

## **SAFEGUARDING CHILDREN AND YOUNG PEOPLE POLICY**

### **1. Introduction**

The US Charitable Trust recognises that all the people using its services have the same human value, rights and responsibilities as anyone else. They should therefore be shown the same dignity and respect as others in society. The US Charitable Trust condemns all forms of abuse and neglect.

A child or young person in need is defined under the Children Act 1989 as a child who is unlikely to achieve or maintain a reasonable level of health or development, or whose health and development is likely to be significantly or further impaired, without the provision of services; or a child who is disabled. Local authorities are required to provide services for children in need for the purposes of safeguarding and promoting their welfare. Children in need may be assessed under Children Act 1989 and 2004.

If the US Charitable trust has reasonable cause to suspect that a child or young person is suffering, or likely to suffer, significant harm they have a duty to make enquires under section 47 to enable them to decide whether the charity should take any action to safeguard and promote the child's welfare. This duty also applies if a child is subject to an emergency protection order (Children Act 1989, 2004) or in police protective custody, Children Act 1989 and 2004.

### **2. Definition of Abuse**

- There are four main types of abuse: physical; emotional; sexual; and child neglect. It is always wrong and must always be stopped.
- Abuse is a violation of an individual's human and civil rights by any other person or persons (*D.O.H. 'No Secrets' Report*)
- Abuse is when a person or persons have caused harm, or may be likely to do so, to the physical, sexual, emotional, financial or material wellbeing of a vulnerable young person.
- Harm may be caused by direct acts or by failure to provide adequate care. It may be systematic and repeated or may consist of a single incident.

### 3. Definition of Vulnerability

The Law Commission (1995) defined a vulnerable young person as someone:

“Who is in need of community care services by reason of mental or other disability, age or illness and who is or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.

### 4. Forms of Abuse

Abuse, which is a misuse of power, can take many forms including the following:

- **Physical abuse** (including actual or threatened physical attacks, verbal assault or neglect.)
- **Sexual abuse** (including rape, other sexual assault, threatened touching or inappropriate sexual remarks.)
- **Emotional abuse** (including any actions or comments which fail to show dignity and respect for the individual.)
- **Financial abuse** (including misappropriation of the personal finances of people using our services, borrowing from people using our services etc.)
- **Neglect**, which is a failure to properly care for the physical and emotional needs of the person and to protect them from harm.
- **Institutional abuse** where the rituals and routines mean individuals have to sacrifice their lifestyle to conform with those of the institution
- **Discriminatory abuse** (including that based on a person's race, nationality, gender, sexual orientation, disability, age, religion & social status)
- **Media** (social media and use of mobile phones)

#### 4.1 Guidance of Potential Signs of abuse

- Any injuries not consistent with the explanation given for them,
- Injuries, which occur to the body in places, which are not normally exposed to falls or games,
- Unexplained bruising, marks or injuries on any part of the body,
- Bruises, which reflect hand marks or fingertips (from slapping or pinching),
- Cigarette burns,

- Bite marks,
- Broken bones,
- Scalds,
- Injuries, which have not received medical attention,
- Neglect-under nourishment, failure to grow, constant hunger, stealing or gorging food, untreated illnesses, inadequate care,
  
- Repeated urinary infections or unexplained stomach pains. Changes in behaviour, which can also indicate physical abuse:
  
- Fear of parents being approached for an explanation,
- Aggressive behaviour or severe temper outbursts,
  
- Flinching when approached or touched,
  
- Reluctance to get changed, for example, wearing long sleeves in hot weather,
  
- Depression,
  
- Withdrawn behaviour,
  
- Running away from home. Emotional signs of abuse

The physical signs of emotional abuse may include:

- A failure to thrive or grow particularly if a child puts on weight in other circumstances: e.g. in hospital or away from their parents' care,
- Sudden speech disorders,
- Persistent tiredness,
- Development delay, either in terms of physical or emotional progress.

Changes in behaviour, which can also indicate emotional abuse, include:

- Obsessions or phobias,
- Sudden under-achievement or lack of concentration,
- Inappropriate relationships with peers,
- Being unable to play,
- Attention seeking behaviour,
- Fear of making mistakes,
- Self-harm,
- Fear of parent being approached regarding their behaviour. Sexual Abuse.

The physical signs of sexual abuse may include:

- Pain or itching in the genital/anal area,
- Bruising or bleeding near genital/anal areas,
- Sexually-transmitted disease,
- Vaginal discharge or infection,
- Stomach pains,
- Discomfort when walking or sitting down,
- Pregnancy.

