


Date Approved	Date to be Reviewed	Signed by
07.01.24	07.01.25	



## Safeguarding Children and Young People Policy Updated 07/ 01/ 2024

**Getaway Girls is fully committed to safeguarding and promoting the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation.**

**Getaway Girls acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse.**

**Paid staff, volunteers and Trustees will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.**

### **1. Introduction**

This policy and procedures has been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by Getaway Girls. It is important that staff respond appropriately to a child protection incidents and are aware of their responsibilities. Getaway Girls is committed to the belief that protecting children and young people is **everybody's responsibility** and that these guidelines will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

### **2 Implementation**

In implementing this Safeguarding Children and Young People policy Getaway Girls will:

- Ensure that all workers understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation.
- Ensure that all workers understand their responsibility to work to the standards that are detailed in the organisation's safeguarding Procedures and

work at all times towards maintaining high standards of practice. Safeguarding will be a standing agenda item at team meetings.

- Ensure that all workers are aware of Local Safeguarding Children's Board (LSCB) interagency safeguarding procedures and are confident in how to work within these guidelines.
- Ensure that all workers understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection;
- Ensure that the named person understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children and Young People's Social Care, formerly Department of Social Services);
- Ensure that any procedures relating to the conduct of workers are implemented in a consistent and equitable manner;
- Provide opportunities for all workers to develop their skills and knowledge, particularly in relation to the welfare and protection of children and young people;
- Ensure that children and young people are enabled to express their ideas and views on a wide range of issues and will have access to the organisation's *Complaints Procedure*;
- Ensure that parents/carers are encouraged to be involved in the work of the organisation where appropriate and, when requested, have access to all guidelines and procedures;
- Endeavour to keep up-to-date with national developments relating to the welfare and protection of children and young people.

### 3. Definitions

**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.

Definitions of Abuse as cited in: Working Together to Safeguard Children (HM Government 2006, Chapter 1, and P: 37-38)

**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/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 in so far as they meet the needs of another person. 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, 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, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

**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)
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision (including the use of inadequate care-givers)
- Ensure access to appropriate medical care or treatment It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**DOMESTIC ABUSE**– including psychological, physical, sexual, financial, emotional abuse; as well as so called 'honour' based violence, forced marriage and female mutilation;

**MODERN SLAVERY**– including human trafficking, forced labour and domestic servitude.

**DISCRIMINATORY ABUSE** - including abuse based on a person's race, gender, gender identity, age, disability, sexual orientation or religion or other forms of harassment, slurs or similar treatment or hate crime/hate incident.

**SEXUAL EXPLOITATION** The sexual exploitation of children is described in government guidance as "involving exploitative situations, contexts and relationships where young people ( or a third person or persons) receive "something" (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of their performing, and/or another or others performing on them, sexual activities. It can occur through the use of technology without the child's immediate recognition; e.g., being persuaded to post sexual images on the internet/mobile phones without immediate payment or gain. In all cases, those exploiting the child 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 characterised in the main by the child's limited availability of choice resulting from their social/economic and /or emotional vulnerability."(Working Together to Safeguard Children, 2010). Definitions/terminology need to remain flexible to avoid the risk of excluding children and young people who are being sexually exploited.

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

## **4. Prevention**

### **Recruitment and Selection of Staff**

- Any individual taking up employment with Getaway Girls, who is in contact with children, young people or vulnerable adults, must agree to an enhanced check with the Disclosure and Barring Service (DBS) being obtained prior to their recruitment. This will be made clear on any application form for employment. It will also be stated as part of any interview process and will be a condition before any offer of employment can be confirmed.
- Getaway Girls will always seek at least two references for staff and will not allow a member of staff to start working with service users until it has received written assurance that the staff member is suitable to do so.
- All appointments should be conditional on the successful completion of a probationary period.
- All staff involved in recruitment and selection will have been appropriately trained, with the Chair of the recruitment process trained in Safer Recruitment
- Referees will be asked if they would be prepared to re-appoint the person for whom they are giving the reference.
- Those appointing staff will telephone the referees of the selected candidate before the person is appointed to confirm the written reference (see individual partners' Recruitment and Selection Policy).

### **Staff training.**

- Getaway Girls will ensure that all staff are properly trained in issues around Safeguarding children and young people
- Initial training will form part of the induction training, where the reading and understanding of the children and young people safeguarding and protection policy and procedures is compulsory.
- Within 2 months of starting in post the worker will need to attend LSCB level 1 Safeguarding training.
- Other related training needs and a personal development plan will be developed through individual support, supervision and appraisal procedures

## **DBS Checks**

- Staff, volunteers and Trustees will complete DBS checks appropriate for their roles every 2 years

## **Management and supervision of staff / volunteers**

Getaway Girls is committed to the appropriate management and supervision of staff and/or volunteers working with children and or young people to ensure that appropriate lines of accountability are in place with respect to work with children and young people. Safeguarding Supervision is also put in place for staff working in the Safe Space Project.

