

BOLTON LADS AND GIRLS CLUB

Safeguarding (Child Protection) Policy

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- taking action to enable all children to have the best outcomes

Bolton Lads & Girls Club works with Children and Young People from the age of 8 to 25 years. This policy has been drawn up on the basis of law and guidance that seeks to protect children namely:

Children Act 1989 Children Act 2004 Children and Families Act 2014 What to do if you are worried a child is being abused 2015 Working Together to Safeguard children 2018 Working Together

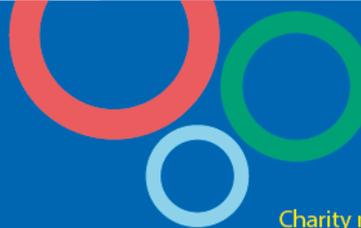
1. Principles

1.0 Bolton Lads and Girls Club takes seriously its responsibility to protect and safeguard the welfare of the children, young people and vulnerable adults entrusted to its care.

1.1 As part of the ethos of the Club, the staff, volunteers and management committee are committed to:

- Encouraging and supporting parents/carers/guardians and working together in partnership with them
- Listening to, relating effectively with and valuing each individual child, young person or vulnerable adult in our care
- Ensuring that all members of staff, full-time, part-time and voluntary are properly trained and supported
- The safe recruitment of staff and volunteers at the club is the first step to safeguarding and promoting the welfare of the children and young people that access the club. This can only be achieved through sound procedures, good inter agency cooperation and the recruitment and retention of competent, motivated employees who are suited to and fulfilled in the roles they undertake

1.2 We recognise that some children, young people and vulnerable adults today are the victims of neglect and/or physical, sexual or emotional abuse and that staff of the Club, by virtue of their day-to-day contact with and knowledge are well placed to identify such abuse and to offer support to those in need.



2. Responding to suspicions, allegations or evidence of abuse, including those made against members of staff

2.0 All action taken is in line with Bolton Safeguarding Children Board.

2.1 Any member of staff who receives a disclosure of abuse or suspects that abuse may have occurred must report it as soon as possible to a manager and/or the designated safeguarding lead (Sarah Randall)

2.2 Three areas of consideration must be given when a concern arises about an adult working with children:

- Behaviour in a way that has harmed, or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaviour towards a child in a way that indicates that they may pose a risk of harm to children

If any of the 3 criteria are met then the LADO should be informed within one working day

2.3 If the suspicions in any way involve the designated safeguarding lead, then the report should be made in the first instance to the Chief Executive (Karen Edwards)

2.4 It is, of course, the right of any individual as a citizen to make direct referrals to the local social services department or the police. However, we strongly advise members of staff to use the guidelines contained in this policy. We recognise that it can be hard for staff and volunteers to raise concerns about a colleague, particularly if there is a perceived power imbalance. However, we still want people to report such concerns. Therefore, please refer to our Whistleblowing policy.

2.5 You can also get help and advice from the Ofsted Whistleblowing Line on 0300 123 3155.

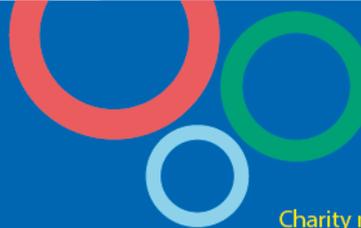
3. The role of the Designated Safeguarding Lead (officer)

3.0 The designated person shall ensure that they are fully conversant with the Safeguarding Board Child Protection Procedures and will co-ordinate action on child abuse within the Club, ensuring that all staff are aware of their own responsibility in relation to safeguarding.

3.1 They are responsible for referring individual cases of suspected abuse to Bolton's Referral and Assessment Team, part of the Multi-Agency Screening and Safeguarding Service (MASSS) on: 01204 331500. This number is 9-5pm. If you have a concern outside these times you can contact Bolton Emergency Duty Team – 01204 337777 or the Police on 101/999

Or alternatively discuss your concerns with the NSPPC: Telephone – Freephone 0808 800 5000 Email – help@nspcc.org.uk

3.2 They have responsibility for organising training on all aspects of safeguarding within the Club and act as a point of reference on safeguarding issues for other staff. The designated person will also ensure that training records for Safeguarding are maintained for all those directly or indirectly in contact with children and young people. All staff and



volunteers will complete the Level 1 training every 3 years. The designated officer will have training every 2 years.

