Biddulph Youth and Community Zone Limited (BYCZ)

Safeguarding Children and Vulnerable Adults Policy

1. BYCZ believes that children must be protected from harm at all times.

2. We believe every child and young person should be valued, safe and happy. We want to make sure that children and young people we have contact with know this and are empowered to tell us if they are suffering harm.

3. We want children and young people who use or have contact with this organisation to enjoy what we have to offer in safety.

4. We want parents and carers who use or attend Biddulph Youth and Community Zone to be supported to care for their children in a way that promotes their child's health and well-being and keeps them safe.

5. We will achieve this by having an effective Safeguarding Procedure and following National and Local guidance; Working Together to Safeguard Children 2026 (Department for Education - DFE) and the Staffordshire Safeguarding Children Partnership (SSCP) Child Protection Procedures at https://www.staffsscp.org.uk/

5. If we discover or suspect a child/young person is suffering harm, we will follow our procedures in order that they can be protected if necessary. In an emergency calling 999. **See Appendix A for the categories of abuse.**

6. This Safeguarding Policy and our SSCP Child Protection Procedures apply to all staff, volunteers and users of Biddulph Youth and Community Zone and anyone carrying out any work for us or using our premises.

7. We will review our Safeguarding Policy and Procedures regularly to make sure they are still relevant and effective. **See checklist -Appendix G**

Signed:.....

Print Name:.....SL MIDDLING.....

Role: .....CHAIR.....

Date:.....17/09/26.....

Reviewed by Board: 16.07.26

Next Review: July 2027

The named person responsible for safeguarding at BYCZ is: Antony Capostagno.
Telephone 01782 244288, email antony.capostagno@bycz.org

They will be responsible for dealing with any concerns about the protection or welfare of children and young people in this group/organisation.

1. All staff and volunteers will be carefully recruited and vetted to seek to ensure they do not pose a risk to children and young people. Those staff and volunteers who are involved in regulated activity with children and young people will be checked through the Disclosure and Barring Service (DBS). We will operate an open application process and take up at least 2 references for staff/volunteers. Please see https://www.staffsscp.org.uk/

2. All staff and volunteers will receive information and basic training in safe conduct and what to do if they have concerns about a child/young person. In addition, where to get advice and what to do if you feel your concerns are not taken seriously. For advice on training please refer to the SSCP website https://www.staffsscp.org.uk/ or SCVYS https://staffscvys.org.uk/safeguarding/

3. We will endeavour to make Biddulph Youth and Community Zone a safe and caring place for children and young people by having a **Code of Conduct** for staff and volunteers. This will be given to all staff and users at the time of their induction, and they will be expected to comply with it. **See Appendix C**.

4. Any information given to parents, carers or users about the activities of Biddulph Youth and Community Zone will include information about the Safeguarding Policy and Procedure. Parents and carers of any children/young people using supervised activities will be given specific information about the policy and procedure. **See Appendix D**.

5. There will be a Biddulph Youth and Community Zone a complaints procedure, see **Appendix E.**

6. Staff and volunteers recognise that children and young people are capable of abusing their peers and this risk is covered adequately in the Safeguarding Policy.
7. The Safeguarding Policy reflects the additional barriers that exist when recognising the signs of abuse and neglect in relation to those who have special educational needs/ and or disabilities.
8. BYCZ have clear policies and procedures for dealing with children who go missing from education, particularly those who go missing on repeat occasions. Staff/ volunteers are alert to signs that children and young people who are missing might be at risk of abuse and neglect.
9. When BYCZ is in operation, the designated safeguarding lead or an appropriately trained deputy should be available during opening hours for staff/volunteers to discuss safeguarding concerns.

Appendix A

Additional information for volunteers & staff

Categories of Abuse
&
Recognising the Signs and Symptoms of Abuse

It is important in this section to provide definitions of abuse and staff/volunteers need to familiarise themselves with these definitions. Biddulph Youth and Community Zone is committed to ensuring that all workers have a basic awareness of the categories, signs and symptoms of child abuse and know where to go for information:

Additional information regarding training can be sourced at https://staffsscp.org.uk/

The definition for safeguarding and promoting the welfare of children in **Working Together to Safeguard Children 2026:**

- providing help and support to meet the needs of children as soon as problems emerge
- protecting children from maltreatment, whether that is within or outside the home, including online
- preventing impairment of children's mental and physical health or development
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- promoting the upbringing of children with their birth parents, or otherwise their family network through a kinship care arrangement, whenever possible and where this is in the best interests of the children
- taking action to enable all children to have the best outcomes in line with the outcomes set out in the Children's Social Care National Framework https://assets.publishing.service.gov.uk/media/69b3f02cfdbfc4d58fc8cf22/childrens-social-care-national-framework.pdf

Working Together to Safeguard Children 2026 defines the main categories of child abuse, which are also used for the purposes of drawing up child protection plans for children at risk of harm.

