MoorVision
Safeguarding / Child Protection
Policy Statement

MoorVision believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

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We recognise that:

- the welfare of the child/young person is paramount,
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types from harm or abuse,
- working in partnership with children, young people, their parents, carers and agencies is essential in promoting young people's welfare.

The purpose of the policy:

- To provide protection for the children and young people who receive MoorVision services, including the children of adult members or users,
- To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm,
- This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of MoorVision

The legal context of the policy and procedures

In creating these policies and procedures, MoorVision has taken account of:

- Children Acts 1989 and 2004
- Children and Social Work Act 2017
- Statutory Guidance: Working Together to Safeguarding Children 2018 (Dept for Education)
- Non-Statutory Guidance: Keeping Children Safe during Community Activities, After-School Clubs and Tuition: non-statutory guidance for providers running out-of-school settings 2020 (Dept for Education)
- UN Convention on the Rights of the Child (came into force in the UK in 1992)
- Charity Commission Guidance on safeguarding 2019

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them,
- adopting child protection guidelines through procedures and a code of conduct for staff and volunteers,
- maintaining a clear chain of command in terms of the governance of our organisation and our decision-making processes, including the appointment of a Designated Safeguarding Officer (our Executive Director), a Designated

Deputy Safeguarding Office (our Family Engagement Coordinator) and a Lead Trustee for Safeguarding

- recruiting staff and volunteers safely, ensuring all necessary checks are made,
- sharing information about child protection and good practice with children, parents, staff and volunteers,
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately,
- providing effective management for staff and volunteers through supervision, support and training.
- We are also committed to reviewing and auditing the effectiveness of our policy and good practice annually.

The Designated Safeguarding Officer is Laura Hughes

Email: laura.hughes@MoorVision.org

Contact phone numbers: 01752 891934/ 07581 566690

Out of hours phone numbers: 07714 339278

The Designated Safeguarding Deputy Officer is Hannah Bell

Email: hannah.bell@MoorVision.org

Contact phone numbers: 01752 891934/ 07947 371963

Out of hours phone numbers: 07905 796294

The Lead Trustees for Safeguarding are Shelley Peddie and Daisy Whitbread

Shelley Peddie:

Email: shelley.peddie@gmail.com

Contact phone number: 07801 299162

Daisy Whitbread:

Email: daisywhitbread86@gmail.com

Contact phone numbers: 07947 839476

This Policy was last reviewed on 07.07.2024 and will be due for review again by 07.07.2025 unless significant changes require that an earlier review is carried out.

Procedures / Guidelines

Introduction

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by MoorVision. The procedures recognise that child protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. MoorVision is committed to the belief that protecting children and young people is everybody's responsibility and its aim is to:

- provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.
- ensure that there is full accountability for safeguarding from our Board of Trustees downwards

MoorVision is committed to equal opportunities and cultural diversity. We promote relationships with our diverse partners. MoorVision does not tolerate discrimination for any reason including religion, background, gender, age, sexual orientation or race.

Procedures:

Section 1 Statement of Children's Rights and Adults Responsibilities

Section 2 Recognising the Signs and Symptoms of Abuse

Section 3 Guidance on how to respond to a person disclosing abuse

Section 4 Managing Allegations made against a member of Staff / Volunteer

Section 5 Safe recruitment practices

Section 6 Induction and Training for Staff and Volunteers

Section 7 Photography & Filming

Section 8 Internet, Social Media and Mobile Phone acceptable use

Section 9 Designated Safeguarding Officer

Section 10 Recording and managing confidential information

Section 11 Whistle Blowing Procedure

Section 12 Disseminating/Reviewing Policies and Procedures

Appendices

Appendix 1 Definitions of Abuse

Appendix 2 Useful Contacts/Support Organisations

Appendix 3 Incident Report Form

Appendix 4 Guidelines for handling difficult behaviour for staff and volunteers

Appendix 5 Safeguarding Thresholds

Section 1: Statement of children's rights and adult responsibilities

Every person employed by, volunteering for or on the management committee of MoorVision, wherever they are, whoever they are with, whatever they are doing has these fundamental responsibilities in their involvement with children.

1) Children's Right: Valuing children as individuals. This means:

- Caring for and treating every child as unique.
- Talking to and about every child using their own name.
- Providing consistent care for children across settings and encouraging children to be themselves.
- Giving children enough time to take part, do things for themselves, to understand and be understood.

