

Safeguarding policy for children and young people

Last reviewed: 15/09/2024
Next Review Date: 15/09/25

Policy statement

Fences & Frontiers is committed to prioritising the well-being of all children and young people at risk, promoting safeguarding at all times, including at all programmes and events we run.

We believe that everyone working and/or volunteering at Fences and Frontiers has a responsibility to promote the welfare of all children, to keep them safe and to prioritise their protection. We will make sure that all children and vulnerable adults have the same protection regardless of refugee status, race, religion or belief, age, disability, gender reassignment, sex, or sexual orientation.

This policy strives to minimise risk, deliver positive experiences for all involved in Fences & Frontiers, and respond appropriately to all safeguarding concerns or disclosures."

Introduction

The purpose of this policy statement is:

- To protect children and young people who receive Fences & Frontier's services from harm.
- To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection.

This policy applies to anyone working or volunteering on behalf of Fences & Frontiers. This includes, but is not limited to senior managers, the board of trustees, paid staff, volunteers, and students.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

Supporting documents

This policy should be read in conjunction with our other safeguarding and health and safety documents including: [These are available on our website here.](#)

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- The welfare of children is paramount in all the work we do and in all the decisions we take all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other variables.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting them
- Appointing a Designated Safeguarding Lead for children and young people

- Adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers including
- Developing and implementing an effective online safety policy and related procedures
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- Recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- Recording, storing and using information professionally and securely, in line with data protection legislation and guidance
- Making sure that children, young people and their families know where to go for help if they have a concern
- Using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- Using our procedures to manage any allegations against staff and volunteers appropriately Ensuring that we have effective complaints and whistleblowing measures in place
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- Building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns
- Implementing the code of conduct for staff and volunteers
- Publicising our Safeguarding Policy on the [website](#).

Processes

Dealing with an incident or disclosure

If a staff member, trustee or volunteer has concerns about the welfare of a child or young person and believes they are suffering or likely to suffer abuse or neglect, they must report this as set out in the section below labelled, **Procedure in the event of an incident or allegation or disclosure made to a staff member, trustee or volunteer**

Staff, trustees and volunteers in whatever circumstances should be clear that cooperating, sharing information, joint working and addressing barriers are likely to lead to better outcomes where a safeguarding incident is being dealt with.

This means early sharing of information is the key to providing an effective response where there are emerging concerns.

Procedure in the event of an incident or allegation or disclosure made to a staff member, trustee or volunteer

In the event of an incident or disclosure:

DO

- Make sure the individual is safe
- Assess whether emergency services are required and if needed call them
- React calmly to information being shared regardless of its nature
- Take all necessary precautions to preserve forensic evidence
- Ascertain and establish the facts
- Record the events in writing (hard copy or soft copy) including dates, times, places, persons present, and stick to the facts
- Explain areas of confidentiality
- As soon as possible consult with the Designated Safeguarding Lead
- Make referrals/seek advice as agreed with the Designated Safeguarding Lead

DO NOT

- Ignore the allegation/disclosure

- Confront the alleged abuser
- Be judgemental; voice your own opinion, or dismiss the concern
- Investigate or interview beyond that which is necessary to establish the basic facts
- Ask leading questions, assume information, make promises
- Elaborate in your notes
- Assume that someone else will pass on information which they think may be critical to the safety and wellbeing of the adult

Any suspicion, allegation or incident of abuse must be reported to the Designated Safeguarding Lead on that working day where possible.

This report should include information in relation to:

- The date, the time, the place where the alleged abuse happened
- Your name and the names of others present
- The name of the complainant and, where different, the name of the adult who has allegedly been abused
- The nature of the alleged abuse
- A description of any injuries observed
- The account which has been given of the allegation

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. This is a task for the professional adult protection agencies, following a referral from the designated child protection officer.

Process for responding when an allegation or disclosure of abuse is made

The Designated Safeguarding Lead (DSL) shall advise the staff / volunteer member on who they should contact and what information should be provided.