3.3 They will ensure that the Club is represented at safeguarding conferences or, failing that, a report is submitted.

3.4 They will also ensure that any recommendations made by the conference which involve Club staff are carried out. Staff will also actively contribute to the Core Group Process and the Child Protection Plan.

3.5 Should the alleged perpetrator of abuse be a member of staff, the designated person will consult in line with area safeguarding guidelines. They will take advice from the LADO on 01204 337474 or the Police on 101 or in an emergency 999.

Working with other agencies

4.0 The Club recognises that it is an agent of referral and not of investigation. It fully accepts that the investigation of child abuse is the responsibility of the social care department and the police and will do everything possible to support and assist them in their task.

4.1 We will endeavour to build relationships with other agencies so that understanding, trust and confidence can be built which will help to secure effective co-operation in cases of actual or suspected abuse.

Record keeping

5.0 Any member of staff receiving a disclosure of abuse from a child, young person or vulnerable adult, or noticing signs or symptoms of possible abuse, will make notes as soon as possible, writing down as exactly as possible, what was said or seen, putting the scene into context, and giving the time and location. Dates and times of events should be recorded as accurately as possible, together with a note of when the record was made. Staff must use the BLGC Safeguarding Concern Form.

5.1 All hand-written notes will be kept, even if they are subsequently typed up in a more formal report.

5.2 All records of a safeguarding nature should be handed to the designated safeguard lead and will be kept securely. Access to these records is on a 'need to know' basis and decisions about access will be made by the designated safeguarding lead and Chief Executive.

Support

6.0 For any child, young person or vulnerable adult undergoing a safeguarding referral and investigation, the need for support will be great and quite often such support will be limited in what the Club can offer.

6.1 We aim to meet the need for support whenever possible, but we aim at least to provide a secure environment in which all feel valued and protected. This can include support on



anti bullying, wellbeing, self esteem, CSE, domestic violence, extremism, FGM, sexting, appropriate use of social media and other areas of child wellbeing. The club is committed to undertaking Early Help assessment. Early Help Guide BSCB

6.2 The club provides mentoring, befriending and volunteering services that also supports looked after/care leaver young people.

6.3 The designated safeguard lead will, whenever possible, make themselves available to for situations with concerned members of staff.

The Club will offer support where possible to the family of a child, young person or vulnerable adult involved in a safeguarding investigation, within the time and expertise constraints of its role and always remembering the limits of confidentiality on all members of staff and the fact that it is the welfare of the child, young person or vulnerable adult that is paramount.

Parental involvement

7.0 This Club is committed to helping parents understand its responsibility for the welfare of all children and young people and where applicable vulnerable adults.

Club Resources

8.0 Staff will use many different elements of the Club's resources to raise children's and young people's and where applicable vulnerable adult's awareness and build their confidence so that they have a range of contacts and strategies to ensure their own protection and they understand the importance of protecting others. Safeguarding will be woven into the club curriculum where possible.

8.1 This policy should be read in conjunction with all other Club policies.

Training

9.0 The designated safeguard person shall attend Safeguarding training events and attend BSCB sub groups as appropriate.

9.1 All staff, full time, part time and voluntary shall have access to appropriate training on a regular basis. These shall be a mixture of in house and external agency lead.

The role of the Management Committee

10.0 The Management Committee will receive annually a report on changes to the Safeguarding Policy or procedures, on training undertaken by the designated safeguard lead, other staff and committee members, on the number of incidents /cases (without details or names), and on the place of safeguarding issues in the Club.

Review

11.0 This policy shall be reviewed at least annually. Next Review Date July 2020