2) Children's Right: Treating children with dignity and respect. This means:

- Addressing every child with respect; never referring to or about a child as if they are their disability.
- Involving children in conversations; never talking about children as if they were not there.
- Respecting every child’s privacy at all times and in all places.
- Treating all information about children carefully, keeping it safe and sharing it only with those people who need to know, never discussing one child in the presence of another child.
- Giving the best possible care that can be provided.
- Involving children in decisions that affect them: actively encouraging children to express their views and where these cannot be taken into account, then explaining why.

3) Children's Right: Loving and caring for children as children first. This means:

- Offering the same rights and choices and as far as possible the same kind of life as other children of same age and culture.
- Providing consistent care from staff and volunteers who care about them.

- Actively supporting each child as part of a family: involving their parents in any planning for them and acknowledging their ultimate responsibility for their child.
- Ensuring access to communication equipment when necessary and listening to and hearing children when they need to communicate, even if they are not easy to understand.
- Giving children information about what is happening before it happens (e.g., being moved, being taken somewhere, having something taken out of their bag), giving explanations of procedures before they occur.
- Giving children opportunities and help to play.

4) Children's Right: Keeping children safe. This means:

- Not exposing children to unnecessary risks and protecting children from physical, emotional and sexual abuse.
- Letting children know they have all of these rights, all of the time they are with MoorVision and that these rights can only be denied with good cause (ie. if the exercise of the right would be injurious to the child or other people).
- Ensuring that all the important adults in the child's life are aware of these basic rights and being clear about what you and they can do if these rights are infringed or not respected.

Section 2: Recognising the Signs and Symptoms of Abuse

MoorVision will ensure that identified staff members whether paid or unpaid, undertake appropriate training dependent upon their role to gain a basic awareness of the signs and symptoms of child abuse and recognises how concerns about a child or young person's safety can come to light. For example:

- a child or young person alleges that abuse has taken place or that they feel unsafe,
- a third party or anonymous allegation is received,
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect,
- a child or young person reports an incident(s) of alleged abuse which occurred some time ago,
- a report is made regarding the serious misconduct of a worker towards a child or young person.

Also see Appendix 1 for Definitions of Abuse

Section 3: Guidance on how to respond to a person disclosing abuse

DOs:

- Do treat any allegations extremely seriously and reassure the child that this is what you are doing,
- Do tell the child they are right to tell you,
- Do reassure them that they are not to blame,
- Do clarify with the child what they are saying, but without interrogating them or asking leading questions (see below, under ‘don’ts’)
- Do be honest about your own position, who you have to tell and why,
- Do tell the child what you are doing and when, and keep them up to date with what is happening,
- Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately,
- Do write down everything said and what was done.

DON’Ts:

- Don’t make promises you can’t keep,
- Don’t interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this,
- Don’t cast doubt on what the child has told you, don’t interrupt or change the subject,
- Don’t say anything that makes the child feel responsible for the abuse,
- Don’t do nothing – make sure you tell your Designated Safeguarding Officer immediately – they will know how to follow this up and where to go for further advice.

Section 4: Managing Allegations made against a member of Staff / Volunteer

- MoorVision will ensure that any allegations made against member(s) of staff (paid or unpaid), or members of the Board of Trustees 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. Support may be needed from the Designated Safeguarding Officer in order to achieve this.
- The Designated Safeguarding Officer should be informed immediately. In the case of an allegation involving the Designated Safeguarding Officer, the Lead Trustee for Safeguarding should be informed instead, in order to ensure that the matter is dealt with independently.

