Artish Huddersfield CIC

SAFEGUARDING CHILDREN POLICY & PROCEDURES

Policy Created: 10th March 2023

Review Date: March 2026

Policy Aims:

Artish Huddersfield CIC has a duty of care to promote the wellbeing of and safeguard from harm all children who are involved in its activities. All children have a right to protection.

This policy sets out the roles and responsibilities of **Artish Huddersfield CIC** in working with other professionals and agencies to ensure the safety and protection of all children who are involved in our activities.

All staff, volunteers and anyone who works for **Artish Huddersfield CIC** are expected to understand their responsibilities to safeguard children and to follow this policy and procedures.

Definition
Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- protecting children from abuse and maltreatment
- preventing harm to children's health or development
- ensuring children grow up with the provision of safe and effective care
- taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

A child is a child before their birth (i.e. during pregnancy) and until their 18th Birthday (as defined in the Children's Act 1989).

Safeguarding children refers to the protection of children and young people from abuse or neglect. Abuse is a form 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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children.

Definition sourced from (Working together to Safeguard Children 2018).

There is a duty placed on public agencies under the Human Rights Act 1998 to intervene to protect the rights of citizens. Also, the Children Act (1989 and 2004) makes it clear that the welfare of the child is paramount and everyone involved in the care of children has the responsibility to protect those children from harm.

Legislation sets out 4 categories of child abuse (many other forms of abuse exist but these categories are used for reporting to Children's Social Care):

1) **Physical Abuse**
2) **Neglect**
3) **Sexual Abuse**
4) **Emotional Abuse (see Procedures for full definitions)**

Where this policy or the associated procedures refer to 'staff' this includes anyone employed by **Artish Huddersfield CIC** either through the payroll, on a freelance basis or as a volunteer, including committee members. It refers to anyone engaged in the planning and delivery of activities linked to children on behalf of **Artish Huddersfield CIC**.

We will enable all our staff and those who work with us to make informed and confident decisions regarding safeguarding issues and take all suspicions and allegations of abuse seriously. We expect everyone at **Artish Huddersfield CIC** to have read, understood and adhere to our safeguarding procedures.

We will endeavour to safeguard children at risk by:

- ➢ Valuing them, listening to and respecting them
- ➢ Being vigilant
- ➢ Being accountable – never assuming someone else will take action
- ➢ To act within 24 hours if concerned or contact emergency services
- ➢ Adopting this policy and adhering to our associated procedures and code of conduct for staff;
- ➢ Ensuring we have a safer recruitment process for every person recruited by Artish CIC and ensuring all the applicable checks are made.
- ➢ Providing effective management of staff and volunteers through supervision, support and training;
- ➢ Ensuring organisations we contract or partners have appropriate safeguarding policies and procedures in place;
- ➢ Sharing information about safeguarding good practice with freelance staff, volunteers, and other relevant parties;
- ➢ Reviewing this policy and procedures and updating at least once a year and in line with any new legislation.

Consent, Confidentiality and Information Sharing

The Child Safeguarding Lead will be responsible for making decisions about sharing information with external agencies including the police and local authority. The contact details for the Safeguarding Lead can be found on our website About | Artish (artishcic.com

Artish Huddersfield CIC is committed to keeping accurate and factual records of all safeguarding concerns that are reported. All safeguarding records will be kept securely and confidentially. Records must be factual, accurate and legible and include a printed name, job title, date, time and signature.

Safer Recruitment

Artish Huddersfield CIC aims to do everything possible to minimise the risk of involving unsuitable people in our work with children.

All staff and volunteers will have clear role descriptions which will be assessed for regulated activity.

DBS checks will be undertaken for individuals who are involved in regulated activity with children as part of their role with **Artish Huddersfield CIC**. DBS certificates will be updated every year.

We will carry out safer recruitment practices for all volunteers and staff including adverts which explicitly state the importance of child safeguarding to the organisation, an application form which also clearly states the importance, obtaining good quality references, undertaking interviews and probationary periods for any relevant positions.

Any changes to our safer recruitment processes will be approved by the Directors.

Training

All staff and volunteers will undertake the Kirklees Safeguarding Children Partnership's (KSCP) Awareness of Child Abuse and Neglect e-learning course.

The safeguarding lead will undertake the Kirklees 'Working Together to Safeguard Children Foundation Course' or equivalent Designated Safeguarding Lead course and then the refresher course every three years.

Reporting a Concern

If someone in **Artish Huddersfield CIC** believes a child to be in imminent danger they must ring 999 immediately and ask for the Police.

