



## **Copenhagen Youth Project**

### **Safeguarding/Child Protection Policy**

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## **1. Policy Statement**

This policy is publicly available to children, young people, and parents on our website and at CYP premises.

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

Copenhagen Youth Project believes every child and young person should be valued, safe and happy. We want to make sure that children and young people we have contact with know this and are empowered to tell us if they are suffering harm, feeling unsafe or unwell; as well as, enjoying 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 child or young person in a way that promotes their health and well-being and keeps them safe.

We will achieve this by having an effective safeguarding procedure and following National and Local guidance (HM Government's 'What to Do If You're Worried A Child Is Being Abused', Ref: DFE-00124-2015, and with reference to the 'London Child Protection Procedures'.)

If we discover or suspect a child or young person 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 applies to all adults involved in Copenhagen Youth Project. This includes all staff, volunteers (including Trustees) and service users of Copenhagen Youth Project who are aged 18 or over and anyone carrying out any work for us or using our premises. It is the responsibility of the individuals listed to ensure that they follow this policy and behave appropriately.

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

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

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, identify and respond to signs of abuse, neglect or exploitation relating to children within 3 months of appointment. Staff and volunteers must attend a refresher course at least every 5 years.

This policy refers to anyone under 16 as a child, anyone over 16 as a young person, and persons between 11-25 as children and young people.

Our Safeguarding Policy will be undertaken strictly in accordance with the following and all other relevant legislation:

- Children Act 1989 and 2004
- Working Together 2018

## **2. Designated Safeguarding Officer**

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

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

Because of their key role in keeping children and young people 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 young person and any conversation or referrals to statutory agencies.

**The Child Safeguarding Officers for Copenhagen Youth Project are:**

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

**Isoa Tupua, Senior Youth Worker. Tel: 020 7278 4000 Mob: 07538 980 818**

You can also contact them at **[stephen@cyproject.org](mailto:stephen@cyproject.org)** and **[isoa@cyproject.org](mailto:isoa@cyproject.org)** or in writing to **Copenhagen Youth Project, 172 Copenhagen Street, N1 0ST.**

### **3. Safer Recruitment**

It is the policy of Copenhagen Youth Project to check all adult volunteers and staff to ensure that only adults appropriate for a role are permitted to undertake responsibilities with CYP, and that regular reviews are undertaken of adult volunteers and staff to ensure their continued suitability.

Copenhagen Youth Project is committed to:

- following a defined process for appointing adult volunteers and staff that establishes the applicant's suitability taking into account the Safeguarding Policy, Health and Safety Policy and the Equal Opportunities Policy;
- Refusing applications from applicants that are found to be unsuitable;
- Putting in place robust safer recruitment arrangements and ensuring that these arrangements are made clear to applicants and the public;
- Taking into account relevant information from our records, police forces, relevant statutory authorities, personal references and other credible sources.

During each interview, notes should be taken and at the end of the interview a form should be completed for each candidate, assessing their response to the topics and themes raised. They must answer specific questions pertaining to their suitability for the role and if appropriate their understanding of the safeguarding process. These should be reviewed at the end of the interview process by the panel to see that each candidate has been treated fairly.

When a new member of staff has been recruited they will be subject to two quality reference checks. References must come back as positive until they can start work. They will also have a Disclosure & Barring check which must be updated every three years, as well as a personal enquiry check.

#### **4. Action to Take**

If a child or young person has a serious injury (for example involving pain and bleeding) or is in immediate danger:

1. Dial 999 and request assistance from the ambulance service and/or police. Report the incident including all names and request a crime/incident number.
2. Report incident to our Chair, Nathan Davies, for data security send nameless information via email. Names can be provided over the phone.
3. Report the incident to Islington Council, for data security send nameless information to Social Services, the Integrated Gangs Team and Youth Services.

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

For all safeguarding concerns which do not require calling the emergency services, you should consult the designated safeguarding officer as soon as possible or in any event within 24 hours of the concern being identified.

The incident (and crime number if applicable) for all incidents must be logged via an incident form in our secure filing system.

If, for any reason the Child Safeguarding 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 the Child Safeguarding Officer. However, inaction or delay could be detrimental to the safety and wellbeing of a young person or child, and any action, including a safeguarding referral, should be treated as a priority and occur as soon as possible after any concerns are raised. At latest this should be done 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 Safeguarding Officer afterwards.

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

- A direct disclosure by the child or young person.

- 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 changes in the young person or 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 confidentiality.
- Do explain that you have a duty to report what you have been told to the Child Safeguarding Officer, who may then need to report it further.
- Be aware of the possibility of the need for forensic evidence.
- Make written notes of your conversation at the earliest opportunity.

**Remember:**

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

**Do not** put words in any young person/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 young person or child at risk of further harm or cause them to be silenced.

**Do not** just ignore your worry.

**Do** consult with your Child Safeguarding Officer

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

**Do** listen to the child/young person making a disclosure.

**Do** Take action.

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

## **5. 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 Alert 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 where possible. Describe the circumstances of the alleged abuse then sign and date your report.