Changes in behaviour, which can also indicate sexual abuse, include:

- Sudden or unexplained changes in behaviour e.g. becoming withdrawn or aggressive,
- Fear of being left with a specific person or group of people,
- Having nightmares,
- Running away from home,
- Sexual knowledge which is beyond their age or developmental level,
- Sexual drawings or language,

- Bedwetting,
- Eating problems such as over-eating or anorexia,
- Self-harm or mutilation, sometimes leading to suicide attempts,
- Saying they have secrets they cannot tell anyone about,
- Substance or drug abuse,
- Suddenly having unexplained sources of money or expensive gifts,
- Not allowed to have friends (particularly in adolescence),
- Acting in an inappropriate sexually explicit way with young people.  
Neglect      The physical signs of neglect may include:
- Constant hunger, sometimes stealing food from other children,
- Constantly dirty or smelly,
- Loss of weight or being constantly underweight,
- Inappropriate dress for the conditions. Changes in behaviour which can also indicate neglect include:
- Complaining of being tired all the time,
- Not requesting medical assistance and/or failing to attend appointments,
- Having few friends,
- Mentioning being left alone or unsupervised.

#### **4.2**

All our staff are required to have Enhanced DBS certificates and we apply for them.

In addition our staff must produce them for Newman Catholic College or any other school we work in.

#### **4.3 Disclosure procedure and guidance on how to act**

- Do treat any allegations seriously and act at all times towards the

child/vulnerable young people as if you believe what they are saying.

- Do tell the child/vulnerable young person they are right to tell you.
- Do reassure them that they are not to blame.
- Do tell the child/vulnerable young person what you are doing, when, and who you have to tell, and keep them up to date with what is happening.
- Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately.
- Do write down everything said and what was done. DON'T
- Don't make promises you can't keep.
- Don't interrogate the child/vulnerable young person – it is not your job to carry out an investigation – this will be up to police officers or social workers, who have experience in this.
- Don't cast doubt on what the child/vulnerable young person has told you, don't interrupt them or change the subject.
- Don't say anything that makes the child/vulnerable young person feel responsible for the abuse.
- Don't do nothing – make sure you tell your nominated Safeguarding vulnerable young person immediately – they will know how to follow this up and where to contact for further advice.
- Contact Details of whom to contact with safeguarding

#### **4.4 issues: First point of contact within US:**

Mrs. Serena Balfour  
07775520320  
Miss. Tiffany Li  
07415319353

#### **In parallel, contact must be made with NCC, as within their legal jurisdiction:**

The Newman Catholic College safeguarding teachers are:

Mr. Andrew Dunne safeguarding lead 07407730928

Ms. Goodin lead learning mentor 020 8965 3947  
Ms. English by SEN & CLA coordinator 020 8965 3947

Procedure dictates that US will contact directly the correct authority at NCC and then within police or social services dependent on event, and all activity will be recorded in a an incident book, with all relative names, dates and times.

### **Thirds parties details**

Our Police officers are PC Gary Weedon and  
PCSO Richard Perrett 07824700498

Contact Brent Social Services 020 89374300

**Brent Social Services – Child protection and care**  
[www.brent.gov.uk/services-for-residents/children](http://www.brent.gov.uk/services-for-residents/children)

Brent Council Vulnerable Young Person Protection and Care Safeguarding Service

HOW TO REPORT ABUSE AGAINST A VULNERABLE CHILDREN OR YOUNG PERSON. If you, or a young person you know is at risk, contact Brent children and family support social services on Telephone 020 8937 4300 or email [family.frontdoor@brent.gov.uk](mailto:family.frontdoor@brent.gov.uk) (Monday to Friday between 9am and 5pm).

Outside normal hours contact Brent Council's Emergency Duty Team on Telephone 020 8863 5250.

### **4.5 Reporting procedures:**

The designated safeguarding officers (DSO) are, first contact Mrs. Serena Balfour (founder & trustee) on 07775520320, if not available contact deputy SO, Tiffany Li on 07415319353. Make sure relevant emergency services have been notified if needed.

Both safeguarding officers work at the charity full time, and they will be in charge of organising annual safeguarding training for all employee including volunteers. Also, making sure they review systems and procedures annually. Both would attend external safeguarding meetings and forums. All training will be refreshed periodically in line with guidance from **the US Charitable Trust** local safeguarding board- [London Youth](#) (LADO) .

Text all information to both Mrs. Balfour and Miss. Li with all relevant information and write an accurate report with times and dates in the incident book in US office on NCC premises. If possible and warranted stay with the individual till more professional support is available to relieve you.

Taking care to keep them secure and safe and calm. Listen with kindness and patience anything they wish to tell you, but do not probe.

