



Child Safeguarding Policy

From time to time Quaker Tapestry Ltd. (QTL) accepts the help from young volunteers aged between 16 – 18 years. It is the policy of QTL not to accept volunteers less than 16 years of age (*unless they are family members and have the permission from their parent or guardian*).

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

We recognise that:

- The welfare of the child 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 of harm or abuse;
- No child or group of children must be treated any less favourably than others in being able to access services which meet their particular needs;
- Working in partnership with children, their parents, carers and other agencies is essential in promoting children's welfare.

The purpose of the policy is:

- To provide protection for the young volunteers at QTL;
- This policy applies to all staff, trustees, volunteers, visiting contractors, agency staff, students or anyone else working on behalf of QTL;
- To provide staff and volunteers with guidance on procedures they should adopt in the event that a young volunteer or child experiences or is at risk of harm.

We will seek to safeguard young volunteers by:

- Valuing them, listening to and respecting them;
- Ensuring that our Trustees review, approve and endorse our Safeguarding Policy and Procedures annually or when legislation changes;
- Adopting child protection guidelines for staff and volunteers through procedures and systems; providing effective management through training, supervision and support;
- Ensuring that any concerns about a child, or allegations concerning a child, are acted on, clearly recorded, referred on to the appropriate statutory agency where necessary and followed up to ensure the issues are addressed;
- Recruiting staff and volunteers safely, ensuring all necessary checks are made;
- Sharing information about child protection and good practice with young and adult volunteers, children, parents and staff.

Support:

- This Safeguarding Policy operates in conjunction with other associated policies and procedures which promote children's safety and welfare eg with regards to: health and safety, anti-bullying, protection of children online, and photography;
- This Safeguarding Policy and Procedures is based on current Child Safeguarding principles, legislation and guidance as detailed in "*Working Together to Safeguard Children*" published by HM Govt in March 2015.

Quaker Tapestry Ltd. Friends Meeting House, Stramongate

Child Safeguarding procedures and systems at QTL.

1. Introduction:

The purpose of these procedures and systems is to create a safe place for children and adults. It is important that they are followed at all times by staff and volunteers when working with children at QTL. In this document, the terms "child" and "children" include young people up to the age of 18.

2. The signs and symptoms of Child Abuse:

Abuse is described under four types: Physical, Emotional, Sexual and Neglect. More information about these can be found in Appendix 1.

Concerns about a child's safety can be encountered in many ways, such as those listed below:

- a child alleges that abuse has taken place or that they feel unsafe;
- a third party or anonymous allegation is received;
- a child's appearance, behaviour, play, drawing or statements cause suspicion of abuse and / or neglect;
- a child 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.

3. Named Person and Deputy for Child Protection

QTL has appointed a competent member of staff who is responsible for dealing with any child protection concerns. In their absence, a Deputy will always be available. The Named Persons for Child Protection within QTL are:

Named Person for Child Protection	Naomi Garnett
Work telephone number	01539 814860
Mobile number	07702 847 972
Emergency contact no	07702 847 972

Deputy Person for Child Protection	Lisa Moore
Work telephone number	01539 722975
Mobile number	07917 113 864
Emergency contact no	07917 113 864

The role and responsibilities of the Named Person(s) are:

- To ensure that all staff / volunteers are aware of what they should do and who they should go to if they are concerned that a child may be subject to abuse or neglect;
- Ensure that any concerns about a child 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 or breach of Child Safeguarding policies and procedures. These records will be kept in a secure place and the contents will be confidential.

4. Concerns about a child - incidents, concerns and referrals:

QTL recognises that it has a duty to act on reports or suspicions of abuse. It also acknowledges that taking action in cases of child abuse is never easy. However QTL believes that the safety of the child should override any doubts or hesitations.

When worrying changes are observed in a child's behaviour, physical condition or appearance staff will:

4.1 Obtain and record information:

- Initially talk to the child 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?” **But never use leading questions;**
- Listen carefully to what the child has to say and take it seriously;
- Never investigate or take sole responsibility for a situation where a child makes a disclosure;
- Always explain to children that any information they have given will have to be shared with others;
- Notify QTL’s Named Person for Child Protection;
- Record what was said as soon as possible after any disclosure on the special Child Incident Form (in the QT Child Safeguarding folder as file: QTL-ChildIncidentForm) The person who has the concern should complete the form and ensure it is signed and dated;
- Respect confidentiality and file documents securely.

4.2 Subsequent Action:

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 Cumbria’s Local Safeguarding Children’s Board (LSCB) on 0333 240 1727 (see Appendix 2A for more details) and / or the police on 999 (see Appendix 6 for more details);
- If a referral is made direct to Cumbria’s LSCB this must be followed up in writing.