The categories are as follows:
Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- Provide adequate food, clothing 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]; or
- Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (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 (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone

Signs and Symptoms of Abuse

There is no clear dividing line between one type of abuse and another. The following section is divided into four areas to help categorise what may be seen or heard. Children/young people may show symptoms from one or all of the categories. This should not be used as a checklist. Workers and volunteers should be aware of anything unusual displayed by the child.

PHYSICAL SIGNS OF ABUSE	• Bruise marks consistent with either straps or slaps • Undue fear of adults - Fear of going home to parents or carers • Aggression towards others • Unexplained injuries or burns – particularly if they are recurrent and especially in non-mobile babies • Any injuries not consistent with the explanation given for them • Injuries that occur to the body in places which are not normally exposed to falls, rough games, etc • Reluctance to change for, or participate in games or swimming • Bruises, bites, burns, fractures etc which do not have an accidental/satisfactory explanation • Cuts/scratches/substance abuse • Hitting (with the hand or implement) smacking, punching, kicking, slapping, twisting/pulling ear, hair or fingers, holding/squeezing with a tight grip, biting, and burning • Fabricated or induced illness –see SSCB / SCB website for the procedure inc. signs and symptoms
NEGLECT	• Exposure to danger/lack of supervision • Neglect - under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care etc. • Injuries that have not received medical attention • Inadequate/inappropriate clothing • Constant hunger • Poor standards of hygiene • Untreated illnesses • Persistent lack of attention, warmth or praise
EMOTIONAL SIGNS OF ABUSE	• Changes or regression in mood or behaviour, particularly where a child withdraws or becomes clinging. Also depression/ aggression, extreme anxiety • Nervousness, frozen watchfulness • Obsessions or phobias • Sudden under-achievement or lack of concentration • Inappropriate relationships with peers and/or adults • Attention-seeking behaviour • Persistent tiredness

	• Running away/stealing/lying • Humiliating, taunting or threatening a child whether in front of others or alone. • Persistent lack of attention, warmth or praise. • Shouting/yelling at a child • Radicalisation – use of inappropriate language, possession of violent extremist literature, behavioural changes, the expression of extremist views, advocating violent actions and means, association with known extremists, seeking to recruit others.
INDICATORS OF POSSIBLE SEXUAL ABUSE	• Language and drawing inappropriate for age. • Child with excessive preoccupation with sexual matters and detailed knowledge of adult sexual behaviour • Regularly engages in age inappropriate sexual play • Sexual knowledge inappropriate for their age • Wariness on being approached • Soreness in the genital area or unexplained rashes or marks in the genital areas • Repeated urinary infections or unexplained tummy pain • Difficulty in walking or sitting • Stained or bloody underclothes • Bruises on inner thigh or buttock. • Any allegations made by a child concerning sexual abuse • Sexual activity through words, play or drawing • Child who is sexually provocative or seductive with adults • Inappropriate bed-sharing arrangements at home • Severe sleep disturbances with fears, phobias, vivid dreams or nightmares, sometimes with overt or veiled sexual connotations • Eating disorders - anorexia, bulimia • Unaccounted sources of money • Telling you about being asked to 'keep a secret' or dropping hints or clues about abuse.
Remember – Signs and symptoms often appear in a cluster, but also many of the indicators above may be caused by other factors – If in doubt check it out. <u>The most important factor is to safeguard the child.</u>	

Appendix B

Designated Safeguarding Lead

- BYCZ have a Designated Safeguarding lead to take responsibility for Safeguarding matters including allegations about a person who works with children.

- They will be selected by the Trustees

- They should be someone with some knowledge or expertise in the field of safeguarding and/or child development. If the organisation does not have a person who already has this knowledge s/he should be given specialist training as quickly as possible to undertake the role. For details of all multi-agency safeguarding training available locally please refer to the following website Staffordshire https://www.staffsscp.org.uk/
- Because of their key role in keeping children and young people safe, enhanced level DBS checks will be undertaken and two references taken up.