If worried about a child or young person, this will be reported to:

- Lambeth Council Children's Social Care:
Tel: 020 7926 5555
Email: helpandprotection@lambeth.gov.uk
- Multi-agency Referral form, visit:
<https://forms.lambeth.gov.uk/MULTI-AGENCY-REFERRAL-FORM/launch>
- NSPCC Helpline 0808 800 5000 We are committed to reviewing our policy and good practice annually

- The Police should be contacted on 101 or 999 in an emergency or if the staff member, **volunteer or trustee believes or suspects that a crime has been committed.**

A written record of the telephone report shall be made by the Staff member with support from the manager if necessary. The report must include the date and time of the report and the name and position of the person to whom the matter is reported in the Safeguarding Team.

The telephone report must be emailed to the Safeguarding Team within 2 working days of the telephone conversation taken place.

Data Protection

Data Protection Ensure that personal information is kept confidential unless we have the agreement of the individual and/or their parent/guardian, except where it is necessary to pass this to a specialised child welfare or law enforcement agency in relation to a safeguarding incident. (For more detailed guidance, refer to the [Privacy statement](#)).

Recruitment and interview process

Safe recruitment and vetting processes are followed for all volunteers, employees, consultants and partners.

Where an employee, volunteer or partner is engaged in 'regulated activity' (direct work with vulnerable individuals), a criminal background check will be undertaken as part of the recruitment process.

All employees and volunteers must sign and abide by this safeguarding policy and the Code of Conduct. The code sets out the standards of practice we expect of employees and volunteers - in terms professional competence, integrity, acting as a representative and in safeguarding - which support our vision, mission and values.

Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) is the main source of support, advice and expertise for safeguarding at Fences & Frontiers.

The role includes:

- Advising and supporting trustees and staff to develop and establish the organisation's approach to safeguarding.
- Playing a lead role in maintaining and reviewing Fences & Frontiers safeguarding plan.

- Coordinating the distribution of policies, procedures and safeguarding resources throughout the organisation.
- Advising on training needs and development, providing training where appropriate.
- Provide safeguarding advice and support to staff and volunteers.
- Managing safeguarding concerns, allegations or incidents reported to Fences & Frontiers
- Managing referrals to key safeguarding agencies (eg social services or police) of any incidents or allegations of abuse and harm.

Contact details

Designated Child Protection Lead for Fences & Frontiers

Bethan Illman

bethan.illman@fencesandfrontiers.org

07596669907

Further sources of information

Lambeth Council Children's Services

- Tel: 020 7926 5555

Email: helpandprotection@lambeth.gov.uk

To complete a Multi-agency Referral form, visit:

<https://forms.lambeth.gov.uk/MULTI-AGENCY-REFERRRRAL-FORM/launch>

- NSPCC Helpline 0808 800 5000 We are committed to reviewing our policy and good practice annually

Signature

Name: Bethan Illman

Position: Trustee and Designated Safeguarding Lead

Signed:

B. Moran

Date: 15.09.24

Annex 1

Safeguarding Report

Complete this form after a child protection or safeguarding incident and pass to the nominated child protection/safeguarding lead.

Details of child and parents/carers		
Name of child:		
Gender:	Date of birth:	Nationality:
Ethnicity:	Language:	Additional needs:
Name(s) of parent(s)/carer(s):		
Telephone number:		

Child's home address and address(es) of parents:

Your details

Name:

Role:

Date and time of incident:

Please mention if you are reporting you own concerns or responding to concerns raised by someone else:

If you are responding to concerns raised by someone else, please provide their contact details:

Please provide details of the incident or concerns you have (include date, time, detailed description of any injuries). Please inform us whether information is first hand or on the account of others, including any other relevant details:

Please detail the child's account/perspective

Please provide details of any witness of the incident or person who shares the concerns

Has the situation been discussed with the nominated child protection/safeguarding lead?

Have you informed the statutory child protection authorities? – Please provide with details(Police/Local Authority Children’s services)

Action agreed with Child Protection Authorities:

What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates: