

SAYiT

(Sheena Amos Youth Trust)

CHILD PROTECTION POLICY

(Reviewed 2023)

Statement of intent

SAYiT recognises that it has a responsibility to ensure the safety and well-being of all children involved in its work and activities.

Principles

The SAYiT Trustees have adopted the following principles in relation to Child Protection:-

- The child's welfare is paramount.
- Anyone under the age of 18 is considered as a child for the purpose of this policy.
- All children - whatever their age, culture, sexuality, disability, gender, racial origin, language and/or religious beliefs - have the right to protection from abuse.

We work to the Sheffield Safeguarding Children Board (SSCB) guidelines: the South Yorkshire Child Protection Procedures. A copy of this manual is available for all those involved with the Trust, and those working with children and young people are required to familiarise themselves with its contents and undertake the associated local training.

Designated Child Protection Officers

The two designated child protection officers shall be:-

- Heather Paterson, Chief Executive Officer
- Nicola Fearnley-Hill, Charity Manager

** for contact details and role description see page10*

All allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately. They will not be ignored.

What is Child Abuse?

Child abuse is the term used to describe how children are harmed, often by adults, but also by other children and young people. Children with special needs are particularly vulnerable and in need of special care. Children are mainly abused by the people they know and trust. Abuse may happen at home, within the family or within a public environment such as school or a sports centre.

Child abuse can take a number of forms but can be identified under five general categories:

- Physical abuse
- Neglect
- Emotional abuse
- Sexual abuse
- Child Sexual Exploitation

(These categories are defined by the Government and can be found in Section 2.3 of the South Yorkshire Child Protection Procedures 2007).

Definitions of child abuse

Defining child abuse is not easy. Working Together to Safeguard Children (Dept of Health (2010) suggests that the most important aspect in defining abuse is sound professional practice where judgements are made, supported by evidence from research and from thorough assessments Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them, or more rarely, by a stranger, for example, via the internet. They may be abused by an adult or adults or another child or children.

Physical 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.

Sexual abuse

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 (e.g. 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, or 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 **Note: The law does not deem children under 13 able to give consent to sexual activity. If you become aware a child under 13 is engaging in sexual activity, you must inform Children's Specialist Services (Social Care)**

Emotional Abuse

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

Neglect

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, shelter (including exclusion from home or abandonment), protect a child from physical and emotional harm or danger. It also includes failing to ensure adequate supervision (including the use of inadequate caregivers) or failing to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs

Child Sexual Exploitation

Sexual Exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person) receives 'something' (eg food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing sexual activities on them.

Child sexual exploitation can occur through the use of technology without the

child's immediate recognition: for example, being persuaded to post sexual images on the internet/mobile phone with no immediate payment or gain.

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. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterized in the main by the child or young person's limited availability of choice.

Concerned about a child or young person? Contact the Sexual Exploitation Service on 0114 20186465.

Listening to Children

If a child says that he or she is being abused or provides information that suggests that they are being abused, the person receiving that information shall:

- be calm and reassure the child but not make promises that may not be kept, e.g. telling the child that no-one else will be told
- discuss with the child who needs to be told about the situation
- take what the child says seriously
- Ask questions only to clarify understanding of what the child has said (do not interrogate the child)
- Let the child know you understand what they have said and that you will act upon it.