  Their role is to:

  - Ensure Biddulph Youth and Community Zone Safeguarding Policy and Procedures are followed.
  - To develop a culture of listening to children and taking account of their wishes and feelings.
  - To support other staff and volunteers to recognise and respond to the needs of children including rescue from possible abuse or neglect.
  - To ensure that staff and volunteers are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff and volunteers feel able to raise concerns and feel supported when they do.
  - To promote safer recruitment practices for individuals whom the group/organisation will permit to work regularly with children, including policies on when to obtain a Disclosure and Barring Service (DBS) check.
  - Ensure staff and volunteers have an appropriate level of supervision and support, and their knowledge of child protection and safeguarding is regularly updated and includes Safeguarding Children Partnership training **to at least Level 1 in line with SCVYS Minimum Membership Standards, and recommended Level 2 for best practice** https://www.staffsscp.org.uk/
  - Ensure staff and volunteers know how to contact Staffordshire Families Integrated Front Door SFIFD / Stoke-on-Trent's Safeguarding Referral Team (CHAD) and the police who are responsible for dealing with child protection concerns both during and after office hours.
  - Report any concerns to the Staffordshire Families Integrated Front Door (SFIFD)/ CHAD. Where a child is in imminent danger (N.B. Urgent concerns) report

immediately to the Police by those aware of the concern even if the designated person is not available. **See Appendix H.**

- Act as a source of advice on child protection matters and seek further advice and guidance from SCVYS or local statutory agencies as needed.
- Ensure that a record is kept of any concerns about a child, young person or adult and of any conversation or referrals to statutory agencies. Concerns about children need to be kept separate to any other files, and only accessible to designated safeguarding leads/or deputies

Appendix C

Guidance for staff and volunteers

Working Together 2026 explains that **EVERYONE** has a responsibility to promote the welfare and safety of children, therefore it is the responsibility of Biddulph Youth and Community Zone to safeguard children and young people from harm and to develop and nurture a culture that supports this approach.

Please read this guidance carefully. It will tell you what you need to know to safeguard children and young people.

All staff and volunteers are expected to follow this guidance.

1. The Safeguarding Designated Lead for Biddulph Youth and Community Zone is Antony Capostagno. They can be contacted by telephone 01782 244288 and/or email antony.capostagno@bycz.org. If you have any queries around the welfare of any child or young person please contact the Designated Safeguarding Lead. If the child is in immediate danger because they are at risk of significant harm, you must call 999

2. Please read: -
    - This guidance
    - The Code of Conduct for staff and volunteers see page 14 of this policy.
    - Local Authority Designated Officer[LADO] Leaflet expand Local Area design [Staffordshire only] https://www.staffsscp.org.uk/new-lado-referral-form/
    - 'What To Do If You're Worried A Child Is Being Abused' and the additional information on recognising a child in need and what to do next https://www.gov.uk/government/publications/what-to-do-if-youre-worried-a-child-is-being-abused--2

You must follow the advice given in the documents above. If there is anything that you do not understand or do not agree with, please talk to the Safeguarding Designated Lead about this.

3. Please attend any training and activity planning meetings that you are invited to.

4. All staff and volunteers must inform the Safeguarding Designated Lead if they are/have been: -

    - Charged with a criminal offence involving a child/young person, violence, breach of trust or a criminal offence relevant to their duties, for example driving offence if they are driving as part of their duties.
    - Investigated by any authority due to concerns that you may have had involvement in causing harm to a child and/or young person.
    - Diagnosed with any medical condition that may affect your ability to carry out your role with children and young people safely, for example psychotic illness.

5. Make sure you know what to do if a child/young person tells you or you suspect that they are being harmed.

Key points are:-

- **DO NOT** carry out your own investigation by talking to parents or carers etc.
- **DO NOT** put words in any child/young person's mouth by asking direct questions such as "Did your dad do it?"
- **DO NOT** feel that you must inform parents/carers if you think it may put the child/young person at risk of further harm or cause them to be silenced.
- **DO NOT** Ignore your worry.
- **DO NOT** ask the child to sign what you have recorded or to repeat it to another member of staff
- **DO NOT** take photographs of any injury
- **DO NOT** delete information/photographs from a computer/memory stick/mobile phone or any other electronic device
- **DO NOT** Make promises to the child.
- **DO** ask open-ended questions to clarify your concern e.g. "What happened to your arm?"
- **DO** listen to the child, young person/your gut feelings.
- **DO** take action.

Action to take

1. If a child or young person has a serious injury (for example involving pain and bleeding) or is in immediate danger (for example parent/carer has arrived to collect them and is unfit to care for them, or a child/young person left alone at home) **dial 999** and request assistance from the ambulance service and/or police. If you know or suspect the child/young person has come to harm through the actions of another, make sure that the professional you hand the child/young person over to understand this. You must take their name and record it. It will generally be appropriate to inform the child/young person's parent or carer what has happened once the child/young person is safe with an appropriate professional, unless you have been specifically advised not to do so.

