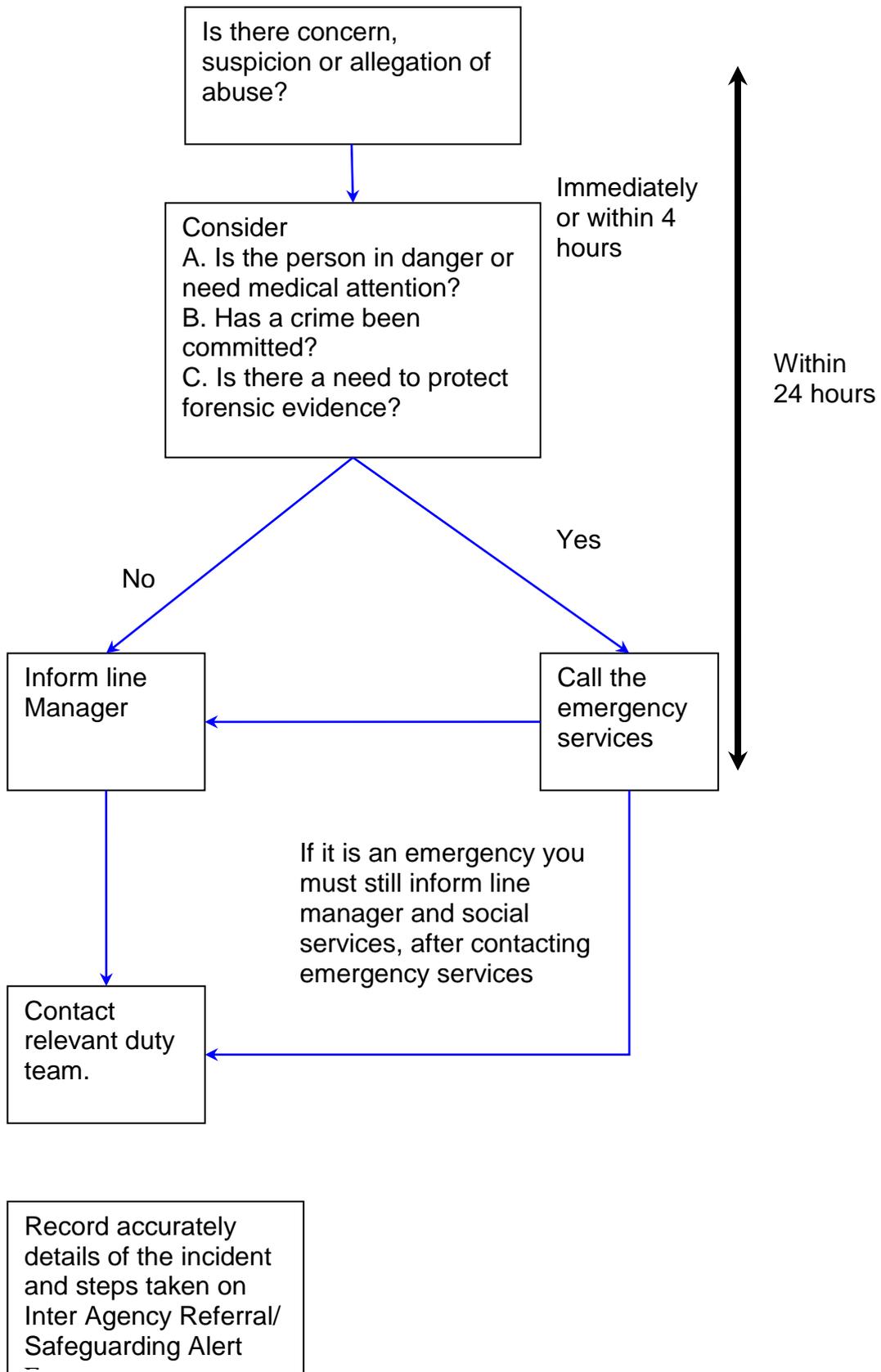
Managers have a duty not only to make an alert if appropriate but to support a member of staff to make or who has made an alert. Managers also have a duty to follow the recruitment policy to ensure safer recruitment.