Policy

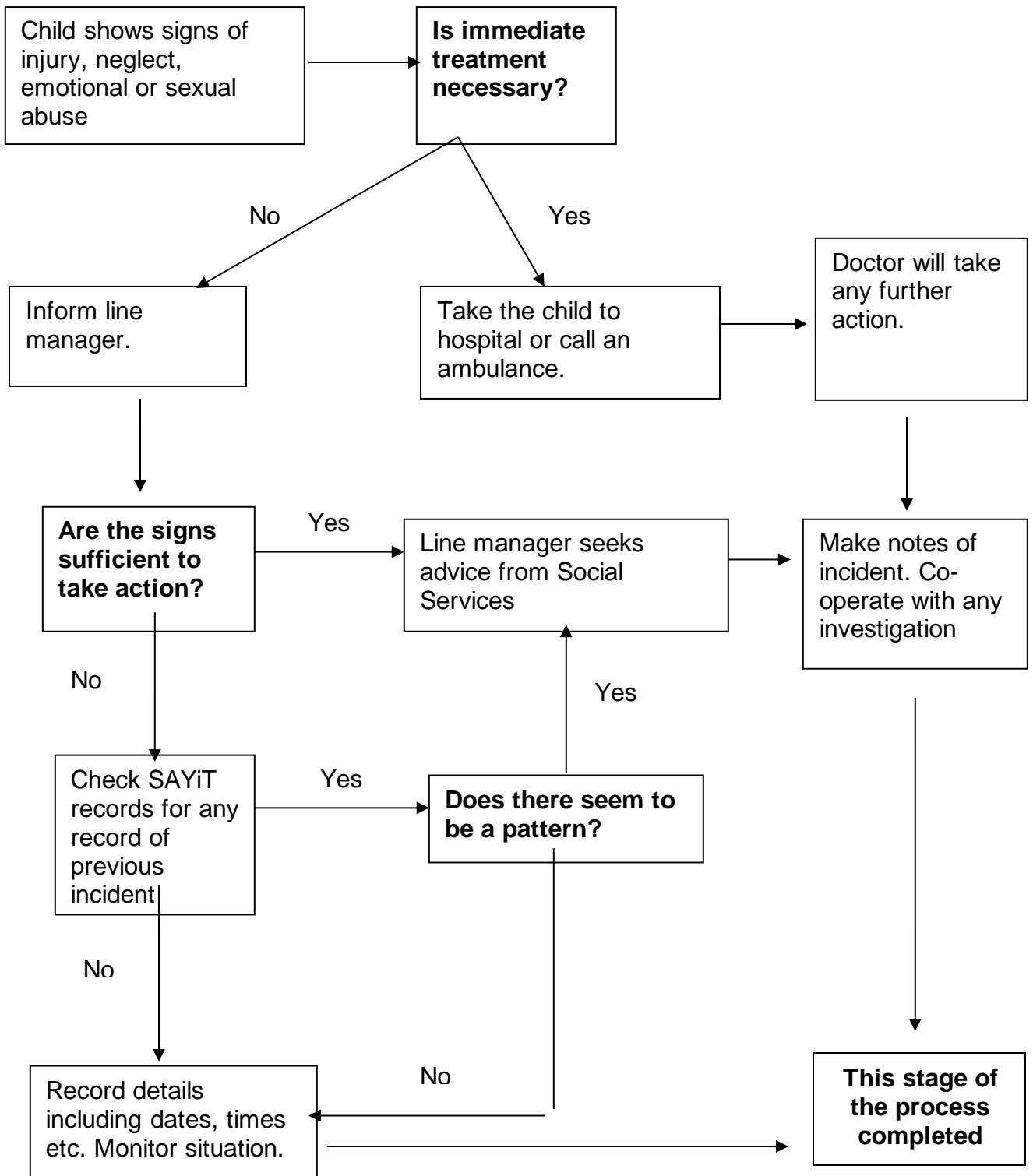
In order to protect children/young people from abuse, the SAYiT Trustees will:-

- ensure that all workers having direct contact with children and young people, both paid and voluntary, undertake appropriate Child Protection training within the first year of their involvement. This training should be done at a minimum of every 2 years.
- appoint a minimum of two designated Child Protection Officers with relevant expertise to respond to allegations and concerns, and collate Child Protection data (these could be co-opted if needed).
- ensure that all staff and volunteers have a Disclosure and Barring Service

(DBS) check on appointment and at 3 yearly intervals thereafter. In the case of sessional workers, who may be needed at short notice, and for only one or two sessions, an attempt should be made to get a copy of the worker's most recent DBS check. In the meantime, these workers should not be asked to work alone with an individual child.