2. If it is suspected/alleged that a child/young person has been abused in anyway including sexual abuse (but is not in immediate danger) report this immediately to the service for the area where they live. The numbers are:

Staffordshire Families Integrated Front Door (SFIFD)

0300 111 8007

9.00am – 5.00pm Monday to Thursday
9.00am- 4.30pm Friday
or

EDS (out of hours) Tel No. 0345 604 2886
Or email: eds.team.manager@staffordshire.gov.uk

Non-emergency - call Staffordshire Police on 101

Children's advice and duty service (CHAD)

01782 235100

8.30am – 6.00pm Monday to Friday
or
Emergency Duty Team (out of hours)

Tel No 01782 234234

Non-emergency - call Staffordshire Police on 101

3. If the concern is long term rather than immediate, for example a child/young person who is often dirty, smelly or who has disruptive behaviour, you should discuss this with the child protection designated lead who will decide whether to make a referral.

4. If you have had to make an emergency referral, tell the child protection designated lead as soon as possible. They should follow up and seek further advice if they think the action that SFIFD/CHAD takes in your opinion, still leaves the child/young person in danger.

Code of Conduct for Workers/Volunteers

It is important that all adults working with children understand that the nature of their work and the responsibilities related to it and as such places them in a position of trust. The points below only provide a few examples of appropriate and safe behaviours for all adults working with children in paid or unpaid capacities, in all settings and in all contexts.

Best practice as advised by Safeguarding Children Partnership would be to use this information to compliment and therefore strengthen any existing documents you have within your group/organisation.

1. Always remember that while you are caring for other people's children you are in a position of trust and your responsibilities to them and the organisation must be uppermost in your mind at all times.
2. Never use any kind of physical punishment or chastisement such as smacking or hitting.
3. Do not smoke in front of any child or young person.
4. Do not undertake work with children and young people whilst under the influence of any substance which could impair your behaviour as a role model to them, whether legal, prescribed or illegal.
5. Never behave in a way that frightens or demeans any child or young person.
6. Do not use any racist, sexist, discriminatory or offensive language.
7. Do not give your personal contact details to children, parents and carers (exempt childminders)
8. Do not use internet or web-based communication channels to send personal messages to/ befriend children.
9. The use of mobile phones or any other devices to take images of children must be carefully managed. In some groups/organisations it may be necessary to take photographs of children in order to evidence progression in terms of their development, particularly with very young children and those with disabilities. Attention must be paid to the way in which the photographs are used and stored, whether this is on a mobile phone or other device. Mobile phones or any other devices **must not** be used to take images of children's injuries. You should always follow your organisations policy and procedures in relation to the taking or recording of images and informed written consent from parents/carers (and the child) should always be sought. For further advice and guidance on the use of social networking sites/ mobile phones/ computers/ cameras, please visit https://www.ceop.police.uk/safety-centre/
10. Generally you should not give children/young people presents or personal items. Exceptions to this would be an agreed custom such as buying children/young people a small birthday token. Providing additional help to a family in need such as equipment to enable them to participate in an activity. Both types of gift should be declared to the Designated Safeguarding Lead and the child or young person's parent, and only given if agreed as acceptable by all parties. Similarly do not accept gifts yourself other than small tokens for appropriate celebrations, which you should mention to the activity leader/safeguarding lead.
11. You should not invite a child or young person to your home or arrange to see them outside the set activity times (exempt childminders). Should the need arise to invite a child into your

home then a discussion with a senior manager must be conducted in order to ensure this is the most appropriate action.