- The individual 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 Designated Safeguarding Officer (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 the LADO, police and/or MASH.
- The Designated Safeguarding Officer should contact the Local Authority Designated Officer (LADO) on 0345 155 1071 for advice on how to proceed with the immediate situation. Outside of working hours the Emergency Duty Team (0345 600 0388) can give advice and/or in the event of an emergency situation arising, the police can also advise.
- Where a staff/management committee member or volunteer has been the subject of alleged abuse of a child or inappropriate behaviour towards a child, the person concerned will immediately be suspended, without prejudice, from direct child contact. This will remain the case until a decision has been reached by the relevant senior staff/management committee members regarding appropriate action to be taken or until an investigation has been completed by Social Services or the Police Child Protection services. The decision on a suspended staff/management committee member returning to direct child contact will be dependent on the action taken and any subsequent investigation that may have been necessary.
- The allegation may become the subject of an investigation by the police and/or local authority. MoorVision will cooperate fully with any such investigation. Regardless of whether such an investigation follows, however, MoorVision will ensure that an internal investigation takes place and consideration is given to the operation of disciplinary procedures. This may involve an immediate suspension without prejudice, and/or ultimate dismissal dependant on the nature of the incident. The timing of an internal investigation will be governed by the need to ensure that the involvement of the police and/or local authority is not compromised. This means that during any period of suspension, MoorVision retains a duty of care to the individual who is the subject of the allegation, and must fulfil this duty whilst simultaneously ensuring the effective management of any possible risk presented by the person towards a child or adult involved with the organisation
- In all cases involving an allegation against a member of staff or volunteer, the Designated Safeguarding Officer should inform and work with the Lead Trustee for Safeguarding (unless one or the other of these individuals is the subjects of the allegation, in which case the person who is not the subject of the allegation should work directly with the LADO). Consideration should be given as to whether the matter constitutes a serious incident within the terms of the Charity Commission reporting guidance. If so, or if there is any doubt, the Charity Commission should be contacted for advice. There may also be

a need to refer the matter to the Disclosure and Barring Service if the person has been working in regulated activity.

Section 5: Safer recruitment practices

MoorVision will use the following checklist for safer recruitment:

- Write a clear job/role description (what tasks the applicant will do) and a role profile (what skills, experience, values/attitudes and, if necessary, qualifications the person will be expected to have).
- Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask.
- Make it clear that your organisation has a commitment to safeguarding and protecting children. Include this in a job application pack.
- In the job application pack you should also provide a copy of your organisation's child protection policy and procedures, your organisation's recruitment of ex-offender's policy, and a self-disclosure form. Make it clear that the self-disclosure form should not be returned with the application form.
- Use a shortlisting process with a transparent scoring method to select candidates for interview. Involve more than one person on the shortlisting panel and interview panel. When inviting candidates for interview, ask them to bring their completed self-disclosure form to interview in a sealed envelope. Explain that it will only be opened if you make them a provisional offer of a job; otherwise it will be destroyed unopened.
- Take up references after shortlisting and before interviewing. Ask specifically about an individual's suitability to work with children. Follow up the written references with a phone call to the referees.
- Conduct a face-to-face interview with pre-planned and clear questions and a transparent scoring process. Use the interview to explore any information included in the references or on the application form, including gaps, anomalies and discrepancies
- Check the candidate's identity by asking them to bring photographic ID.
- Check the candidate holds any relevant qualifications they say they have if these qualifications are necessary for the role.
- Once you have made a provisional offer, examine the self-disclosure form and ask the preferred candidate(s) to apply for a Disclosure and Barring Service check if appropriate to the individual's role. You may also need to ask them to apply for a right to work certificate.
- Any concerns that emerge from the self-disclosure form or the DBS check should be discussed with the candidate at a supplementary interview and a decision made as to whether the information should lead to the provisional offer being withdrawn.

- The offer of employment should only be confirmed once the vetting processes have been satisfactorily completed and any issues resolved.

Section 6: Induction and Training for Staff and Volunteers

All staff and volunteers will be given details of this policy as part of their induction as well as the health and safety procedures. All new staff and volunteers should be adequately supervised and their progress reviewed on a regular basis. MoorVision will identify which staff and volunteers are required to participate in the relevant Child Protection training courses and be responsible for arranging this training and ensuring relevant updating takes place. From this training those staff and volunteers should be able to recognise signs of abuse and know the appropriate reporting systems for this. Information regarding the policy should be disseminated to all involved in the group – young people, parents and carers knowing there is a policy in place and how to utilise this. It should be the role of staff and volunteers to ensure this happens.

Section 7: Photography & Filming

We will not permit photographs, video or other images of children or young people to be taken without the consent of the parents/carers and children. Should MoorVision require photographs, video or other images of children or young people for our own promotional purposes MoorVision will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform MoorVision immediately.

