



Bishop's Stortford Youth Project (Thirst Youth Café)

Safeguarding Policy

Safeguarding Coordinator: Jake Tucker

Safeguarding Deputy Coordinator: Martin Claxton

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1. PURPOSE

The purpose of this policy statement is to protect children and young people who use the facilities, resources and services provided by the Bishop's Stortford Youth Project (BSYP) from harm and abuse by providing our staff and volunteers, as well as children and young people and their families, with the overarching principles and procedures that guide our approach to child protection.

This policy should be read alongside other BSYP policies and guidance, specifically:

- Code of Conduct
- Confidentiality
- Data Protection Policy
- Managing Volunteers
- Recruitment
- Staff Vetting Procedures
- Training
- Volunteers Agreement

Scope

This policy applies to anyone working on behalf of BSYP, including the Board of Trustees, paid staff and volunteers. All employees and volunteers working on behalf of BSYP have a responsibility for the welfare of the children and young people with whom they work and have a duty to ensure that any suspected incident, allegation or other manifestation, relating to child protection is reported using the reporting procedures detailed in this policy (Section 5).

Definitions

For the purpose of this policy harm and abuse may be defined as including, but not necessarily excluded, to:

- Abandonment - a failure to provide adequate care for such a length of time that there is cause for concern.
- Emotional abuse - severe and continuous ill treatment of a person which undermines their self-worth and confidence.
- Spiritual abuse - mistreatment of a person who is in need of spiritual help with the result of undermining their spiritual stability.

- Neglect - a failure to provide basic needs such as food, shelter and warmth.
- Physical abuse - the use of physical violence which can include hitting, shaking, burning and slapping.
- Racial abuse - any form of abuse perpetrated in a way that could reasonably be construed as racially offensive
- Sexual abuse or sexual exploitation - encouraging a child to take part in sexual activities or to behave in a sexually inappropriate way.
- Bullying - behaviour that is hurtful towards another and usually continues over a period of time. This can be physical, cyber (through internet or social networking sites), racial, emotional, verbal or non-verbal

2. MISSION STATEMENT

The Directors and Members of the Charity recognise the importance of its work to children and young people and its responsibility to protect and safeguard the welfare of children and young people entrusted to the charity's care. As a part of its mission, the charity is committed to:

- Valuing, listening to and respecting children and young people as well as promoting their welfare and protection.
- Safe recruitment, supervision and training for all the employees and volunteers within the charity.
- Adopting a procedure for dealing with concerns about possible abuse.
- Encouraging and supporting parents/carers.
- Supporting those using the café who have been affected by abuse.
- Maintaining good links with the statutory childcare authorities and other organisations.

The Directors and Members recognise the need to provide a safe and caring environment for children and young people. It also acknowledges that children and young people can be victims of physical, sexual and emotional abuse, and neglect. The Directors and Members have therefore adopted the procedures set out in this policy. It also recognises the need to build constructive links with statutory and voluntary child protection agencies. The policy is based on a model published by the Christian charity 'thirtyone:eight' (formerly the Churches' Child Protection Advisory Service, CCPAS). The Directors and Members undertake to file a copy of the policy with thirtyone:eight and social services, and any amendments subsequently published. The Directors and Members agree not to allow the document to be copied by other organisations. The Directors and Members are committed to on-going child protection training for all volunteers and employees working with children and youth, and will

regularly review the operational procedures attached. The Directors and Members also undertake to follow the principles found within the Abuse of Trust guidance issued by the Home Office and it is therefore unacceptable for those in a position of trust to engage in any behaviour which might allow a sexual relationship to develop for as long as the relationship of trust continues.

3. LEGAL FRAMEWORK

This policy has been drawn up on the basis of UK legislation that seeks to protect children. It also reflects NSPCC guidance on best practice for Safeguarding policies. It may at any point be updated to reflect developments and changes as required.

4. RECRUITMENT

The Leadership will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for each post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed*
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified*
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period*
- The applicant has been given a copy of the organisation's Safeguarding Policy and knows how to report concerns.

*applicable to employees

5. REPORTING PROCEDURES

The procedures for reporting any safeguarding concerns are described in the Safeguarding Flow Chart (Appendix 1). All BSYP staff should familiarise themselves with the Flow Chart.

All allegations should be treated in confidence and only shared with the individuals or organisations identified with specific safeguarding responsibilities in the reporting procedures.

All stages of the reporting procedure must be followed. Any suspicion or allegation of abuse must be recorded, preferably by the staff member to whom the concern was first raised or identified and then passed to the Lead Safeguarding Coordinator (or Deputy if the Lead is unavailable). It should be kept strictly confidential and stored securely in line with the General Data Protection Regulations.

Following receipt of the report the Lead or Deputy Safeguarding Coordinator will consult with 'thirtyone:eight' for advice on how to proceed. Following this, social services and/or emergency services will be notified when this is deemed appropriate.