Any other safeguarding concern should be reported to the Safeguarding Lead within one day, in line with our safeguarding procedures (see appendix 1).

Managing Allegations

Any allegation made against a member of staff or volunteer will be investigated as a matter of urgency and the staff/volunteer may be required to be suspended during the investigation. Any suspicion that a child has been abused by a member of staff or a volunteer must be reported to the Safeguarding Lead who will take the necessary steps to ensure the safety of the child and any other child who may be at risk. The safeguarding procedures will be followed which involve referring the allegation to Children's Social Care and the Local Authority Designated Officer (LADO) https://www.kirklees.gov.uk/beta/working-with-children/lado.aspx who may involve the police. If the

Concerns Manager is the subject of the allegation then the concern must be made directly to Children's Social Care and the LADO whose responsibility it is to:

- ➢ Provide advice and guidance
- ➢ Liaise with the police and other agencies
- ➢ Provide assistance regarding suspension and referral to the Disclosure and Barring Service.

This may then result in a criminal investigation, safeguarding investigation and/or disciplinary or misconduct investigation.

Whistleblowing

All staff and volunteers should feel able to raise concerns about poor safeguarding practice within **Artish Huddersfield CIC** and concerns will be taken seriously by the Directors.

Prevent

Artish Huddersfield CIC supports Kirklees Council's Prevent Strategy 2022-2025
https://www.kirklees.gov.uk/beta/community-safety-partners/pdf/kirklees-prevent-strategy.pdf

Early Support
Safeguarding is also about prevention and recognising when a family may benefit from Early Support, https://www.kirkleessafeguardingchildren.co.uk/safeguarding-2/early-support/ providing interventions to build resilience amongst children, young people and their families – particularly those that may be vulnerable. Where appropriate we will support families to access support from Kirklees Council's Early Support Service as well as Early Support Partners such as Thriving Kirklees https://www.thrivingkirklees.org.uk/

Promoting the Wellbeing of Children
Artish Huddersfield CIC actively promote the wellbeing of children that come into contact with our organisation and are guided by Kirklees Health and Wellbeing Strategy 2022 - 2027.

E-Safety
Artish Huddersfield CIC follow Kirklees's School eSafety Policy**. Kirklees Safeguarding procedures** will be followed where an **online safety** issue occurs which gives rise to any concerns related to child protection. When children spend time on-line they may be exposed to a range of abuse and harm including:

- ➢ Online abuse
- ➢ Cyberbullying
- ➢ Sexual exploitation
- ➢ Sexting (referred to as 'nudes' by young people)
- ➢ Grooming
- ➢ Radicalisation

We will:

- ensure that the safety of children and young people is paramount when we use the internet, social media or mobile devices.
- ensure that, as an organisation, we operate in line with our values and within the law in terms of how we use online devices.
- support and encourage children and young people involved in our programmes to use the internet, social media and mobile phones in a way that keeps them safe and shows respect for others.
- Support and encourage parents and carers involved in our programmes, to do what they can to keep their children safe online
- work in partnership with other agencies in promoting young people's welfare and in helping young people to be responsible in their approach to online safety.
- providing clear and specific directions to staff, volunteers on how to behave online through our behaviour code.
- respond appropriately to any incidents of inappropriate online behaviour in line with our safeguarding procedures.
- Keep personal information about those involved in our organisation securely and only share as appropriate (in line with our data protection policy)
- Ensure that images/ videos are used only after their written permission has been obtained, and only for the purpose for which consent has been given (in line with our data protection policy)
- Provide support and training for staff and volunteers about online safety where appropriate to their role.
- When introducing any new technology, follow official age ratings and where appropriate, NSPCC good practice guidelines at https://www.net-aware.org.uk/
- Where appropriate, we will agree an online code of conduct with young people

See below for further advice:

https://learning.nspcc.org.uk/research-resources/templates/online-safety-policy-statement-and-agreement

Review of Policy

This policy will be reviewed annually and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

APPENDIX 1

Artish Huddersfield CIC- Safeguarding Children Procedures

It is the responsibility of Diane Barker to ensure that the safeguarding procedures are adhered to and to support staff/stakeholders/volunteers in upholding their professional conduct.

Safeguarding Procedures

- ➢ If a child or young person is in immediate danger then you must ring the Police (and/or ambulance service) on 999. This is the only time you should take action without needing to speak to the lead officer in your organisation first.

- ➢ The Safeguarding Lead is Diane Barker and all concerns must be referred to this person. (This includes if you have had to telephone the Police because a child or young person was in immediate danger and you were unable to speak to the lead officer at the time). Please contact Diane Barker on 07720630247.