Staff will receive regular supervision meetings in line with the Getaway Girls supervision policy. These will be recorded and the notes agreed by both parties.

When a member of staff is involved in a child protection incident this will be reviewed within supervision i.e. recordings, assessments, monitoring arrangements etc and decisions relating to the level of involvement will be taken by the appropriate officer/member within Getaway Girls.

When a member of staff is a member of a child protection core group, working with a child who is subject to a child protection plan, supervision will occur at a minimum of monthly intervals and discussion of the case will be a standing agenda item.

Supervisors will ensure that information about children is appropriately shared with other organisations and that they will be informed if work ceases with a child when other organizations are involved.

## **Service Delivery**

Getaway Girls will also ensure that:

Young women are treated at all times with dignity and respect and with recognition of their rights to privacy and confidentiality

There is a clear agreement between young women about support to be offered

Young women supported to gain information and skills to prevent abuse, e.g. assertiveness skills,

Young women have information about how to make a complaint and how to report abuse

Services are tailored according to a person's assessed needs and choice, and amended as a person's needs or circumstances change and with their consent.

Young women's forums contribute to decisions about how services are managed and delivered

## **Confidentiality**

All young women that Getaway Girls works with should always be made aware of the **Confidentiality Policy**. If a service user tells you that they have something to tell you that must be kept a secret, or that no one else can be told, it is vital that they are reminded of the policy. If they do not wish to proceed at this point then this must be respected, but the situation must be closely monitored. They may not be ready to disclose at that time, but they may wish to do so in the future.

If information is disclosed before you have had a chance to explain confidentiality, then you must do so at the first opportunity. They may then want to retract any information shared. They have the right to do this but if the worker feels that the information is of such gravity that the Risk Assessment Procedures must be implemented then the service user must be made aware of what action you are taking.

## **Risk Assessment Procedures**

The Risk Assessment Procedure (RAP) is a procedure to be taken by the worker if a service user presents an issue during any session or contact which may seem to suggest a serious risk to themselves or to another person (as detailed in **Confidentiality Policy**; which will be displayed in the centre).

If such an issue is presented the worker will immediately inform the young woman of the **Confidentiality Policy** and examples of when the RAP may be implemented.

## **PROCEDURE**

Your responsibilities are:

1. To take action to keep the person safe if possible.
  - Is an urgent police presence required to keep someone safe – call 999
  - Does the person need urgent medical assistance, do they need an ambulance – call 999
2. If a crime has occurred, be aware of the need to preserve evidence
3. Always inform your line manager. You cannot keep this information secret, even if the person asks you to.
4. Clearly record what you have witnessed or been told, record your responses and any actions taken.

If consulting with your manager will lead to an undue delay and thereby leave a person in a position of risk, or you do not feel your manager is taking the issue

seriously, then you should consider undertaking the children and young people's referral yourself.

## 5. Named Person(s) for Child Protection

Getaway Girls has an appointed individual who is responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers/volunteers to consult with. The named persons for Child Protection within Getaway Girls are:

**Lead for Child Protection:** Flavia Docherty

Work telephone number: 0113 240 5894

Mobile telephone number: 07535877093

*1<sup>st</sup> call for CP issues will work with staff member*

**Management Committee Child Protection Designate:**

Name of Contact: Diane Law

Work telephone number:

Mobile telephone number: 07702941054

*Will provide informal support for staff and cover for hols and sicknes*

The role and responsibilities of the named person(s) are:

- To ensure that all staff and volunteers are aware of what they should do and who they should go to if they are concerned that a child/young person maybe subject to abuse or neglect.
- Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.
- The Named Person(s) will record any reported incidents in relation to a child/young person or breach of Safeguarding Children and Young People policies and procedures using the Child Protection Incident Reporting Form. This will be kept in a secure place and its contents will be confidential.

## 6. Stages to Follow if you are Worried about a child or young person

Getaway Girls recognises that it has a duty to act on reports or suspicions of abuse and believes that the safety of the child should override any doubts, hesitations, or other considerations (such as the potential to have a negative impact on professional relationships with a family). When worrying changes are observed in a child's or young person's behaviour, physical condition or appearance, staff will:

## **Stage 1**

- Initially talk to a child/young person about what you are observing. It is okay to ask questions, for example: "I've noticed that you don't appear yourself today, is everything okay? Never use leading questions
- Listen carefully to what the young person has to say and take it seriously
- Never investigate or take sole responsibility for a situation where a child/young person talks about matters that may be indicative of abuse
- Always explain to children and young people that any information they have given will have to be shared with others, if this indicates they and or other children are at risk of harm;
- Notify the organisation's Named Person for safeguarding
- Record what was said as soon as possible after any disclosure on the Cause for Concern form. The person who receives the allegation or has the concern should complete the Child Protection Incident Reporting Form and ensure it is signed and dated.