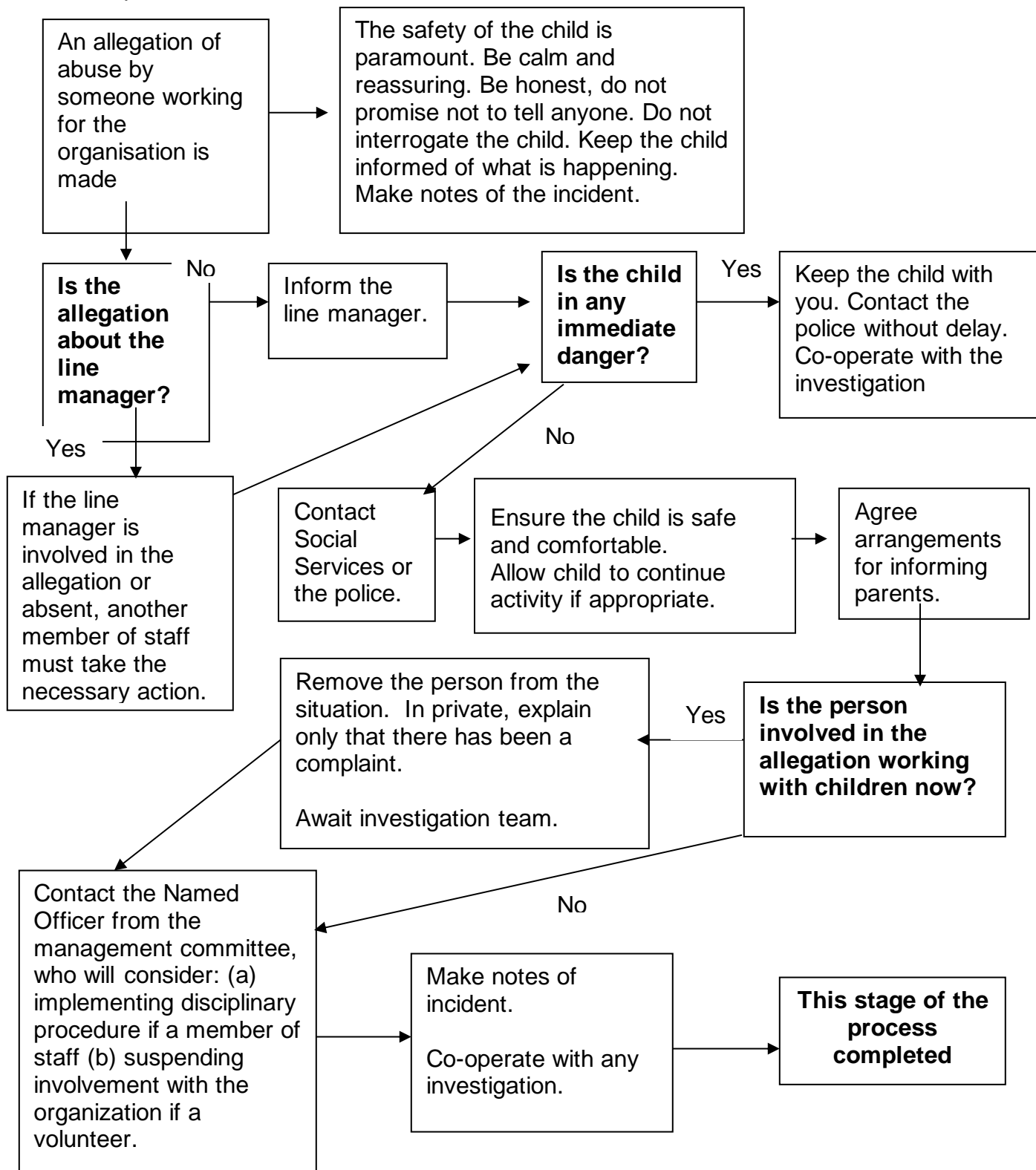
- Ensure that Trustees have a DBS check on appointment, unless they have had one for another organisation within the past 3 years, and that the check is repeated at 3 yearly intervals, unless done for other work. Copies of DBS checks done by other organisations should be made available to the Trust Chief Executive Officer (CEO).
- ensure that staff only work alone with children unobserved with the knowledge of at least one other member of staff, teacher or worker at the establishment where the work is taking place. The room used should be easily accessible by other people, unlocked, and if at all possible should have a window through which activities can be observed from outside the room (see also page 12)
- ensure that appropriate recording and monitoring systems are in place. In particular, on the electronic Lamplight system which is password protected. Any written records of 1 to 1 sessions, or personal information about young people should be kept in a secure place, e.g. locked filing cabinet, in the SAYIT office.
- ensure that all users, workers and Trustees are aware of this policy and the role of the designated Child Protection officers.
- enforce this policy.
- evaluate and review this policy regularly.
- encourage staff to seek immediate advice from or raise concerns with their line manager or a Trustee if they feel a child is at risk, even if other services think there is no concern.