A copy of the report will be kept on the individual's file which will be saved in a secure folder. Reports shared with the Local Authority are made through a secure server.

## **6. Allegations against a member of staff or volunteer**

If a member of staff or volunteer has an allegation of abuse against them the Child Safeguarding Officer must investigate this, or a Senior member of staff if they are 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 individual making the disclosure 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. They should store any written reports by the individual making the disclosure alongside this information. It is not appropriate at this stage to conduct formal interviews or take written statements from staff.

After an investigation by the Safeguarding Officer, if appropriate, this information will be shared with social services.

## **8. Areas of Responsibility**

### **Staff and Volunteers**

Every member of staff and volunteer at Copenhagen Youth Project has a duty to make an alert if they suspect or witness abuse of any kind to a child or young person. All staff and volunteers have a responsibility to have a good understanding and awareness of Copenhagen Youth Project and the Local Authority's safeguarding procedures. Staff members and volunteers 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 Adults Working with Children and Young People**

Adults who fail to implement the Code of Conduct or safeguarding procedures may have the matter drawn to the attention of the Designated Safeguarding Officer who will take appropriate disciplinary action.

1. Always remember that while you are caring for other people's children/young person 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. Report all allegations, suspicions and concerns to your line manager immediately.
3. Do not smoke in front of any child or young person.
4. Do not be under the influence of alcohol or allow anyone under the age of 18 to consume alcohol when you are responsible for children and young people or on CYP's premises.
5. Do not use any racist, sexist, discriminatory or offensive language. Do not use inappropriate, suggestive or threatening language, whether verbal, written or online.
6. Avoid having 'favourites' or showing preferential treatment to specific individuals.
7. You should not invite a child or young person to your home or arrange to see them outside of the working relationship.
8. You should not engage in any sexual activity (this would include using sexualised language) with a child/young person you meet through your duties or start a personal relationship with them, this would be an abuse of trust.
9. Exercise caution about being alone with a child or young person. Do not plan to be alone with a child. In situations where this may be needed (e.g. where a child/young person wants to speak in private), include a third individual, ensure you are within sight and hearing of others or ensure you're in a room with CCTV and lastly note the conversation in the log. You may plan to be alone with a young person but there must be a risk assessment for this situation in place.
10. Never use any kind of physical punishment or chastisement such as smacking or hitting. Physical contact should only ever be initiated by the child/young person, e.g. for a hug when upset.
11. Do talk explicitly to children and young people about their right to be kept safe from harm.
12. Do listen to children and young people and create an environment where they feel safe to voice their concerns.

13. Remember that someone may misinterpret your actions.
14. Do work as a team with your co-workers/volunteers. Agree with your Line Manager what you expect from children and young people and be consistent in enforcing it.

## **9. Online Youth Work and Social Media**

In response to Covid-19 many centres are closing and moving services online. As of March 2020 CYP moved certain services online primarily through online apps such as House Party and Instagram.

### **Staff and volunteer Code of Conduct for Online Youth Club**

1. There must be a minimum of 2 staff on each online session
2. There must be one lead member of staff on each session and one staff member undertaking a register/checking who has joined the session
3. Staff must arrive 15 mins early for an online session to prepare
4. Staff must de-brief with the lead worker at the end of the online session using a different online session / invite to ensure it is private.
5. Staff must ensure their physical background does not show anything private or inappropriate or that some would find offensive (e.g. posters/artwork, books etc)
6. Staff must not smoke or vape during online youth sessions
7. Staff must not drink alcohol before or during online sessions
8. Staff must wear appropriate clothing that is not revealing online
9. Staff must ensure their language and conduct during sessions are professional at all times.
10. Staff must be clear on their roles prior to the session starting
11. Staff must be aware of how to report safeguarding concerns
12. Staff must use a secure and encrypted connection.
13. Staff must be aware and adhere to CYP's E-Safety Policy at all times.