The Named Person can also seek advice and clarity about a situation that is beginning to raise concern through the NSPCC 24 hour National Child Protection Helpline on 0808 800 5000.

See Appendix 3 - Flowchart A to aid decisions on any required action.

5. Allegations against staff or volunteers:

QTL will ensure that any allegations made against a staff member or volunteer will be dealt with swiftly and in accordance with these procedures:

- QTL will ensure that the child is safe and away from the person against whom the allegation is made;
- The Named Person for Child Protection must be informed immediately. In the case of an allegation involving the Named Person, alternative arrangements should be made to ensure that the matter is dealt with by an independent person. (Note: this could be a trustee or senior staff member and believed to be independent of the allegations being made);
- The Named Person **must contact the Local Authority Designated Officer (LADO)** - at the Cumbria Safeguarding Hub **on 0333 240 1727 before taking any further action.** Appendix 2B explains why;
- The individual who first received / witnessed the concern should make a full written record of what was seen or heard as soon as possible afterwards using the special LADO Allegations Notification Form - for more information about the LADO Form, see Appendix 2B. It is important that the record is an accurate description. The Named Person (if appropriate) can support the individual during this process but **must not complete** the record for the individual;
- This record must be made available on request from either the Social Services and / or police.

In all cases of this kind, QTL will ensure that an internal investigation takes place and any appropriate action taken under the provisions of its Code of Conduct (see Section 10 below).

See Appendix 3 - Flowchart B to aid decisions on any required action.

6. Recording and managing confidential information:

There is a special form for recording concerns about a child (the Child Incident Form) and a separate form for recording allegations of abuse, harm and neglect (the LADO Allegations Notification Form). The person who has the concern or receives the allegation should complete, sign and date the appropriate form. Notes

on these two Forms can be found in Appendices 2A and 2B respectively, and copies in the QT Child Safeguarding folder.

QTL undertakes to manage such confidential information safely, store it securely and to consider the guidance on information sharing (See Appendix 4) before sharing any of it with other agencies.

7. Safe recruitment, selection and vetting procedures:

QTL will note the guidance regarding DBS checks given in Appendix 5 in any cases where it is considered to be appropriate.

8. Training / Communication of Policy and procedures:

8.1 Training:

QTL will introduce mandatory safeguarding induction training for those staff and volunteers who work directly with children and their families / carers. QTL will ensure that these staff and volunteers are also monitored and supervised - also that they have opportunities to learn about child protection in accordance with and as appropriate to their work.

QTL will ensure that all other trustees, staff and volunteers learn about child protection in accordance with and as appropriate to their responsibilities. This will include the emerging issues of eSafety, domestic violence, forced marriage, female genital mutilation, children who live away from home or who go missing, child sexual exploitation, race and racism and violent extremism.

All training will cover a basic awareness of the signs and symptoms of child abuse. Definitions of the various kinds of abuse can be found in Appendix 1.

8.2 Communication of Policy:

The key provisions of QTL Child Safeguarding Policy, and its associated procedures, are shared with children, parents / carers and teachers as appropriate.

Any changes / amendments will be clarified and shared with staff and volunteers. Where significant changes appear these must also be relayed to parents / carers.

Note: Best Practice guidelines advise the involvement of parents / carers and young people in developing policies that affect them.

9. Reviewing Policies and procedures:

This Policy and associated procedures are reviewed annually by the Trustees for their relevance. They are similarly reviewed whenever there are changes in the applicable legislation. Any required changes will be made and implemented as soon as possible. The Policy and procedures will be signed by QTL Clerk of Trustees and / or the General Manager.

10. Code of Conduct for trustees, staff and volunteers who work with children:

The purpose of this Code is for the protection of children and to help guide the behaviour of staff and volunteers, reducing the possibility of anyone gaining access to children for abuse.

When working with young volunteers and children at QTL all staff and volunteers are considered to be acting in a position of trust. It is therefore important that staff and volunteers are aware that they may be seen as role models by children and must act in an appropriate manner at all times.

10.1 General Conduct:

WHEN WORKING WITH CHILDREN IT IS IMPORTANT TO:

- Always follow QTL’s Child Safeguarding Policy and procedures and the advice given in the Code of Conduct
- Ensure any contact with children is appropriate and in relation to the work of QTL
- Always ensure actions and language are appropriate and not offensive or discriminatory
- Ensure that, whenever possible, there is more than one adult present when working with children

YOU MUST NOT:

- Have contact with a young volunteer that is outside the work of QTL
- Let young volunteers have your personal contact details (mobile number or address)
- Allow allegations to go unreported

10.2 When working with visiting children (family or school groups):

Children in family groups visiting the QT exhibition remain the responsibility of their parents at all times. Do not offer to supervise children. If you do engage in conversation with children, ensure that their parents are with them at all times.