Section 8: Internet, Social Media and Mobile Phone acceptable use

MoorVision understand the importance of emerging technologies for children's education and personal development but recognise that the safeguards listed in our Social Media and Internet Use Policy and Code of Practice need to be in place to ensure children are kept safe at all times. It is recognised that children can access the Internet in many ways and through a variety of devices that are not always easy to monitor or supervise. For this reason MoorVision staff are **only** expected to take reasonable steps to monitor and supervise children's online activities whilst they are in our care but will provide information and advice to families about safe internet use for children at all times. MoorVision staff will be trained in safe internet use.

Section 9: Designated Safeguarding Officer

Every organisation that works with children or young people should have in place a Designated Safeguarding Officer who is responsible for dealing with child protection issues that may arise. A deputy must be made available in their absence. These individuals must be trained in child protection and their responsibilities clearly stated within your procedures.

MoorVision 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 to consult with. We also have a trustee safeguarding lead. All three will receive regular (3 yearly) level 3 safeguarding training.

The Designated Safeguarding Officer is Laura Hughes

Role: Executive Director

Email: laura.hughes@moorvision.org

Contact work phone numbers: 01752 891934/ 07581 566690

Out of hours phone numbers: 07714 339278

The Designated Safeguarding Deputy Officer is Hannah Bell

Role: Family Engagement Coordinator

Email: hannah.bell@moorvision.org

Contact phone numbers: 01752 891934/ 07947 371963

Out of hours phone numbers: 07905 796294

The Lead Trustees for Safeguarding are Shelley Peddie and Daisy Whitbread

Shelley Peddie:

Email: shelley.peddie@gmail.com

Contact phone number: 07801 299162

Daisy Whitbread:

Email: daisywhitbread86@gmail.com

Contact phone numbers: 07947 839476

The role and responsibilities of the Designated Safeguarding Officer and Deputy:

- Ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be 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 Designated Safeguarding Officer (DSO) and/or Deputy will work with the staff member or volunteer to ensure that a record is made of any reported safeguarding concerns or incidents in relation to a child/young person. This will include the initial incident report form (which is primarily the responsibility of the person who becomes aware of the concern – see below) plus all ongoing consultations, actions and decisions. This will be kept in a secure place and its contents will be confidential, in line with Data Protection legislation.

The DSO will also record any breach of Child Protection policies and procedures, together with the review decisions and action plans flowing from such breaches. These records will also be kept securely and in a way that is consistent with legislation and guidance.

The DSO and/or Deputy will be reporting serious incidents as necessary to the trust, charities commission and any other relevant body.

The Designated Safeguarding Officer will ensure that the Safeguarding Policy is reviewed on a yearly basis.

The Lead Safeguarding Trustees will:

- ensuring safeguarding policies, procedures and measures are fit for purpose and up-to-date
- making sure everyone in the organisation is aware of their safeguarding responsibilities and knows how to respond to concerns
- challenge any decisions which adversely affect anyone's wellbeing

Section 10: Dealing with a safeguarding concern about a child or young person

If MoorVision becomes concerned that a child/young person aged under 18 may be at risk of significant harm, then the organisation has a duty to refer their concerns to the relevant agencies/Multi Agency Safeguarding Hub. Where possible this should be done with the child's/young person's consent, but, if necessary, such consent should be set aside in the interests of the child/young person concerned.

The following steps should be followed:

- If a member of staff (paid or unpaid) becomes aware of a concern, allegation, or disclosure of possible abuse, harm or neglect of a child, that member of staff should, within the same working day, complete the incident report form (in Appendix 3). The staff member should also, within the same

working day, discuss the concern with the DSO or, in their absence, the Deputy DSO.

- The DSO (or, in their absence, the Deputy) should, in discussion with the member of staff, decide whether the matter should be referred to the relevant agencies/MASH, and, using local multi-agency procedures, the referral should be made within one working day. Any decision either to refer or not to refer should be recorded, signed and dated, along with the reasons for the decision and any other actions taken or decided upon.
- If there is any doubt about whether the situation warrants a referral or not, then the DSO should seek guidance from the relevant services or from the NSPCC on 0808 800 5000.
- In an emergency situation, where a child or adult is in imminent danger of serious harm, and the DSO is not immediately contactable, then the member of staff should call emergency services immediately on 999. The matter should then be discussed with the DSO as a matter of urgency.
- The relevant senior staff or management committee member has a responsibility to provide regular agreed supervision periods to staff and management committee members or volunteers during the duration of a child protection investigation.
- Access to safeguarding records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files.