- ➢ The Safeguarding Report Form (Appendix 3) should be used by Staff/Volunteers to report safeguarding concerns relating to children. All the information provided must be treated as confidential and reported to the Safeguarding Lead as soon as possible, and within 24 hours.

- ➢ If Staff/Volunteers are unable to contact the Safeguarding Lead then use the contact numbers at the end of the form.

- ➢ The form should be completed at the time or immediately following the concern coming to your attention or a disclosure being made to you, but after all necessary emergency actions have been taken.

- ➢ Remember staff/volunteers must make clear to the child/ young person that they cannot guarantee confidentiality.

You must:

- ✔ Call the police and/ or an ambulance if the child / young person is in immediate danger.
- ✔ Listen carefully to what you are being told and reassure the child that you are taking what they say seriously
- ✔ Tell your manager what has happened

You must not:

- Touch or clear away evidence
- Interrupt the child/young person or ask “leading questions”
- Make assumptions.
- Promise absolute confidentiality. Or agree to keep it a secret

- Attempt to investigate the allegation yourself.
- Contact the alleged abuser
- Discuss the allegation with other staff/volunteers

Please note:
It is your duty to report concerns or disclosures of abuse.
It is not for you to decide whether or not a suspicion or allegation is true. All suspicions or allegations must be taken seriously and dealt with according to this procedure.
Artish Huddersfield CIC is not a statutory agency and has no right to undertake investigations into concerns regarding Child Protection. Referrals should be directed to the appropriate local Children Social Care Contact Centres.

Review of Procedure

This procedure will be reviewed periodically and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

Signed:  Dated: 20th March 2023

Name (please print): D P Barker

Position in organisation: Director

Review Date:

- March 2024 - No changes
- March 2025 - No changes
- March 2026 - No changes
- March 2027 -
- March 2028 -

Details of safeguarding contacts in Kirklees

In an event where the Safeguarding Lead is unavailable and you have a concern that a child in Kirklees is being abused or mistreated or you have concerns about a child's well-being you should call and speak to someone on one of the following numbers:

Kirklees Duty and Advice Team
01484 456848

Kirklees Emergency Duty Service
01484 414960 (outside office hours)

NSPCC Helpline: 0808 800 5000

NSPCC email: help@nspcc.org.uk

APPENDIX 2

DEFINITIONS (Taken from 'Working Together to Safeguard Children 2018')

Children

Anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change their status or entitlements to services or protection.

Safeguarding and promoting the welfare of children

Defined for the purposes of this guidance as:
a. protecting children from maltreatment
b. preventing impairment of children's health or development
c. ensuring that children are growing up in circumstances consistent with the provision of safe and effective care
d. taking action to enable all children to have the best outcomes

Child Protection

Part of safeguarding and promoting welfare. This refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

Abuse

A form 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 others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults, or another child or children

Physical Abuse

A form of abuse which 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

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 a child that they are worthless or unloved, inadequate, or valued only insofar as they meets the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or inappropriate expectations being imposed on children. These may include interactions that are beyond a 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 Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child Sexual Exploitation

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

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:
a. provide adequate food, clothing and shelter (including exclusion from home or abandonment)
b. protect a child from physical and emotional harm or danger
c. ensure adequate supervision (including the use of inadequate care-givers)
d. ensure access to appropriate medical care or treatment
It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Extremism/ Prevent

Extremism goes beyond terrorism and includes people who target the vulnerable – including the young – by seeking to sow division between communities on the basis of race, faith or denomination; justify discrimination towards women and girls; persuade others that minorities are inferior; or argue against the primacy of democracy and the rule of law in our society.
Extremism is defined in the Counter Extremism Strategy 2015 as the vocal or active opposition to our fundamental values, including the rule of law, individual liberty and the mutual respect and tolerance of different faiths and beliefs. We also regard calls for the death of members of our armed forces as extremist.
The Kirklees Prevent Strategy tackles all forms of extremism and the Kirklees Prevent Hub is the main point of contact for concerns across Kirklees.

Local Authority Designated Officer (LADO)

County level and unitary local authorities should ensure that allegations against people who work with children are not dealt with in isolation. Any action necessary to address corresponding welfare concerns in relation to the child or children involved should be taken without delay and in a coordinated manner. Local authorities should, in addition, have designated a particular officer, or team of officers (either as part of multi-agency arrangements or otherwise), to be involved in the management and oversight of allegations against people who work with children. Any such officer, or team of officers, should be sufficiently qualified and experienced to be able to fulfil this role effectively, for example qualified social workers. Arrangements should be put in place to ensure that any allegations about those who work with children are passed to the designated officer, or team of officers, without delay.