9. Code of Conduct for Staff and Volunteers Working with Children

1. Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.
2. Never use any kind of physical punishment or chastisement such as smacking or hitting.
3. Do not smoke in front of any child or young person.
4. Do not use unprescribed drugs or be under the influence of alcohol.
5. Never behave in a way that frightens or demeans any child or young person.
6. Do not use any racist, sexist, discriminatory or offensive language.

7. Generally, you should not give children presents or personal items. The exceptions to this would be a custom such as buying children a small birthday token or leaving present or help to a family in need such as equipment to enable them to participate in an activity. Both types of gift should come from the organisation and be agreed with the named person for child safe guarding and the child or young person's parent. Similarly, do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to the line manager.
8. You should not invite a young person to your home or arrange to see them outside of the working relationship.
9. You should not engage in any sexual activity (this would include using sexualised language) with a young person you meet through your duties or start a personal relationship with them, this would be an abuse of trust.
10. Exercise caution about being alone with a child or young person. In situations where this may be needed (for example where a young person wants to speak in private) think about ways of making this seem less secret for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly note the conversation in the log.
11. Physical contact should be open and initiated by the child's needs, e.g. for a hug when upset or help with toileting. Always prompt children to carry out personal care themselves and if they cannot manage ask if they would like help.
12. Do talk explicitly to children and young people about their right to be kept safe from harm.
13. Do listen to children and young people and take every opportunity to raise their self-esteem.
14. Do work as a team with your co-workers/volunteers. Agree with your Line Manager what you expect from young people and be consistent in enforcing it.

Appendix 1 Safeguarding Flow Chart



Appendix 2

Safeguarding Alert Form:

All correspondence should be marked

'STRICTLY CONFIDENTIAL'

Name of alleged victim:		Known as:
Details		Ethnicity:
D.O.B: _/ _/ _		
Age:	Contact number:	
Address:		
First Language:		
Is an interpreter or signer required? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Does the person have a disability? Yes <input type="checkbox"/> No <input type="checkbox"/> Please describe:		

Carer details (if known):

Carer's name:	
Relationship to person	

Family Details

	Name:	D.O.B.	Address:
Mother:		_/ _/ _	
Father:		_/ _/ _	
Siblings:		_/ _/ _	
Relevant others:		_/ _/ _	

Details of GP / Health Visitor (if known):

Name of GP/ Health Visitor	
Address	
Telephone number	

Reason for referral:
Detail of allegation, suspicion or concern: (including time, date, venue & other witnesses)
<u>Please continue on a separate sheet if necessary. This should be signed and dated.</u>

Have these concerns been discussed with a family member or carer?
Does the alleged victim know a referral is being made?
If not, what is the reason for this?

Name of alleged perpetrator:		Known as:	
Details of alleged perpetrator		Ethnicity:	
D.O.B: __/__/__		Contact number:	
Age:		Does the alleged perpetrator live with the victim:	
Address:		If yes do they care for the alleged victim:	
First Language:			
Is an interpreter or signer required? Yes <input type="checkbox"/> No <input type="checkbox"/>			

Does the person have a disability? Yes No

Service making referral	
Contact details of service / person making referral	
Signed by member of staff reporting incident	
Date and time	

Date and time discussed with Line Manager	
Signed by Line Manager	

Name of person contacted in Social Services, police etc:	
Date and time of contact:	
Action agreed to be taken and by whom?	
Date confirmation letter sent to Social Services (if applicable):	__/__/__

Name (please print):
Signature
Date:

Distribution

1. Fax or email a copy to safeguarding/social services immediately and send the signed original within 48 hours by 1st class post.
2. Send a copy to the Project Director at Copenhagen Youth Project.
3. Islington Children's Alerts
Tel: 020 7527 7400
Fax: 020 7527 7042
Out of hours: 020 7226 0992

Secure email: csct@islington.gcsx.gov.uk

If the alert relates to a child or adult outside of Islington please contact the relevant safeguarding or duty team in that Borough.

Children's safeguarding teams -

<http://www.londonscb.gov.uk/contacts/referrals/>