If a complaint or report is made towards a member of **the US Charitable Trust** employees. Please either report within the incident book on NCC premises or email Mrs. Serena Balfour with a detailed account of what has happened.

[S.balfour@uscharitabletrust.org](mailto:S.balfour@uscharitabletrust.org)

Please refer to the complaint procedure for information on how to report. A template of the reporting form is below (Appendix A).

## **5.0 Objectives**

The primary purpose of this policy is to ensure, so far as is reasonably practicable, that young people using our services do not suffer from abuse or neglect. Where incidents of abuse or neglect are reported or suspected, **The US Charitable Trust** will seek to deal with such incidents as speedily as possible, providing positive help, support and assistance to the alleged victim, and taking action against alleged perpetrators wherever possible.

## **6.0 Strategy**

In order to achieve the above objectives, **The US Charitable Trust** will:

**6.1** Take up two written references and undertake enhanced Criminal Record Bureau checks on all new staff, including volunteers.

**6.2** Ensure that all staff working directly with people using our services are informed of **The US Charitable Trust** stand against abuse and neglect, and receive training in abuse awareness including instruction in what to do if:

- Someone tells them that they are being abused
- They suspect that a person is being abused
- A third party reports suspected abuse to them

**6.3** **The US Charitable Trust** will take a victim based approach to reports of abuse and neglect. Any person reporting an alleged incident of abuse or neglect will be treated with dignity and respect. Where an allegation has been made in good faith the person making the allegation will be treated without prejudice in the future, even if the allegations prove to be unfounded. The alleged victim will be offered assistance where required (e.g. from an advocate) in order to make their allegation, and offered help, support and most importantly protection from the risk of further incidents of risk. Report as per 4.4 above.

**6.4** **The US Charitable Trust** will be careful to protect the service user's right to confidentiality, however if the young person is of danger or in instances where confidentiality will have to be broken, the US employees must not promise complete



confidentiality in case of such instances. **The US Charitable Trust** will establish clear guidelines as to who needs to be informed regarding different forms of alleged abuse or neglect in different projects. Those needing to be informed may include Social Services, the Police, and the Commission for Social Care Inspection and Supporting People.

**6.5** **The US Charitable Trust** will consult with staff, other professionals and service users about the operation of this policy.

**6.6** Where a member of staff is accused or suspected of abuse or neglect they will be subject to **The US Charitable Trust's** disciplinary procedures, and may be subject to criminal prosecution. A member of staff who fails to report an incident of abuse or neglect will also be subject to **The US Charitable Trust's** disciplinary procedure.

### **6.7 Safer Recruitment**

**The US Charitable Trust** is committed to providing the best possible care to its students and to safeguarding and promoting the welfare of young people. The US Charitable Trust is also committed to providing a supportive and flexible working environment to all its members of staff/volunteers. The charity recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff/volunteers who share in this commitment.

**The US Charitable Trust** is clear that all employees, trustees and volunteers have responsibility in safeguarding the young people we work with. In fulfilling their duty of care to our young people, employees, trustees and volunteers need to take steps to safeguard and take responsibility for the young people.

This means

- acting in their best interests
- taking all reasonable steps to prevent any harm to them
- assessing and managing risk
- putting safeguarding policies and procedures in place
- undertaking ongoing monitoring and reviewing to ensure that safeguards are being implemented and are effective
- responding appropriately to allegations of abuse
- Making sure they understand the part they play regarding safeguarding children, young people and vulnerable adults
- Co-operating with managers in following the safeguarding arrangements set out in this policy
- Reporting any suspicions of abuse or neglect to a Designated Safeguarding Officer
- Reporting any concerns about the behaviour of any members of staff, volunteers or contractors towards children, young people or vulnerable adults

Please refer to the safer recruitment policy, equal opportunity policy and the staff and volunteer handbook for more information.

### **Responsibilities of the designated safeguarding officer:**

- The Designated Safeguarding Officer are the first point of contact for all employees and volunteers to go to for advice if they are concerned about a young person (this may also need to be out of hours so staff and volunteers should always know how to contact them);
- They have a higher level of safeguarding training and knowledge than the rest of the employees.
- They are responsible for ensuring that the charity safeguarding policy is kept up to date every 2 years;
- They ensure that they comply with [safe recruitment procedures](#) for new staff members and their induction.
- They support staff to assist in information regarding concerns and support decision making about whether staff concerns are sufficient enough to notify Children's Social Work Services or whether other courses of action are more appropriate.
- They ensure that concerns are logged and stored securely, such as risk assessment and grievance logs.
- They have joint responsibility with the founder to ensure that the charity's safeguarding policy and related policies and procedures are followed and regularly updated;
- They are responsible for promoting a safe environment for children and young people;
- They know the contact details of relevant statutory agencies eg Children's Social Work Services (CSWS), Police, Local Safeguarding Children Board, and the [Local Authority Designated Officer](#) (LADO) for allegations against staff.