12. You should not engage in any sexual activity (this would include using sexualised language) with a child/young person you meet through your duties or start a personal relationship with them, this would be an abuse of trust.
13. Exercise caution about being alone with a child or young person. In situations where this may be needed (for example where a child/young person wants to speak in private) think about ways of making this seem less secret for example by telling another worker or volunteer what you are doing and where you are, leaving a door ajar, being in earshot of others and lastly record the conversation in writing.
14. Physical contact should be open and initiated by the child/young person's needs, e.g. for a hug when upset or help with toileting. Always prompt children/young people to carry out personal care themselves and if they cannot manage to do this always ask if they would like help.
15. Do talk explicitly to children and young people about their right to be kept safe from harm.
16. Do listen to children and young people and take every opportunity to raise their self-esteem.
17. Do work as a team with your co-workers/volunteers. Agree with them what behaviour you expect from children and young people and be consistent in enforcing it.
18. If you have to speak to a child/young person about their behaviour remember you are challenging 'what they did' not 'who they are'.
19. Do make sure you have read the Safeguarding Policy and any related procedures and that you feel confident you know how to recognise when a child/young person may be suffering harm, how to handle any disclosure and how to report any concerns.
20. Do seek advice and support from your colleagues, activity leaders or supervisors and your designated person for child protection.
21. Do seek opportunities for training such as that available through the Staffordshire or Stoke-on-Trent Safeguarding Children Partnership and SCVYS https://www.staffsscp.org.uk/ https://staffscvys.org.uk/
22. Any concerns about a staff/volunteer should be reported to the Local Authority Designated Officer (LADO) https://www.staffsscp.org.uk/new-lado-referral-form/ for further advice and consideration contact the SFIFD / CHAD.

Appendix D

Information for Parents

We want Biddulph Youth and Community Zone to be a safe place for children and young people. We have a Safeguarding Policy and Procedure. You can ask for a full copy of this. Below is a brief summary of the key points.

We aim to keep children and young people safe by:

- Having a designated person for Safeguarding who is the centre manager, Antony Capostagno. Telephone 01782 244288, email antony.capostagno@bycz.org
- Please contact them if you have any concerns about any child, young person or the behaviour of anyone accessing our group's/organisations sessions.
- Ensuring all staff and volunteers are properly checked and vetted.
- Making proper arrangements for all activities.
- Having a code of conduct for staff/volunteers and making sure that all staff and volunteers know what to do if they have concerns about a child or young person.
- Having a code of conduct/ground rules for everyone using the organisation enabling safety for all.
- Following Local Safeguarding Procedures by reporting any serious concerns to the Staffordshire Families Integrated Front Door (SFIFD) (previously Staffordshire Children's Advice Service (SCAS) / Stoke-on-Trent CHAD (Children's advice and duty service) or the Police as appropriate.

We would ask you to support us in keeping children and young people safe by:

- Following the code of conduct and treating people with respect
- Supervising your child (where appropriate) unless they are in an organised activity, in which case we would ask you to provide basic details about your child and make sure that we can contact you if there is an emergency.
- Talking to the designated person for Safeguarding if you have concerns about any child or young person or the behaviour of any adult.

Appendix E

Complaints Procedure
Notes

It can be hard for people to make a complaint, particularly in small, local organisations, and particularly hard to complain about people in positions of authority such as leaders of community projects, voluntary/third sector agencies and faith groups, etc. Generally it is much easier to just walk away. It's helpful to know if there is a problem within your organisation and one way to find out is through promoting a complaints procedure that people can trust will be taken seriously.

If children or young people stop coming to an activity are you able to discover a reason why? **Whoever is responsible for the complaints procedure needs to know when to refer a relevant complaint to the statutory authorities for investigation rather than dealing with it internally.** For example, any reports or suspicions that a volunteer or member of staff may have abused a child/young person **must** be referred to the Staffordshire Families Integrated Front Door (SFIFD) (Previously Staffordshire Children's Advice and Support) /Stoke on Trent CHAD (Children's advice and duty service) and the Police. A complaint that one child/young person may have abused another also **needs** to be referred to Children's Social Care Services and the Police for a full investigation.

Many organisations may be members of umbrella organisations like SCVYS who can provide support in investigating and following up complaints against staff and volunteers
Any complaints procedure needs to include: -

- A named person to take responsibility for complaints.
- Information on whom to contact if the complaint is against the manager/person responsible for complaints
- How the complaints procedure will be publicised, and that complaints will be taken seriously and whom to contact to make one.
- Arrangements for complaints to be investigated.
- Arrangements for people who have made a complaint to be informed of the outcome and what to do if they are dissatisfied with it.

Outline Procedure

1. The person responsible for complaints is Sharon Middling, the Chair of Biddulph Youth and Community Zone Board of Trustees.
2. In the event of the complaint being against that individual, then complaints should be made to another member of the BYCZ board of trustees.
3. If the complaint leads to any suspicion that a criminal offence may have been committed against a child or young person, for example a breach of safeguarding, the complaint **must** be referred to Staffordshire Families Integrated Front Door SFIFD (previously) Staffordshire Children's Advice and Support (SCAS) and the Police.