Responding to signs of abuse.



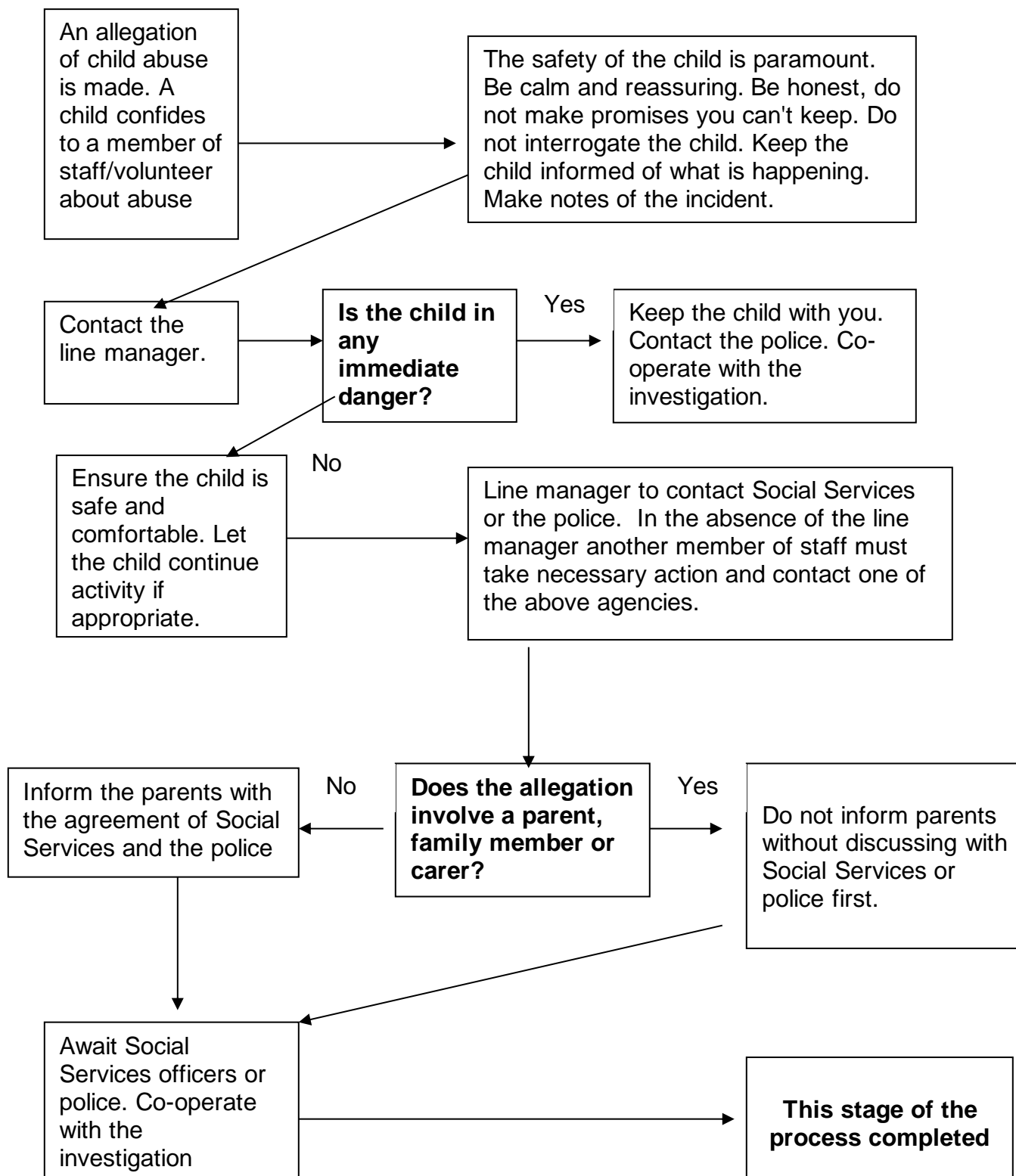
Dealing with an allegation* of child abuse against someone working for SAYIT.