School groups occasionally visit the QT exhibition to take part in activities prepared by staff and volunteers. When staff and volunteers are assisting with school visits, instruction will be given by the staff member organising the activity on its exact nature and their specific role. The responsibility for and supervision of the school group remains with the school staff.

10.3 Allegations against staff or volunteers:

Regardless of whether a Social Services and / or police investigation follows any allegation made, QTL will ensure that an internal investigation takes place under the provisions of this Code of Conduct. Appropriate disciplinary action may be considered, dependant on the nature of the incident and result of the internal investigation.

All members of staff and volunteers are expected to report any breaches of this Code to the Operations Mgr.

Staff who breach this Code may be subject to QTL disciplinary procedures which might lead to suspension and / or dismissal.

Approved:

Position:

Date:

Appendix 1: Definitions of Abuse

as cited in: *'Working Together to Safeguard Children'* updated 2013, page 85 & 86.

ABUSE: A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (eg via the internet). They may be abused by an adult or adults, or another child or children.

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

EMOTIONAL ABUSE: The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they 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.

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.

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

- 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.

Appendix 2A: Concerned about a child? - referrals to the Cumbria LSCB (the Cumbria Safeguarding Hub)

If you have a serious concern about a child that needs immediate protection and contact the Cumbria Safeguarding Hub (on 0333 240 1727), the operator will ask you to complete an on-line Single Contact Form. A specimen form can be found in the QT Child Safeguarding folder as file: LSCB-SingleContactForm (4214593945).

Where immediate protection is not required you will be expected to complete a single contact form, informed by an Early Help Assessment where possible, in the first instance. More information about (Cumbria) Early Help Assessment can be found in the QT Child Safeguarding folder as file: LSCB-EarlyHelpInfo (4204693647).

If you consider that the child needs an immediate child protection response, continue to report your concern to the Cumbria Safeguarding Hub. They are a team of social workers, police and health workers who will give you advice or take action if required.

Outside office hours: The Emergency Duty Team (EDT) operates an out of hours service (also available on 0333 240 1727). The EDT is one social worker covering the whole county. This service is an emergency-only response with the social worker available to provide a response / advice where the needs of the child indicate this. In the case of an emergency situation arising, the EDT can contact the police.

Note: In the unlikely event that the Safeguarding Hub number is unavailable due to a fault please call 01768 895019. This should only be used in exceptional circumstances and should not be used during office hours (9am to 5pm Monday to Thursday and 9am to 4.30pm Friday).

Please see the [LSCB Information Sharing Protocol](#) for good practice notes and details for sharing confidential information.

Appendix 2B: Received an allegation against staff or volunteers? - referrals to the Cumbria Local Authority Designated Officer (LADO)