4. Similarly a complaint that leads to a suspicion of abuse of a child or young person that does not seem to be a criminal offence **must** be referred to the Staffordshire Families Integrated Front Door SFIFD (previously the Staffordshire Children's Advice and Support SCAS); they will refer to the police if needed.
5. Other matters may need to be referred to the local police station, e.g. theft.
6. Once the complaint has been investigated the complaints office will meet with the complainant to tell them the outcome of the complaint and what action if any is open to them if they do not agree with the outcome.

Appendix F

Allegations against a person who works with children

- Any situation in which an allegation or concern arises about the conduct of a person who '*works'* with children should be managed using the Staffordshire or Stoke-on-Trent Safeguarding Children Partnership multi-agency policy and procedure for dealing with allegations against a person who works with children.

Staffordshire: https://www.staffsscp.org.uk/

Specifically, the question should be asked as to whether the allegation or concern possibly meets any one of the following thresholds:

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

If any of these situations apply then it is **not** a complaint but an allegation/concern and therefore it must be referred by the senior manager to the Local Authority Designated Officer (LADO) within 24 hours of the allegation being made.

Contact Details for the LADO - Staffordshire

Freephone: 0800 1313 126
(Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm)
EMAIL: firstr@staffordshire.gov.uk
In an emergency outside office hours telephone **0845 6042 886**

Contact Details for the LADO – Stoke-on-Trent 01782 233857
Chad (Children's advice and duty service) 01782 235100
(Monday to Thursday, 8.30am to 5pm and Friday 8.30am to 4.30pm)
In an emergency outside office hours telephone **01782 234234**

Appendix G

All round Checklist

As good practice you may wish to refer to the checklist below to enable you to identify gaps in your safeguarding policies and procedures. You may have other essential safeguards specific to your group or activity, such as supporting young people with additional needs. You can add them in the space below.

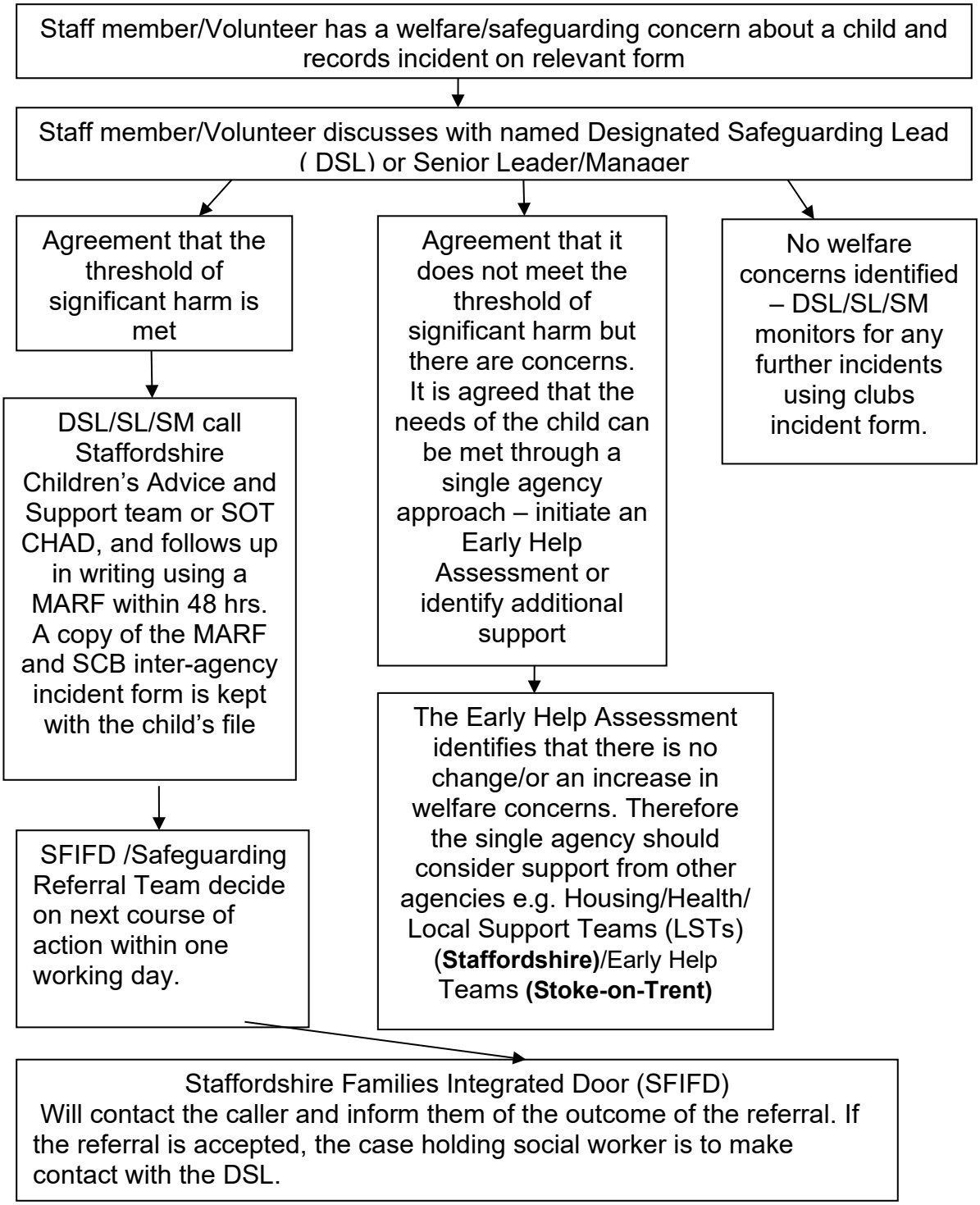
Does your group have?	Yes	No	Action needed & when?	Action completed and how?
A child protection policy and a procedure for what to do if there are concerns about a child's welfare. How often are these updated?	✓			
A named person, for dealing with concerns or allegations relating to abuse and step-by-step guidance on what action to take, who is at least Level 1 and preferably Level 2 child protection trained.	✓			
A rigorous recruitment and selection process for paid staff and volunteers who work with children and young people. (i.e. DBS check, References, Interview, etc.)	✓			
A written Code of Behaviour which outlines good practice when working with children and young people.	✓			
A training plan and regular opportunities for all those in contact with children to learn about safeguarding children.	✓			
A 'Whistle-Blowing' policy. This is an open and well-publicised way for adults, children and young people to voice any concerns about abusive or unethical behaviour.	✓			
Information for children, young people and parents/carers about the child protection policy and where to go for help.	✓			
A protective culture that puts children and young people's interests first – they must feel confident that if they have concerns someone will listen and take them seriously	✓			
Guidance on taking children and young people away on trips and on internet use: new technology safety, guidance on photographs, video, digital equipment and web sites, including chat rooms and social networking sites.	✓			