## **Stage 2**

- The Named person(s) will take immediate action if there is a suspicion that a child has been abused or likely to be abused. In this situation the Named Person will contact the police and/or Children and Young People's Social Care. Complete the safeguarding form
- Forward all related paperwork to the to be stored in the Getaway Girls safeguarding Children and young people's file and recorded on the Safeguarding children and young people Raise a Concern Log. The log is used to track concerns raised, case work undertaken and outcomes
- If a referral is made direct to Children and Young People's Social Care this must be followed up in writing within 24 hrs.
- NB Parents / carers will need to be informed about any referral to Children & Young people's Social care unless to do so would place the child at an increased risk of harm.
- The named person can also seek advice and clarity about a situation that is beginning to raise concern through the Children and Young People's Social Care Professional Advice Service

## **Information Sharing**

Working with children and young people in areas of child protection requires great sensitivity to their wishes and needs. However agencies should make their staff



aware that a young person's request that information is not shared must be respected unless:

- Disclosure is to protect the interest of the young person, that is where there are child welfare concerns; either a child in need or a child in need of protection;
- Disclosure is in the public interest, including for the purpose of prevention or detection of crime, apprehension or prosecution of offenders. (Refer to LSCB Procedures, Information Sharing, Confidentiality and Consent).

### **Managing Allegations made against a member of staff or volunteer**

Getaway Girls will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that that the child is safe and away from the person against whom the allegation is made.
- The named person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person (Child Protection Officer on the Board of Trustees)
- The named person should contact the local authority designated officer (LADO - who is based within Children and Young People's Social Care, Child Protection Unit) for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team can give advice and/or in the event of an emergency situation arising, the police.
- .ndividual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. The named person (if appropriate) can support the worker during this process but must not complete the report for the worker. This report must be made available on request from either the police and/or Children and Young People's Social Care.

## **7. Record keeping**

.A Cause for Concern pro forma is provided for any workers to use when recording information that relates to any areas of concern or disclosures. This should be completed as fully as possible.

- . All concerns will be recorded, along with any other non specific or further information, observations or incidents relating to previous disclosures or areas of concern.
- . This information will be kept confidential and in a locked filing cabinet that is only accessible to the Director and in their absence the Chair or named Safeguarding Officer within trustees

## **8. Volunteers and Placements.**

**(For further detail see Volunteer policy)**

All volunteers must register and provide two satisfactory references.

All volunteers and placements must be satisfactorily DBS check before any contact work is allowed with service users.

All volunteers and placements must be made aware of the Safeguarding Adults policy as part of their induction training.

It is recommended that all volunteers must attend Safeguarding/ Protection training.

## **9. Working with other organisations**

When working and delivering work with other organisations it is important to find out what their Children and young people's safeguarding policy is to ensure that if an incident arose during the joint working then there are still clear procedures and the service user involved is not confused by separate procedures. If there are any discrepancies between the two policies then a decision must be made as to what procedures are followed in the case of an incident or concern.

## **10. Monitoring**

Getaway Girls will monitor the number of Safeguarding Children and young people's Concerns raised and any follow up action taken, specifically:

- The number of internal concerns that have been raised, and whether or not they were raised with Children's Social Care. This will form part of the Annual Audit and will subsequently be reported to the Trustee Board to determine any additional need for resources to address Safeguarding Children & young people issues.
- The details should include the reasons for the decision to raise a concern/not raise a concern and the response received from Children's Social Care.
- If there have been difficulties regarding the concern or actions arising from it (e.g. lack of contact from Children's Social Care, lack of cooperation from other agencies) this should also be recorded.
- All safeguarding cases will be subject to case review, as with any other casework. Particular focus will be on the process followed, from first raising a concern right through to conclusion; the role played by Getaway Girls and its staff; any lessons to be learned that would improve the experience for young women; and any changes that may need to be made to Getaway Girls policy and procedures as a consequence.
- Such outcomes are to be presented to the Board of Trustees.