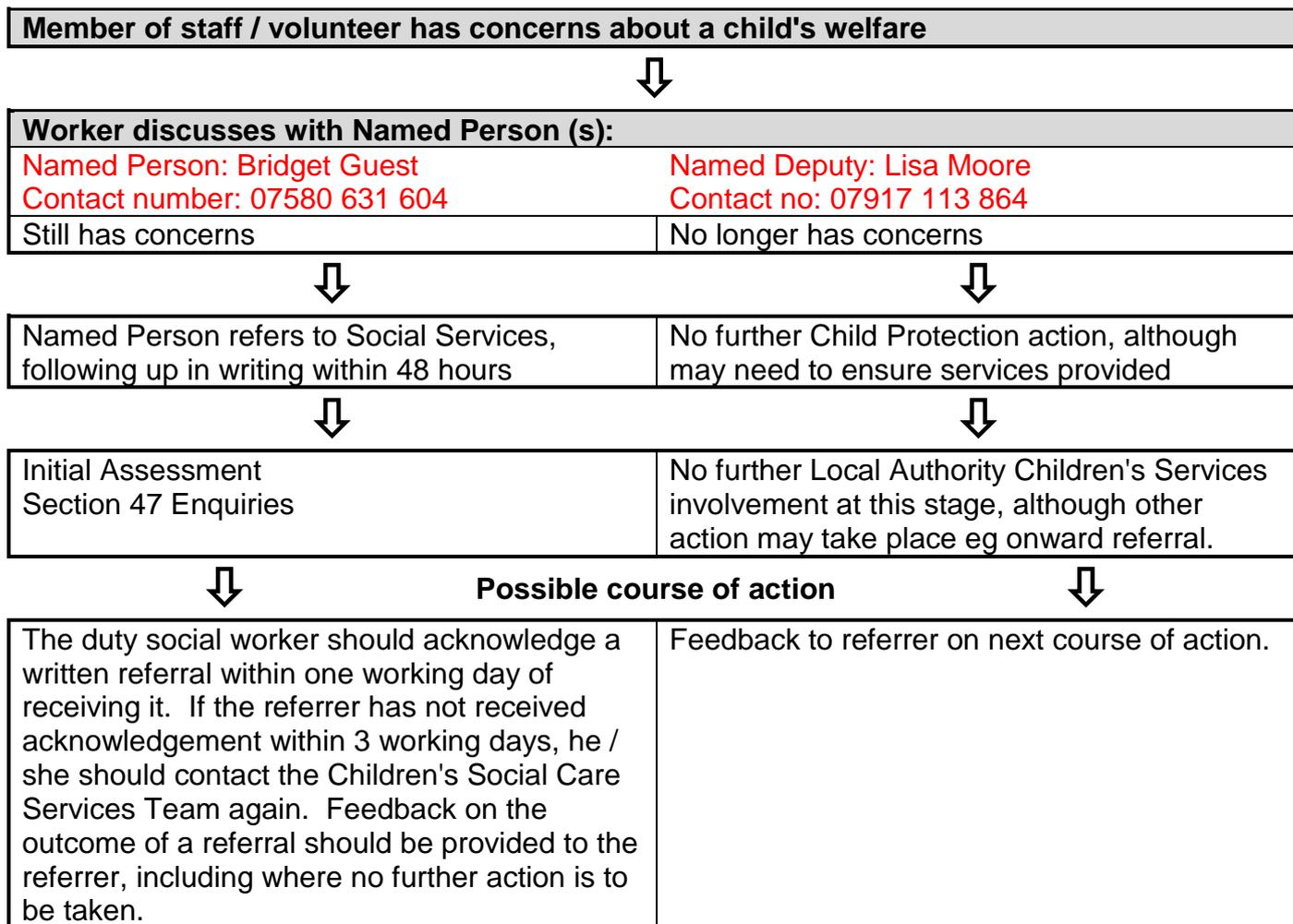
Always contact the Local Authority Designated Officer (LADO), based at the Cumbria Safeguarding Hub on 0333 240 1727, for advice **prior to** investigating the allegation. This is because it might meet the criminal threshold and so your investigation could interfere with a Police or Social Care investigation.

The Cumbria Local Authority Designated Officer (LADO) can also be contacted on 01768 812267 or email: lado@cumbria.gov.uk. The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues.

There is a special LADO Allegations Notification Form for recording any allegations, a copy of which can be found in the QT Child Safeguarding folder as the file: LSCB-LADOAllegationsNotificationForm (4168713469)

The Cumbria Safeguarding Children Board website has more details.

Appendix 3A: Action Decision Chart - Concerns about a child's welfare



Appendix 3B: Action Decision Chart - Allegations about staff / volunteer behaviour

Concern about a member of staff or a volunteer working with children

If a person receives an allegation or has a concern about the behaviour of a member of staff working or volunteering with children and that concern could amount to:

- a. a member of staff or volunteer has behaved in a way that has harmed a child, or may have harmed a child;
- b. possibly committed a criminal offence against or related to a child; or
- c. behaved towards a child or children in a way that indicates they may pose a risk of harm to children.

Then that person should:



Report their concerns

Report concern to the most senior person not implicated in the allegation.



Completion of written record

Complete a written record of the nature of the circumstances surrounding the concern, including any previous concerns. Include where the concern came from and brief details only.



Seek advice before proceeding - initial discussion

Always contact the Local Authority Designated Officer (LADO) for advice prior to investigating the allegation. This is because it might meet the criminal threshold and so your investigation could interfere with a Police or Social Care investigation.

Local Authority Designated Officer (LADO) - 01768 812267 or email: lado@cumbria.gov.uk

The LADO will offer advice on any immediate action required and will assist with employment and safeguarding issues.



Allegations Management Process

If, after your initial discussion with the LADO, it is agreed that the allegation meets the criteria, a record will be logged on the LADO database. A multi-agency meeting may be convened and you will be invited. This might result in criminal investigation, a Social Care investigation and / or an investigation to inform whether disciplinary action is required.