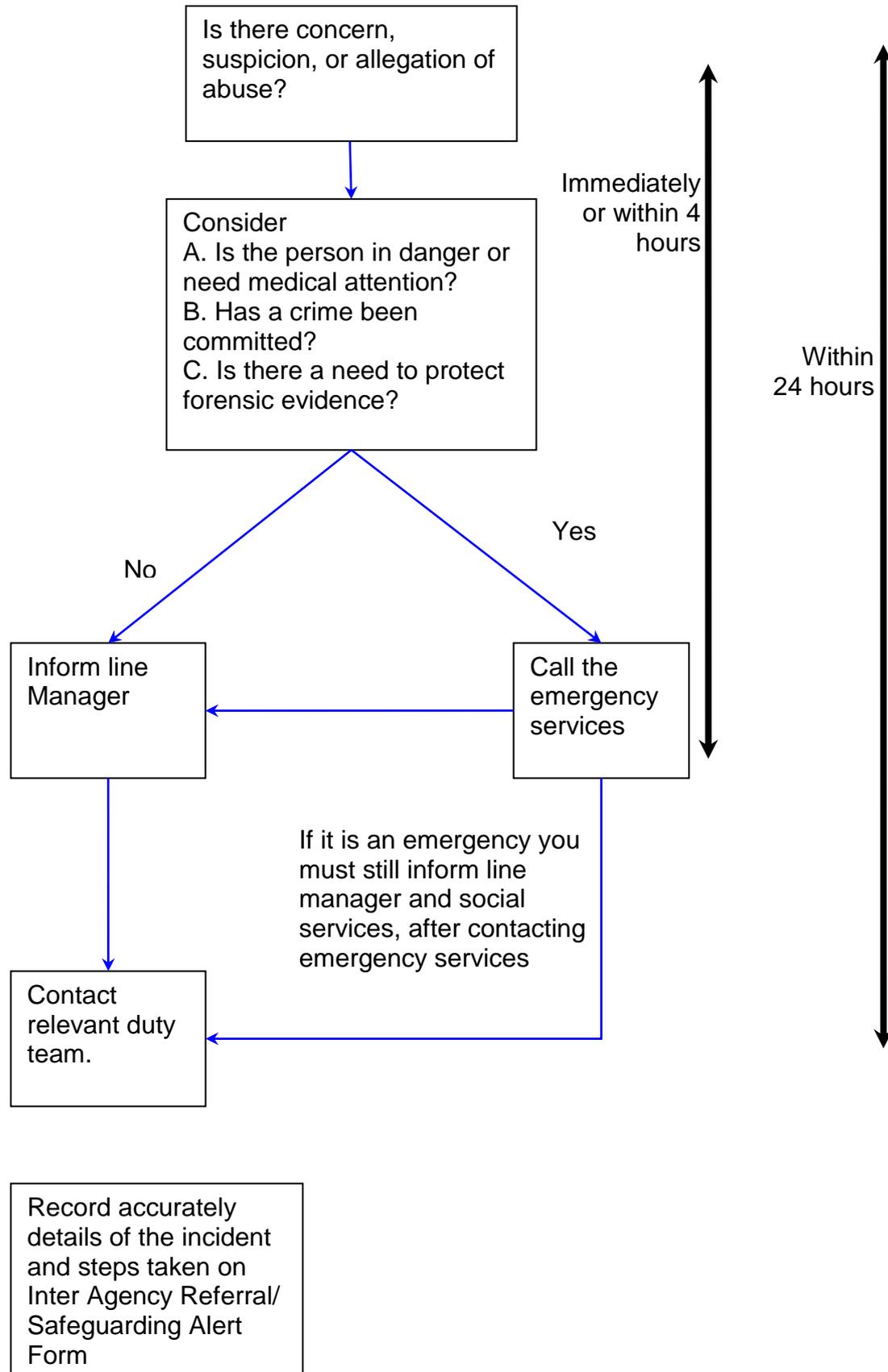
### **Young People Code of Conduct**

The following rules will be stipulated to young people attending online youth club.

1. Do not send offensive, violent, sexual or any other form of inappropriate material to young people or staff. If this occurs, you will be removed from the session and your parents will be contacted. If the material is of a violent or sexual nature the police may need to be contacted.
2. If you are video calling, please use the function to change the background so you are not sharing your personal space – your bedroom is a private space.
3. You must join the waiting room to sign into a session before the session begins. This is so we can make sure that only people we all know take part.
4. You must not share invite links for our sessions with people who do not attend the youth club normally. If you have a friend who wants to join they must get in touch with Isoa Tupua by phone or email because they will need their parents to complete a membership form before they take part in our activities.

5. Do not, under any circumstances, record or screen shot online sessions. Doing this is a serious breach of the Data Protection Act 2018 and will lead to parents/carers being notified.

**Appendix 1 – Safeguarding Flow Chart**



## Appendix 2 - Safeguarding Alert Form

All correspondence should be marked  
'STRICTLY CONFIDENTIAL'

Name of alleged victim:		Known as:
<b>Details</b> D.O.B: __/__/__	Ethnicity:	
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	

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

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

<b>Name of alleged perpetrator:</b>	<b>Known as:</b>
<b>Details of alleged perpetrator</b> D.O.B: __/__/__	<b>Ethnicity:</b>
<b>Age:</b>	<b>Contact number:</b>
<b>Address:</b>	<b>Does the alleged perpetrator live with the victim:</b> <b>If yes do they care for the alleged victim:</b>

<b>First Language:</b>	
<b>Is an interpreter or signer required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>Does the person have a disability?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

<b>Date and time discussed with Line Manager</b>	
<b>Signed by Line Manager</b>	

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

<b>Name (please print):</b>
<b>Signature</b>
<b>Date:</b>

**Distribution**

1. Fax or email a copy to safeguarding/social services immediately and send the signed original within 48 hours by 1<sup>st</sup> 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](mailto: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/>