*An allegation is a statement that a child is being harmed by an adult or child
 Heather Paterson, Chief Executive Officer, is the designated person to whom any allegations should be reported.



Responding to allegations* of abuse against someone outside of SAYIT.

*An allegation is a statement that a child is being harmed by an adult or child



Arrangements for out-of-hours work

SAYIT recognises that much of the work undertaken on behalf of the Trust takes place out of regular office hours i.e. evening and weekend work. In these situations, the following measures will be put in place to ensure that the actions outlined in the flowcharts above are possible:-

- all out-of-hours sessions will be supported by a back-up member of staff who may be contacted by telephone at any time during the session and for up to half an hour afterwards.
- this member of staff will be the designated line manager, or, in their absence, another person approved by the Trust to provide line management support.
- in the event of the allegation/suspicion of abuse during out-of-hours work, staff will contact the line manager or nominated cover person by telephone to discuss the situation.
- If appropriate (see flow charts), the line manager/cover will contact social services or the police on the relevant out-of-hours phone numbers (see below)

Persons approved by SAYIT to provide line management cover

Trustees:

Annie Gainsborough
Deborah Murdoch-Eaton

Employees:

Heather Paterson, Chief Executive Officer
Nicola Fearnley-Hill, Charity Manager
Oliver Harrap, Business Manager

Contact numbers:

Children's Social Care Access & Assessment Teams:
(Call child's home area team. If out of hours, call Howden House)

North: 0114 2039591

East: 0114 2037463

West: 0114 273 4491

Sheffield Safeguarding Hub - Howden House (Out of hours service)
0114 2734855

Safeguarding Advisory Line 0114 2053535

<https://www.sheffield.gov.uk/social-care/children-social-care>

SAYiT designated child protection officers:

Heather Paterson Office: 0114 201 2633
Mobile: 07538182901

Nicola Fearnley-Hill Office: 0114 201 2633
Mobile: 07464591524

Role Description of Designated Child Protection Officer

SAYiT has a Designated Child Protection Officer. This role is referred to throughout this policy. The person in this role is responsible for:

- Receiving and acting upon any reported concerns.
- Ensuring all staff are familiar with, and adhere to the Child Protection Policy.
- Ensuring the Policy is implemented and promoted.
- Promoting best safeguarding practice across the wider partnership network.
- Acting as a first point of contact for SAYiT on issues of Child Protection, both internally, and for members of the public and other external contacts.
- Representing the key link to statutory agencies (Social Care or Police) during and following formal investigations.
- Maintaining and updating the policy.
- Keeping an up-to-date knowledge and understanding of the area of child protection, including attending appropriate training.
- Ensuring all relevant information around Child Protection is communicated to the management team.
- Providing guidance on relevant matters to the management team, and to other members of staff, as appropriate.
- Securely storing records of any concerns.
- Advocating the importance of Child Protection to partners and customers.
- Ensuring that when on leave or absent from work for any significant period, that the role of DCPO is suitably covered by another member of staff.

The current Designated Child Protection Officers for SAYiT are:

Heather Paterson
SAYiT
Star House
43 Division Street
Sheffield
S1 4GE
0114 201 2633

Nicola Fearnley-Hill
SAYiT
Star House
43 Division Street
Sheffield
S1 4GE
0114 201 2633

Recording Information.

The designated child protection officers shall maintain a confidential record book in which staff/ volunteers log details of any incidents and circumstances that have caused them concern. All concerns shall be recorded (whether Social Services are to be involved or not.)