County Lines

As set out in the Serious Violence Strategy, published by the Home Office, a term used to describe gangs and organised criminal networks involved in exporting illegal drugs into one or more importing areas within the UK, using dedicated mobile phone lines or other form of 'deal line'. They are likely to exploit children and vulnerable adults to move and store the drugs and money, and they will often use coercion, intimidation, violence (including sexual violence) and weapons.

Child Crime Exploitation

As set out in the Serious Violence Strategy, published by the Home Office, where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any criminal activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial or other advantage of the perpetrator or facilitator and/or (c) through violence or the threat of violence. The victim may have been criminally exploited even if the activity appears consensual. Child criminal exploitation does not always involve physical contact; it can also occur through the use of technology.

Female Genital Mutilation

Female Genital Mutilation (FGM) is the collective term for all procedures involving partial or total removal of the external genitalia or other injury to the female genital organs for non-medical reasons. FGM is a form of child abuse and is illegal in the UK.

Potential Signs and Indicators of Abuse and Neglect (remember these are just indicators – a child may show these signs and may not be being abused:

- Unexplained or suspicious injuries such as bruising, cuts, or burns, particularly if situated on a part of the body not normally prone to such injuries, or the explanation of the cause of the injury is ill-fitting.
- A disclosure of abuse, or description of what appears to be an abusive act by a child or adult at risk.
- Someone else (child or adult) expresses concern about the welfare of another child.
- Unexplained change in behaviour, such as withdrawal or sudden outbursts of temper.
- Inappropriate sexual awareness or sexually explicit behaviour.
- Distrust of a particular individual, particularly those with whom a close relationship would normally be expected.
- Difficulty in making friends
- Eating disorders, depression, self-harm or suicide attempts.
- Deterioration in health or appearance including loss of weight.
- Unexplained loss of money or material goods (financial abuse)
- Unexplained possession of money or goods such as mobile phones (child sexual exploitation)
- Fear or anxiety

This is not an exhaustive list of possible indicators of abuse.

Further resources, training and guidance can be found at :

Kirklees Safeguarding Partnership website – lots of good resources and training available which is free to the third sector (please make sure you attend any training that you have booked on to).

https://www.kirkleessafeguardingchildren.co.uk/

NCVO – national guidance tools and tips for the third sector on safeguarding:

https://knowhow.ncvo.org.uk/safeguarding/

Government guidance on handling a safeguarding allegation within a charity:

https://safeguarding.culture.gov.uk/

Disclosure and Barring Service (including eligibility tool):

https://www.gov.uk/government/organisations/disclosure-and-barring-service

NACRO advice on recruiting people with a criminal record and how to deal with disclosures:

https://www.nacro.org.uk/resettlement-advice-service/support-for-employers/

Appendix 3

Safeguarding Report Form

This form should be used to report safeguarding concerns relating to Children. In an emergency please contact the Police / Ambulance on 999. All the information provided must be treated as confidential and reported to Diane Barker within one working day. If you are unable to contact the Safeguarding Lead, use the contact numbers at the end of the form. The form should be completed at the time or immediately following concern coming to your attention or a disclosure being made, but after all necessary emergency actions have been taken. Please complete the form as fully as possible.
1) YOUR DETAILS – THE PERSON COMPLETING THE FORM
Your Name:
Your position:
Your telephone number:
Your email address:

Date form completed:	**Time form completed:**

2) THE DETAILS OF THE PERSON AFFECTED
Name:
Date of Birth:
Address:
Telephone number:

Email address:
Details of the incident (please describe in detail using only facts):
3) OTHER PRESENT OR POTENTIAL WITNESS
Name: **Address:** **Telephone number:** **Email address**
Additional Relevant Information (please detail anything else that you believe to be helpful / important)

HAVE THE CHILD'S PARENTS GIVEN CONSENT (WHERE THE CHILD WOULD NOT BE PUT AT RISK BY INVOLVING THEM) ?

I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter.

PRINT NAME	
SIGNATURE	

To be completed by Safeguarding Lead:

Record action taken:	

USEFUL NUMBERS

WHAT TO DO IF YOU ARE WORRIED ABOUT A CHILD

- **Kirklees Duty and Advice Team**

  01484 456848
- **Kirklees Emergency Duty Service**

  01484 414960 (outside office hours)
- **NSPCC Helpline:** 0808 800 5000

NSPCC email: help@nspcc.org.uk