Does your group have?	Yes	No	Action needed & when?	Action completed and how?
Policies on bullying and on health and safety. You will need processes for dealing with complaints and for taking disciplinary action where necessary.	✓			
Do you complete up to date written risk assessments that take account of specific activities/events/outings/equipment involving children/young people/care needs.	✓			
Are there clear guidelines on consent – e.g. parental consent for activities and when completing an Early Help Assessment?	✓			
Is the information clear on who has parental responsibility/legal contact and does this impact on the child/young person?	✓			
Are there systems in place that collect detailed information about each child/young person's medical/dietary needs, allergies/specific developmental needs e. g club membership form.	✓			
Is there an up to date first aid box and staff/ volunteers who are first aid trained.	✓			
Is there a reporting procedure for accidents relating to children/young people and a procedure for those arriving with existing injuries- recording system?	✓			
Do you hold adequate insurance for all the groups/organisations requirements and is this clearly displayed	✓			
Are you compliant with regulations covering safeguarding, fire precautions, food hygiene, health and safety, use of hazardous substances, reporting injuries and/or diseases and children to adult child ratios	✓			
Information for staff/volunteers, leaders and managers recognising that children and young people are capable of abusing their peers and this risk is covered adequately in the child protection policy?	✓			
Information in the child protection policy recognising the sign of abuse and neglect of children who have special educational needs/ disabilities?	✓			

Does your group have?	Yes	No	Action needed & when?	Action completed and how?
A clear approach to implementing the Prevent duty?	✓			
Clear policies and procedures for dealing with children and learners who go missing from education.		✓	Not applicable	