6. ALLEGATIONS AGAINST EMPLOYEES OR VOLUNTEERS

When any form of complaint is made against an employee or volunteer it must be taken seriously and the complaint should be dealt with initially by the most senior staff member on site at the time the complaint is made. The senior staff member present should report the complaint to the Lead/Deputy Safeguarding Coordinator or one of the Trustees if they are unavailable.

If the complaint is against a member of staff the complaint should be taken directly to the Lead Safeguarding Coordinator. If the complaint is against the Lead Safeguarding Coordinator the complaint should be taken directly to the Chair of the Trustees.

The Safeguarding Coordinator should obtain an account of what has occurred from all relevant parties, including the person against whom the allegation has been made.

The Safeguarding Coordinator will have the right to suspend from duty and/or the premises any person who is a party to the allegation until a full investigation has been made. This action does not imply in any way that the person suspended is responsible for or is to blame for any action leading up to the complaint. The purpose of any such suspension is to enable a full and proper investigation to be carried out in a professional and impartial manner.

The Safeguarding Coordinator will consult with 'thirtyone:eight' for further advice on how to proceed as outlined above in Section 5 and ensure the Trustees are kept informed.

The Safeguarding Coordinator should make a full written report of the incident and the actions taken. This report will be stored securely following the procedures detailed in the Data Protection Policy. If the complaint is against the Lead Safeguarding Coordinator then the Chair of the Trustees should make the report.