Section 11: Whistle Blowing Procedure (Procedures to deal with in house allegations against other workers/volunteers)

It can be very difficult to report concerns about a member of staff or volunteer but all staff and volunteers have a duty to do this. It is important that any concerns for the welfare of the child arising from suspected abuse or harassment by a member of staff or volunteer should be reported immediately.

As a first step, you should normally raise concerns either verbally or in writing with your immediate supervisor/manager. This may depend, however, on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach a more senior level of management.

If a member of staff/management committee/volunteer reports a concern and they are unhappy with the action taken by senior staff they have a duty to inform the local Social Services or Police Child Protection team directly.

Should any uncertainty about how to proceed if there was a whistle blowing situation and you need immediate advice contact the relevant Multi-Agency team below.in the appendix 2 below.

Section 12: Disseminating/Reviewing Policies and Procedures

MoorVision will review this policy on an annual basis and this will be signed by Chair of Trustee or his/her deputy when the revised policy has been accepted. Any changes/amendments will be clarified and shared with staff and where significant changes appear these must be relayed to parents/carers.

Renewal

Date that the policy was last amended / reviewed by the CEO/Trustee Board:

17.07.2025

Designated Safeguarding Lead: Laura Hughes

Deputy Designated Safeguarding Lead: Hannah Bell

Safeguarding Lead Trustees: Shelley Peddie, Daisy Whitbread

Renewal date: 17.07.2026

Appendices

Appendix 1: Definition of Abuse (taken from the NSPCC at: https://learning.nspcc.org.uk/research-resources/briefings/definitions-signs-child-abuse

"Child abuse happens when someone harms a child. It can be physical, sexual or emotional, or involve neglect. Children who experience abuse may struggle to speak out, so it's vital that anyone working with children or young people is able to recognise the signs of 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/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.

Appendix 2: Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you either speak to your own organisations 'Designated Safeguarding Officer' or the Multi Agency Safeguarding Hub (MASH) both of whom can listen to and record your concern, and then take appropriate action.

MoorVision Designated Safeguarding Officer Contact Phone Number 01752 891934 / 07581 566690 / 07717 339278

These are the numbers that you can ring for advice and to make a referral:

If you have reason to believe that a child is at immediate risk of harm, ring the police on **999** or **101**.

Devon

Professional consultation Line: 01392 388428

Multi Agency Safeguarding Hub (MASH) Tel: 0345 155 1071

Emergency Duty Team (Out of Hours): 0845 6000388

E-mail: mashsecure@devon.gov.uk

Devon Local Area Designated Officer (LADO) 01392 384964

Request for Support Form (MASH): Request for Support

Devon Early Help Team 0345 1551071

Cornwall

Multi Agency Referral Unit (MARU) Tel: 0300 123 1116

Out of Hours: 01208 251300

Email: multiagencyreferralunit@cornwall.gov.uk

Cornwall Local Area Designated Officer (LADO): 01872 326536
lado@cornwall.gov.uk

Plymouth

MASH Tel: 01752 668000

Out of Hours: 01752 346984

Email: mash@plymouth.gov.uk

Plymouth Local Area Designated Officer (LADO): 01752 304769

MASH consultation line for professionals: 01752 304339

Torbay

Multi Agency Safeguarding Hub (MASH) Tel: 01803 208100

Emergency Duty Team (Out of Hours): 0300 456 4876

Email: mash@torbay.gov.uk

Torbay Local Area Designated Officer (LADO): 01803 208564

Links to Referral form and Early Help form
http://www.torbaysafeguarding.org.uk/professionals/hub/

Somerset

Safeguarding is everybody's business

Children's Social Care Tel: 0300 123 2224

Email: childrens@somerset.gov.uk

Emergency Duty Team on 0300 123 23 27.

https://www.somerset.gov.uk/children-families-and-education/report-a-child-at-risk/

Somerset Professional Consultation line (Family Front Door): 0300 123 3078

Dorset

Advice and Duty Service

Phone number for the public: 01305228866

Phone number for professionals: 01305228558

Email: childrensadviceanddutyservice@dorsetcouncil.gov.uk

https://www.multiagencysafeguardinghub.com/dorset-mash/

North Somerset

The North Somerset Safeguarding Children Partnership (NSSCP) is made up of three organisations:

- North Somerset Council
- NHS Bristol, North Somerset and South Gloucestershire Integrated Care Board
- Avon and Somerset Police

Child protection team: 01275 888 808

https://nsod.n-somerset.gov.uk/kb5/northsomerset/directory/site.page?id=gE-ZtDakyBs

Professional Consultation Line: 01275 888 690

Bath and North-East Somerset (BATHnes)

https://bcssp.bathnes.gov.uk/

Children's Social Work Services 01225 396111 or 01225 477929

Emergency Duty Team on 01454 615165

Contact form: https://bcssp.bathnes.gov.uk/form/contact

NSPCC 24-hour National Child Protection Helpline on 0808 800 5000.

Working Together to Safeguard Children 2023

A guide to multi-agency working to help, protect and promote the welfare of children:

https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf

Appendix 3: Initial Issue/Concern Reporting Form

Please provide information on this form, if you have a concern or an issue relating to someone or something at your youth club.

Name of child/adult:	Male/Female Age/Date of Birth:
Address:	
What is the concern? (include details of the person whose behaviour has raised concerns)	
When and where did this concern/incident occur?	
Do you have any other comments?	
Date discussed with DSO:	
Next actions to be taken: Date taken:	
Referral to outside agency: Date of referral:	
Name of person reporting: Address:	Email address: Mobile Phone No:

Appendix 4: Guidance

1. Guidelines for handling difficult behaviour for staff and volunteers

All of the children we work with have the right to be safe and to be treated with dignity and respect. When children are being difficult these rights are just as important. The guidelines below are designed to support staff, so they can respond with confidence when children are difficult or challenging.

Prevention is always better than cure:

1) **Get to know each child well**: a strong relationship based on trust and respect is one of the most effective preventative measures.

2) **Involve the children**: in decisions about their care and about reasonable limits, appropriate to each child's age and understanding.

3) **Teach by example**: model respect for the children and for each other in all of your work.

4) **Encourage good behaviour**: notice and respond when children are being helpful or constructive or friendly or just quiet and co-operative.

5) **Be consistent**: as far as you can, set consistent limits within your team and find out about the limits the child is used to at home and elsewhere. Plan together with others involved with the child.

6) **Be clear**: children need to be aware of what is expected of them. Problems often occur when expectations are unclear or unreasonable.

7) **Consult with parents**: always ask the parents of the child how they handle their child's behaviour.

When things are difficult...

DO

1) **Try and avoid head-on conflict**: try distraction or compromise - defuse the situation wherever you can, and stop it escalating.

2) **Use the opportunity for the child to learn**: try and teach a positive alternative to a 'bad' behaviour i.e. "let's do this" rather than "don't do that" - always aiming to increase the child's own self-control.

3) **Make a distinction between the child and their behaviour**: make sure the child has a way out of a confrontation without losing face, and make sure there are gains in getting out of conflicts.

4) **If you have to use sanctions**: make them immediate, fair and reasonable - ideally use sanctions agreed with the child and with the parents and colleagues

in advance. Make a note of sanctions used in the appropriate place (incident book; day book). Do not store up a punishment for later.

5) **Recognize the child's feelings**: it might be unreasonable to kick or bite or scream, but it is not unreasonable to feel cross or unhappy: help children find acceptable ways to express their feelings.

6) **Keep your own self-control:** get help or walk away from agitation if you feel you are losing control.

7) **Use restraint as a last resort**: if a child is presenting a risk to themselves or others, restrain them gently, with the minimum force necessary and for just long enough for them to calm down. Never use restraint as a form of punishment. Do not leave a child alone when they are upset unless you are sure they are safe, and only use "time out" where this has been agreed as appropriate for that child.

DO NOT:

1) **Do not go it alone**: ask for help or ideas or advice, or just talk things over with someone.

2) **Do not make threats** you cannot carry out.

3) **Do not smack** or threaten or use any other physical punishment.

4) **Do not deprive the child of food or drink** or threaten to force a child to eat.

5) **Do not inhibit a child's freedom of movement** unless they or others are at risk.

6) **Do not use sarcasm**: tease or belittle or shame a child into obeying you.

2. Guidelines for good practice in intimate care for staff and volunteers

MoorVision does not provide intimate care for any members.