Appendix H – Flow Chart

What to do if you have welfare/safeguarding concerns about a child

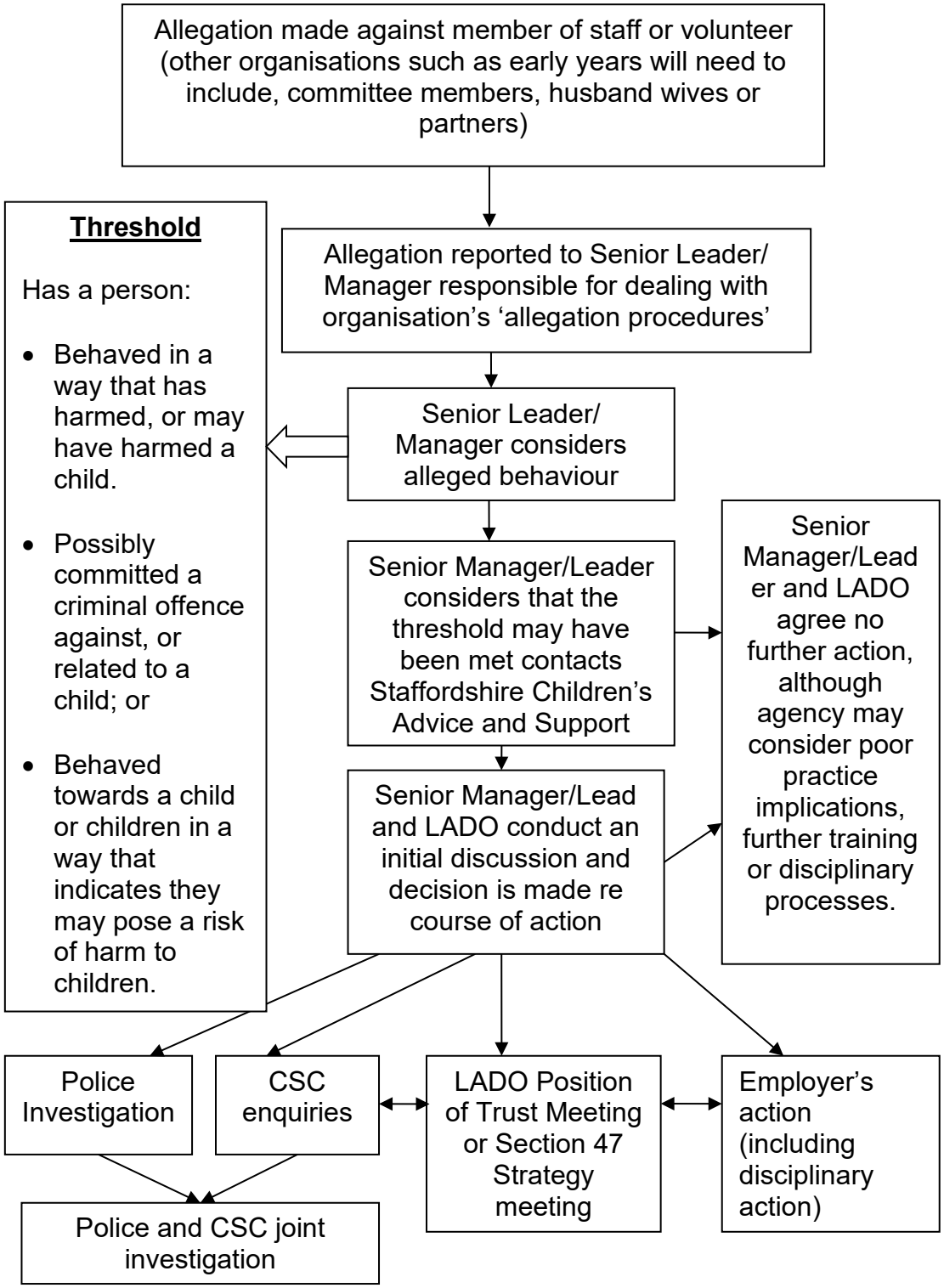


Staffordshire Families Integrated Door (SFIFD)
(Staffordshire) can be contacted **on 0300 111 8007, or the Police on 101**

CHAD (Children's Advice and Duty Service) 01782 235100

Appendix I – Flow Chart

Managing Allegations against Staff and Volunteers



LADO tracks progress, monitors and records outcomes
Advises employer about duty to report to Disclosure and Barring Service (DBS) when appropriate

Appendix J

Whistle Blowing

Whistle blowing is the reporting of certain types of wrongdoing, the group/organisation assumes that there is the greatest scope for whistle blowing within the safeguarding of children and young people, however, it can be in relation to the following

- a criminal offence
- someone's health and safety is in danger
- risk or actual damage to the environment
- a miscarriage of justice
- the organisation is breaking the law
- you believe someone is covering up wrongdoing

The wrongdoing you disclose must be in the public interest.

As a whistleblower you're protected by law - you shouldn't be treated unfairly in any way because you 'blow the whistle'.

You can raise your concern at any time about an incident that happened in the past, is happening now or you believe will happen in the near future.

If you raise a concern about a wrongdoing, you should do so with the Designated Child Protection Lead Antony Capostagno. In the event of the complaint being about that individual, then complaints should be made to the Chair of Trustees.

Urgent concerns should be reported to the Police or Staffordshire Families Integrated Front Door (SFIFD)
or
CHAD (Children's advice and duty service)