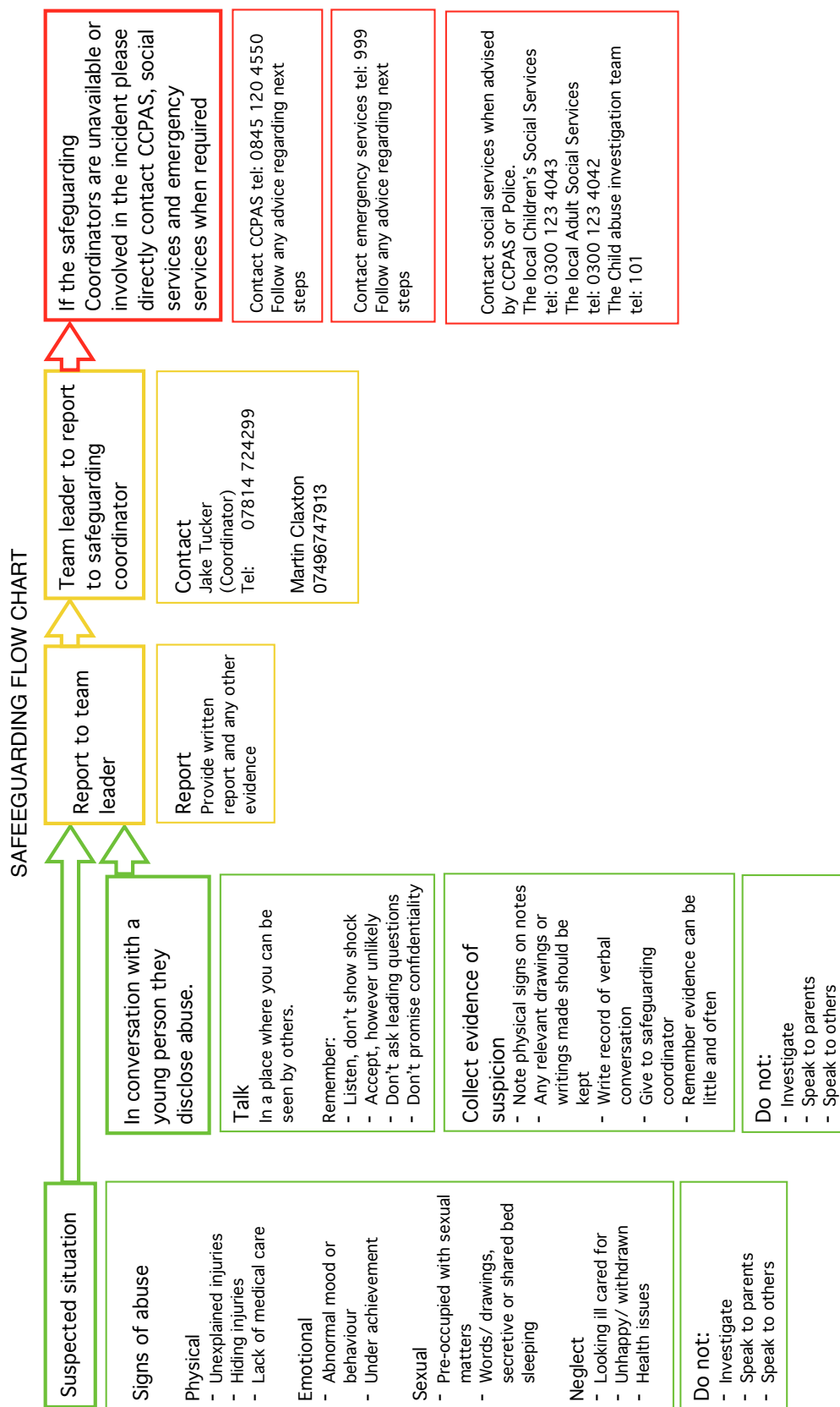
7. WORKING WITH PARTNER ORGANISATIONS

From time to time BSYP may enter into partnerships with other organisations including those who use BSYP premises. BSYP expects that all partnering organisations will work within our safeguarding policy, or have their own procedure in place. Equally those using our facilities for a one off event should have a duty of care towards all those attending. Organisations in partnership agreement with BSYP should be able to demonstrate:

- Where relevant the organisation is affiliated or registered to a reputable or professional governing body
- The staff are suitably qualified or experienced to provide this service or activity
- Staff or volunteers of the partnership organisation have been vetted and cleared to work with young and vulnerable people in accordance with the DBS's disclosure procedures when required to do so

APPENDIX 1

Safeguarding flowchart



APPENDIX 2

Leadership Safeguarding Statement

The Directors and Members recognise the importance of their work with children and young people and adults in need of protection and its responsibility to protect everyone entrusted to our care.

The following statement was agreed by the Directors and Members on:

Bishops Stortford Youth Project is committed to the safeguarding of children and vulnerable adults and ensuring their well-being. Specifically:

- We recognise that we all have a responsibility to help prevent the physical, sexual, emotional abuse and neglect of children and young people (those under 18 years of age) and to report any such abuse that we discover or suspect.
- We believe every child should be valued, safe and happy. We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.
- All children and young people have the right to be treated with respect, to be listened too and to be protected from all forms of abuse.
- We recognise that we all have a responsibility to help prevent the physical, sexual, psychological, financial and discriminatory abuse and neglect of vulnerable adults and to report any such abuse that we discover or suspect.
- We recognise the personal dignity and rights of vulnerable adults and will ensure all our policies and procedures reflect this.
- We believe all adults should enjoy and have access to every aspect of the life of the place of worship/organisation unless they pose a risk to the safety of those we serve.
- We undertake to exercise proper care in the appointment and selection of all those who will work with children and vulnerable adults.

We are committed to:

- Following the requirements for UK legislation in relation to safeguarding children and vulnerable adults and good practice recommendations.
- Respecting the rights of children as described in the UN Convention on the Rights of the Child.
- Implementing the requirements of legislation in regard to people with disabilities.
- Ensuring that workers adhere to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Following any organisational guidelines in relation to safeguarding children and adults in need of protection.
- Supporting the safeguarding coordinators in their work and in any action they may need to take in order to protect children/vulnerable adults.
- Ensuring that everyone agrees to abide by these recommendations and the guidelines established by this organisation.
- Supporting parents and families
- Nurturing, protecting and safeguarding of children and young people
- Supporting, resourcing, training, monitoring and providing supervision to all those who undertake this work
- Supporting all in Thirst Youth Cafe affected by abuse.
- Adopting and following the 'Safe and Secure' safeguarding standards developed by 'thirtyone:eight' (formerly the Churches' Child Protection Advisory Service.)

We recognise:

- Children's Social Services has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child. Adult Social Care has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a vulnerable adult.
- Where an allegation suggests that a criminal offence may have been committed, the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies in the country in which we operate, and their procedures followed, and in addition we will report concerns to our agency's headquarters.
- Safeguarding is everyone's responsibility.

We will review this statement and our policy and procedures annually.

If you have any concerns for a child or vulnerable adult then speak to one of the following who have been approved as safeguarding co-ordinators for this organisation.

Jake Tucker - Child and Adult Safeguarding Coordinator

Martin Claxton - Deputy Child and Adult Safeguarding Coordinator

A copy of our safeguarding policy has been lodged with CCPAS and Herefordshire Local Government Agency with Safeguarding responsibility (state who).

Signed by leadership/organisation

Signed



Date 08/01/2021

APPENDIX 3

Safeguarding poster

Safeguarding is a priority here

We are committed to creating safer places by following statutory guidelines on good working practice.



Your safeguarding team:

Safeguarding lead

Jake Tucker 07814724299



Deputy Safeguarding lead

Martin Claxton 07496747913



A copy of our safeguarding policy is available upon request.

In an emergency, or for independent advice call thirtyone:eight on:

0303 003 11 11

With safeguarding support from:



Thirtyone:eight is an independent Christian safeguarding charity.
Charity No: 1004490. Scottish Charity No: SCO40578. Company No: 2646487