3. Guidance on use of restraint techniques - staff and volunteers

All of the children we work with have the right to be safe and to be treated with dignity and respect.

Children with disabilities can be very vulnerable. All staff and volunteers involved with their care need to be sensitive to the child's needs and also aware that some tasks or advice could be open to possible misinterpretation. False allegations of sexual abuse are extremely rare, but certain basic guidelines will safeguard both children and staff. Everyone is safer if expectations are clear and approaches are consistent as far as possible. These guidelines are designed to safeguard both children staff and volunteers, and apply to any other person involved with the potential care of children on MoorVision activities. They aim to support good practice in care.

Physical restraint is only permissible in circumstances where staff/volunteers are attempting:

- to avert an immediate danger of injury to the child or another individual, or
- to avoid immediate danger to property where any other course of action would be likely to fail

Children's Homes Regulations and Guidance 1991

4. Guidelines for working with children of the opposite sex

For Staff and Volunteers

These guidelines are based on the following principles:

- That there is positive value in both male and female staff and volunteers being involved with children and young people on MoorVision activities.
- That ideally, every child would have a parent or a carer addressing their needs
- That the individual child's safety, dignity, privacy and right to exercise choice are of paramount importance.

General Care:

Male and female staff can be involved with children of either sex in:

- The planning and running of services e.g. play schemes, outings, weekend clubs.
- Liaison with families
- Helping to meet the educational needs of the children.
- Escorting the children between on outings and trips, including help with the use of transport.

NB. it is expected that parents and carers will be responsible for helping children with eating, drinking, dressing and undressing of outer clothing, lifting or positioning a child who needs help or assistance.

Appendix 5: Local Authority Thresholds

Local Authority (LA) thresholds for safeguarding define the levels of need and intervention required for children and young people who may be at risk of harm. These thresholds are typically outlined in a multi-agency document, such as a "Levels of Need" or "Threshold Document," which guides professionals in assessing and responding to different levels of vulnerability and risk.

Key Concepts:

Continuum of Support:

Safeguarding thresholds are often presented as a continuum, ranging from universal services for all children to specialized, statutory interventions for those experiencing or likely to experience significant harm.

Levels of Need:

The thresholds are typically divided into levels, with each level representing a different degree of vulnerability and corresponding level of support. Common levels include:

Level 1 (Universal Services): Support available to all children and families, such as health visitors, schools, and libraries.

Level 2 (Early Help/Early Support): Targeted interventions for children with emerging vulnerabilities, often involving a lead professional and a multi-agency approach.

Level 3 (Children in Need): Requires statutory social work assessment and support under the Children Act 1989, Section 17.

Level 4 (Significant Harm): Children experiencing or likely to experience significant harm, requiring statutory child protection intervention under the Children Act 1989, Section 47.

Multi-Agency Approach:

Safeguarding is a shared responsibility, and thresholds guide how different agencies (e.g., schools, health, police, social care) work together to assess needs and provide appropriate support.

Decision-Making:

Professionals use the threshold document, along with their professional judgment, to determine the appropriate level of intervention for each child.

Escalation:

If a child's needs escalate or the risk increases, the case may be escalated to a higher level of support or intervention.

Local Variations:

While the general principles of safeguarding thresholds are consistent, each Local Safeguarding Children Partnership (LSCP) may have its own specific guidance and procedures, tailored to the local context and available resources.

For local guidance please see:

Devon

https://www.devonscp.org.uk/policies-and-procedures/levels-of-need/

Cornwall

https://trixcms.trixonline.co.uk/api/assets/islesofscillycs/cfee1532-c14e-414a-9c11-1c36f5ebaad1/threshold.pdf

Torbay

https://www.torbaysafeguarding.org.uk/publications/tscp-threshold-document/

Plymouth

https://plymouthscb.co.uk/right-help-right-time/

Somerset

https://somersetsafeguardingchildren.org.uk/wp-content/uploads/2023/03/SSCP-Quality-Assurance-Framework-November-2019-1.pdf

BathNES

https://thehub.bathnes.gov.uk/Article/118028

North Somerset

https://proceduresonline.com/trixcms1/media/11818/threshold-guidance-2017-20.pdf

Dorset

https://moderngov.dorsetcouncil.gov.uk/documents/s44411/Appendix+2+-+Continuum+of+Need.pdf