The following information shall be recorded:

- Name and address of child
- Age, date of birth
- Name and address of adults involved if known
- Date and time of the alleged incident
- Nature of injury or behavior
- If the child arrived with an injury
- Child's explanation of what happened in their own words
- Adult's explanation of what happened
- Date and time of the record
- Any questions that were asked
- Signature of person recording the incident

Recorded information shall be based only on facts. It shall not include assumptions and shall not refer to child abuse.

NB. The person recording information may be required to give this information to a Social Worker, the Police or the Court at some future date.

Recruitment of paid and voluntary staff.

SAYiT will endeavor to take all possible steps to prevent unsuitable people working with children.

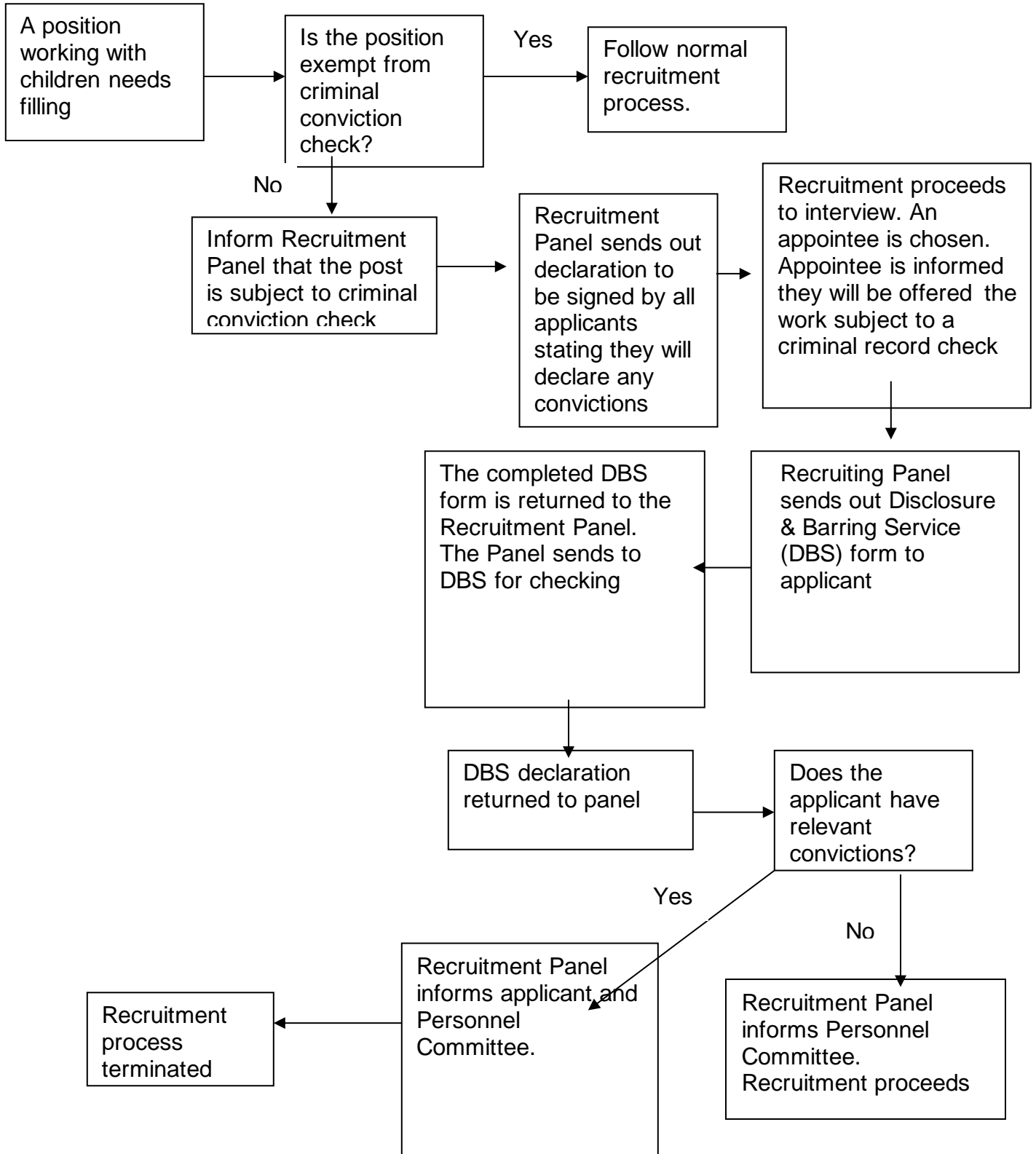
When interviewing potential staff with direct access to children and young people SAYiT shall ensure:

- there is an open recruitment process
- there is a rigorous interview
- references are taken up by direct contact with referees
- evidence of the date of birth and address of the potential employee is sought
- an Enhanced DBS check has been performed and proved negative

A job offer shall only be made subject to the necessary checks being satisfactory (The Disclosure & Baring Service Procedure outlined below shall be followed).

Enhanced DBS checks shall be made on any member of staff who has sole charge of children, and any member of staff responsible for escort duties. This includes sessional staff. No member of staff shall work unsupervised until all the necessary checks have been made.

Disclosure & Barring Service (DBS) Best Practice Model



Working with Children.

It is essential that care is taken to minimise the possibility for abuse and misunderstanding and misinterpretation. False allegations are rare but general good practice will help prevent them. The following list includes behaviour that the majority of staff/volunteers working with children should never engage in:

- Be alone with children out of public view. Leaders should not ask staff/volunteers to work with children in situations where staff/volunteers will be completely unobserved. See page 3 re precautions when undertaking 1 to 1 sessions with young people
- Kiss children
- Engage in rough or sexually provocative games
- Make inappropriate sexual comments
- Invite or allow children into their home (childminders being an exception)
- Give a child a lift in their car except in emergencies (childminders being an exception)
- Let allegations, made by anyone, go unacknowledged, unresolved or not acted upon


Staff/volunteers should be aware of the potential for misunderstanding when touching children.

If it is an accepted part of an activity, touching should be appropriate to the situation and follow accepted guidelines where they exist. Consoling a child who is upset, administering first aid or supporting a participant in an activity is acceptable and necessary behaviour.

Staff/volunteers should, however, endeavour to minimise any possible misunderstanding of their actions.

(NB. FOR MANY CHILDREN ABUSE IS A NORMAL PART OF THEIR LIVES AND THEY MAY NOT SHOW ANY OUTWARD SIGNS OF ILL-TREATMENT. CHILDREN WHO ARE BEING ABUSED MAY ALSO BE OVERACHIEVERS AND EAGER TO PLEASE.)

Adopted by the SAYIT Trustees on

Signed (Chair) Date 30/10/2023.....

Legislation

There is a considerable body of legislation designed to ensure that children are protected and it is important to understand that everyone is responsible for the safety of children. The main Acts include:

Children Act 1989

The intention of the Children Act is to protect children and ensure that their welfare and development is paramount and promoted. The Act gives local authorities a responsibility for ensuring that this happens by working together with all relevant agencies. The act says that only the police, Social Services and the NSPCC have the legal right and responsibility to investigate concerns about child abuse.

The Children (Protection from Offenders) (Miscellaneous Amendments) Regulations 1997

These regulations came into force in October 1997. They are mainly concerned with preventing the approval of people as foster carers or adoptive parents where either they or any other member of their household over the age of 18 is known to have been convicted of, or cautioned for, relevant offences. These regulations also apply to childminding, private fostering and residential care.

The United Nations Convention On The Rights Of The Child

The United Nations Convention sets out the rights of all children, including their right to be protected from harm.

Rehabilitation of Offenders Act 1974

This act allows people not to declare convictions to employers. People who are involved in situations where they have sustained or prolonged access to children are exempt from the Rehabilitation of Offenders legislation. This means that prospective employees, self-employed workers and volunteers must declare all criminal convictions relating to children, however long ago; and that these will be taken into account when deciding on their suitability for working with children.

Health and Safety at Work Act 1974

The Health and Safety at Work Act gives all organisations a legal responsibility to prevent injuries and ill-health to employees and others, including members of the public. Much of this responsibility is delegated to managers who have control of work activities but the legislation also provides all employees with an obligation to take reasonable care of themselves and others.

The welfare of the child is paramount and all reasonable steps must be taken to protect them from harm.