Further Action

Further meetings might be required and these will be convened by the LADO, with your input at all times. Further information on the Allegations Management Process can be found in the Government document: *'Working Together to Safeguard Children 2013'* (p.48)

Appendix 4: Sharing information

This guidance is based on advice given on the Cumbria LSCB website:
www.cumbrialscb.com/professionals/informationsharing.asp

People often have difficulty in assessing whether they can share information with other individuals and organisations. It can feel as if this conflicts with confidentiality policies and with legislation such as the Data Protection and Human Rights Acts. However, if we are to safeguard and promote the welfare of children, we need to pass on concerns about children and their parents / carers. The following key points should help in establishing good practice in information sharing:

1. The safety and welfare of the child must be the primary consideration in deciding whether or not to share information, and always overrides confidentiality.
2. Where possible, speak with the child and / or family about your concerns, what information you will share and with whom. The exception to this is where you believe to do so would put the child or an adult at risk of harm; where you suspect sexual abuse; where you suspect someone of making the child ill, or fabricating illness; or, where sharing your concerns may undermine investigation, detection or prosecution of a serious crime such as child abuse.
3. You should try to respect the wishes of children and families who do not give consent to share confidential information. However, you may judge that there are sufficient concerns regarding the likelihood of harm to a child to override the lack of consent.
4. Seek advice if you are in doubt – especially when you are concerned about risk of harm to a child or anyone else.
5. The information you share should be accurate, up-to-date, only what is necessary for the purpose, shared only with those who need to know it and shared securely (in a way that ensures it cannot be viewed by the wrong person).
6. You should always make a record of your decision as soon as possible, and the reasons for it, whether you decide to share information or not. This should be signed, dated and stored in a secure place.

Appendix 5: Information about Disclosure & Barring Service (DBS) checks

a. Regulated Activity and obtaining Enhanced Disclosure and Barring Service checks

1. Under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012, an individual working unsupervised with children is considered to be engaged in regulated Activity and must have an enhanced Disclosure and Barring Service (DBS) check which will involve a check of the children's barred list, in order to perform their duties.

2. However, an individual working in a directly and permanently supervised position is not considered to be engaged in regulated activity but should still have an enhanced DBS disclosure check. However because they are working in a supervised role the enhanced check will not include a check of the children's barred list.

3. Note that applications for a DBS enhanced check can only be submitted where the applicant is aged 16 or over at the time of making the application.

b. Duty to refer to the Disclosure and Barring Service

1. The Safeguarding of Vulnerable Groups Act 2006 and Protection of Freedoms Act 2012 both make it mandatory to refer anyone known to pose a threat of harm to a child or vulnerable people to the Disclosure and Barring Service (DBS). This means that the designated member of staff responsible for safeguarding must not knowingly employ anyone who poses a risk of harm to children or vulnerable adults, this includes anyone who is believed to have committed a relevant conduct while on the job or who has a record of such conduct.

2. The organisation has a legal duty to refer an employee or volunteer who poses a risk of harm to children or vulnerable adults to the DBS, failure to do so can result in a fine and / or up to 5 years imprisonment. There must be sufficient and solid evidence that the employee or volunteer poses a risk of harm before they can be referred to the DBS. The DBS will not consider evidence based on rumour or unsubstantiated reports. The employer should also inform the police and other relevant authorities if they believe a relevant conduct has occurred.

3. Referral forms can be downloaded from the DBS website: www.homeoffice.gov.uk/dbs.

c. The DBS barring process

1. Whenever new relevant information (such as a conviction or caution) becomes known, the information will be sent to the DBS. The DBS will consider this information, together with other information known on the individual, and decide whether it indicates that the individual poses a risk of harm to vulnerable groups. If so, the DBS will commence its barring process and the DBS will issue a disclosure certificate to the applicant with the barring information.

2. The applicant should be advised by the designated member of staff to make a representation to the DBS regarding the barring information. The DBS will assess the barring information and representation and decide whether to bar the applicant. If there is sufficient barring evidence, the applicant will be placed on either the Children's Barred List or the Vulnerable Adults Barred List or both depending on the offence. The applicant must then be removed from regulated activity.

3. The applicant has the right of appeal to a tribunal and must be advised of this right. Serious offences committed against vulnerable people will lead to automatic barring and the applicant will have no right to make representations or to appeal against a barring decision.

Appendix 6: 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 speak to the appropriate organisations who can listen to and record your concern, and then take appropriate action.

In Cumbria, these are the numbers that you can ring for advice and to make a referral:

1. Cumbria Safeguarding Hub on 0333 240 1727 (see Appendices 2A / 2B above for more details)
2. If you have reason to believe that a child is at immediate risk of harm, contact the police on 999.
3. If you have any concerns about Internet behaviour (eSafety), you should visit the Child Exploitation Online Protection Centre (CEOP) at www.ceop.police.uk
4. The NSPCC Child Protection Helpline: This 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