## **11. Review**

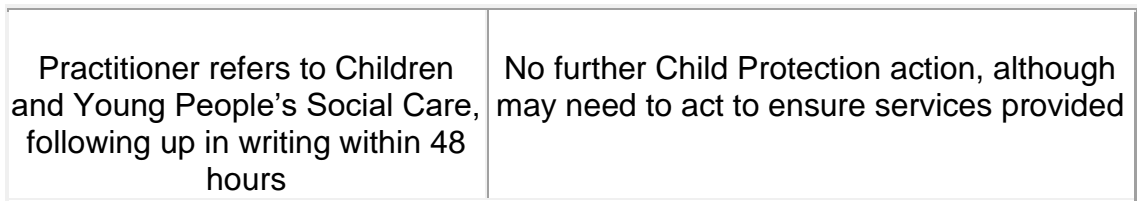
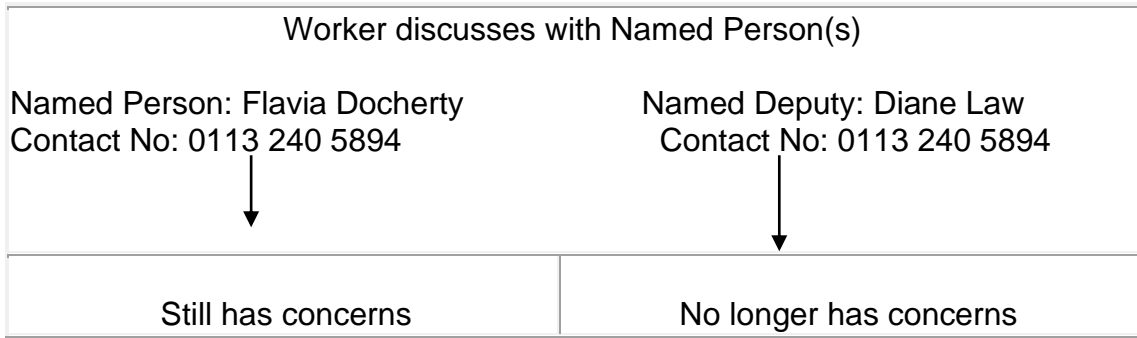
**\*The policy will be updated yearly**

**\*The next review date is 07/01/2023**

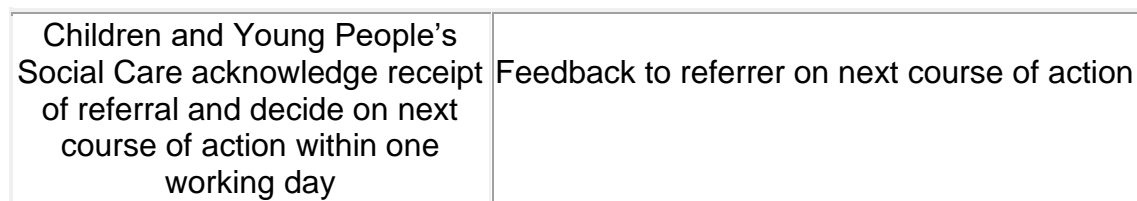
**Appendix 1 – Flow Chart**

**Appendix 2 – Flow Chart**

Member of staff/volunteer has concerns about a Child or Young Persons Welfare



Possible Course of Action:



## Appendix 2

### Useful Contacts/Support Organisations

Children and Young People's Social Care (Social Services)

**If you are a member of the public you can phone Children's Social Work Services on 0113 222 4403 between 8am and 6pm.**

**If you are involved with a child or family in a professional capacity phone the Duty & Advice team on 0113 3760336 between 8am and 6pm.**

**[childscreening@leeds.gcsx.gov.uk](mailto:childscreening@leeds.gcsx.gov.uk)**

**If your enquiry needs a response from children's social work services outside normal office hours, please phone the Social Care Emergency Duty team on 0113 5350600 [childensedt@leeds.gov.uk](mailto:childensedt@leeds.gov.uk)**

West Yorkshire Police	0845 60 60 60 6
North Yorkshire Police	0845 60 60 24 7

The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 - Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

The NSPCC Asian Child Protection Helpline is a free, multilingual service for the UK's Asian communities providing counselling, information and advice to ANYONE who is concerned about the welfare of a child, including:

- Parents, carers or relatives who need advice
- Children or young people in need of help and advice
- Education, health and social welfare professionals seeking culturally sensitive advice and information

### Appendix 3 Cause for Concern Form

Confidential

#### CAUSE FOR CONCERN FORM

Note: Please do not interpret what is seen or heard; simply record the facts. After completing the form, pass it immediately to the designated member of staff.

Name of Young Person.....

Date of Birth.....

Address.....

.....

Phone no.....

Name of staff member completing the form.....

Day..... Date..... Time..... Place.....  
(of observed behaviour / discussion / disclosure)

Signed: .....

Action/passed to: .....

Nature of incident / concern including relevant background (Record child's word verbatim)