## **6.8 Partnership**

The **US Charitable Trust** delivers programs to young people. All our young people attend school, we therefore deliver our programs within the premise of partner school's or online. When engaging with a new partner, the US Charitable Trust must ensure that the organisation provides the relevant policies, information and evidence to show that they are compliant with all statutory procedures. As an example of such evidence is the contact details of health and safety staff member, safeguarding, fire safety, counselor, disability access and first aiders (Safeguarding Disabled Children 2009). If the partner organisation does not have these elements, a detailed explanation why must be obtained. This will then be reviewed by the US senior management.

Making sure that safeguarding regulations are followed, a staff member of the partner school will have to be present during each program, team meeting about the programs delivered to the young people attending the relevant school. This will help ensure that safeguarding is constantly being monitored.

Please refer to the New Partner Checklist for more information.

## **6.9 First Aid**

The US Charitable Trust is committed to provide, so far as is reasonably practicable, a safe and healthy environment for all charity programs, with capable and adequately trained and supervised staff and with procedures to protect the health, safety and welfare of all staff, young person and other people including contractors and the public who visit the school or become involved in these activities.

The US Charitable Trust and partner schools have:

- Familiarised themselves with the subject-specific risk assessments so that they are aware of program delivered, teaching-related hazards.
- Trips which is taken outside of school, will need to have at least 1 member of staff with a qualified and up to date first aid training.
- Familiarise themselves with the additional needs of individual young person
- Never move a casualty unless the casualty is in immediate danger.
- Refer young person with minor injuries to a First Aider. They may be accompanied by another young person where appropriate.

## **7.0 Accidents and Incidents**

In accordance to the location which the program is delivered, in most cases in partner schools. In the case that an accident or incident occurs out of school, such as a trip. The safeguarding officer will attend to the young person. All records will be written down in that instance and saved online at a later date. All records will be shared amongst the relevant safeguarding lead at the partner school or to the parent/caregiver.

- If a young person has an accident which requires urgent hospital treatment, the safeguarding office and first aider is responsible for calling an

ambulance.

- In the case of non-urgent hospital treatment parents will be informed immediately and arrangements made for the parents to collect their child.
- In accordance with the Reporting of injuries, Diseases and Dangerous Occurrences Regulation 1995 (RIDDOR) all major injuries (see H.S.E Gov for list) will be reported to the H.S.E.
- Where a young person requires medication regularly, a meeting is held with the lead welfare officer and US member of staff and a plan is set out, outlining the frequency of the medication and dosage. The parent also signs a letter to consent that the Welfare Officer can administer the medication (Working Together to Safeguarding Children 2018).
- All incidents are counted and reviewed half termly. These are analysed for information and trends.

## 7.1 Code of conduct

The US Charitable Trust aims to ensure that there is consistency in what is expected of the employee, volunteer and charity. It sets out guidance for employees, volunteer and other adults working with young people, with the intention of minimising the risk of being accused of improper conduct, particularly towards the young people with whom they come into contact during the course of their work. It makes clear the conduct considered acceptable, and clearly indicates what action will be taken if charity policies are broken.

Please refer back to the staff and volunteer code of conduct for more information.

## 7.2 Media

The US Charitable Trust believes that social media safety is of paramount importance. Working hours should be used for activities related to the charity, any misuse in the charities social media may lead to disciplinary action. Employees are permitted reasonable personal use of the internet during lunch breaks. Employees should not engage in inappropriate use of social media sites, either inside or outside of working hours, which may bring themselves, the charity into disrepute. Employees should not have contact with any young person through social media (unless the young person are family members) and should exercise caution when posting photographs and/or comments so that professional standards are maintained and employees do not compromise themselves or the charity.

Appendix A

# INCIDENT REPORT FORMAT

*To be completed by staff within 12 hours of incident/accident*

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Incident Date: \_\_\_\_\_ Incident Time: \_\_\_\_\_  
Injured Person Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Numbers: \_\_\_\_\_  
Male/Female: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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**Details of Incident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Who was injured person? \_\_\_\_\_  
Injury Type: \_\_\_\_\_

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Does Injury require Hospital/Physician? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
Hospital Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Hospital Phone Numbers: \_\_\_\_\_  
Injured person/Party Signature/Date: \_\_\_\_\_ / \_\_\_\_\_

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**Important Notes and Instructions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name of Approved By: \_\_\_\_\_ Signature: \_\_\_\_\_