

## **INTRODUCTION**

The Lindley Educational Trust is committed to safeguarding the welfare of all children, young people and young adults with whom it works by protecting them from physical, sexual and emotional harm.

The Lindley Educational Trust is committed to:

- taking into account in all its considerations and activities the interests and well-being of young people;
- respecting the rights, wishes and feelings of the young people with whom it is working
- taking all reasonable practicable steps to protect them from physical, sexual and emotional abuse, and
- promoting the welfare of young people and their protection within a relationship of Trust.

## **PROVIDING A SAFE ENVIRONMENT FOR CHILDREN AND YOUNG PEOPLE**

### **Recruitment and training of staff and volunteers**

The Lindley Educational Trust recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure unsuitable people are prevented from working with children.

Pre-selection checks must include the following:

All volunteers/staff must complete an application form. The application form will elicit information about an applicant's past including any gaps in employment.

All staff/volunteers will be required to provide a Criminal Records Bureau enhanced disclosure check.

Two confidential references. These references must be taken up and confirmed through telephone contact.

### **Interview and Induction**

All employees (and volunteers) will be required to undergo an interview carried out to acceptable protocol and recommendations. All employees and volunteers should receive an induction, during which:

A check is made that the application form has been completed in full, any gaps in employment are identified and evidence provided for them and a Criminal Records Bureau enhanced disclosure check received prior to an appointment being made. In addition:

Their qualifications are to be substantiated.

The job requirements and responsibilities are clarified.

Child protection procedures are explained and training needs are identified.

The employee or volunteer signs up to the Trust's Code of Ethics and Conduct and Child Protection policy.

## **Training**

In addition to pre-selection checks, the safeguarding process includes training after recruitment to help staff and volunteers to:

Analyse their own practice against established good practice, and to ensure their practice is not likely to result in allegations being made.

Recognise their responsibilities and report any concerns about suspected poor practice or possible abuse.

Respond to concerns expressed by a child or young person.

Work safely effectively with children and young people

The Lindley Educational Trust requires:

The designated child protection representative and their deputy and the designated trustee for child protection to attend child protection training to ensure their practice is exemplary, facilitate the development of a positive culture towards good practice and child protection and to enable them to respond in a swift and appropriate manner to any child protection issues..

All staff and volunteers to complete awareness training on child protection.

Relevant personnel to receive advisory information outlining good practice and informing them about what to do if they have concerns about the behaviour of an adult towards a young person.

All permanent staff and casual staff (where necessary) will hold a recognised First Aid Qualification.

Attend update training when necessary.

## **RECOGNISING CHILD ABUSE AND NEGLECT: SIGNS AND SYMPTOMS**

The first step in safeguarding the welfare of children and young people is learning to recognise the signs of child abuse and neglect. The presence of a single sign does not prove a child or young person is being abused. The list is not definitive and its purpose is to provide staff and volunteers with a reminder of some of the most common signs and symptoms.

### **Signs of Physical Abuse**

The child or young person:

- has unexplained burns, bites, bruises, broken bones, or black eyes.
- has fading bruises or other marks noticeable after an absence from school.
- seems frightened of the parents and protests or cries when it is time to go home.
- shrinks at the approach of adults.
- reports injury by a parent or another adult caregiver.

Consider the possibility of physical abuse when the parent or other adult caregiver:

- offers conflicting, unconvincing, or no explanation for the child or young person's injury.
- describes the child as "evil" or in some other very negative way
- uses harsh physical discipline with the child or young person.

### **Signs of Neglect**

Consider the possibility of neglect when the child or young person:

- begs or steals food or money.
- lacks needed medical or dental care, immunisations, or glasses.
- is consistently dirty and has severe body odour.
- lacks sufficient clothing for the weather.
- abuses alcohol or other drugs.
- states that there is no one at home to provide care.

Consider the possibility of neglect when the parent or other caregiver:

- appears to be indifferent to the child.
- seems apathetic or depressed.
- behaves irrationally or in a bizarre manner.
- is abusing alcohol or other drugs.

### **Signs of Sexual Abuse:**

Consider the possibility of sexual abuse when the child or young person:

- has difficulty walking or sitting.
- suddenly refuses to change or participate in physical activities.
- reports nightmares or bedwetting.
- experiences a sudden change in appetite.
- demonstrates bizarre, sophisticated, or unusual sexual knowledge or behaviour.
- becomes pregnant or contracts a venereal disease, particularly under the age of 14.
- runs away.
- reports sexual abuse by a parent or another adult caregiver.

Consider the possibility of sexual abuse when the parent or other caregiver:

- is unduly protective of the child severely limits the child or young person's contact with other children or young people, especially of the opposite sex.

- is secretive and isolated.
- is jealous or controlling with family members.

### **Signs of Emotional Maltreatment**

Consider the possibility of emotional maltreatment when the child or young person:

- shows extremes in behaviour, such as overly compliant or demanding behaviour, extreme passivity, or aggression.
- is either inappropriately adult (parenting other children or young people, for example) or inappropriately infantile (frequently head-banging, for example).
- has attempted suicide.
- reports a lack of attachment to the parent.

Consider the possibility of emotional maltreatment when the parent or other adult caregiver:

- constantly blames, belittles or berates the child or young person.
- is unconcerned about the child or young person and refuses to consider offers of help for the child or young person's problems.
- overtly rejects the child or young person.

### **WHAT TO DO IF YOU SUSPECT THAT A CHILD OR YOUNG PERSON IS BEING ABUSED OR AN ALLEGATION IS MADE?**

The four main areas of abuse are:

- physical
- sexual
- emotional
- neglect

These may come to your notice in a number of different ways

- when a young person tells you something has happened
- an adult or young person tells you about their concerns for another young person
- you observe unexplained injury, or changes in behaviour, which cause you concern
- you receive an allegation about any adult or about yourself

If a young person tells you about abuse, it is because they see you as a 'safe' person. Listen to the young person. Take what you are told seriously. You will be helping to reassure and protect the young person.

When a young person speaks to you in confidence:

- listen carefully to what the young person is saying
- show you take them seriously

- avoid asking the child to repeat the information
- explain that you cannot keep what the young person tells you a secret
- reassure the young person that they have done the right thing
- make no judgement about what you have heard and stay calm
- make an immediate, careful record of what has been said. Use the young person's actual words wherever possible.

### **PROCEDURE**

If you suspect abuse, a young person confides in you, or a complaint is made about any adult or about yourself, it is your duty to report the concern.

#### **If a young person tells you about abuse by someone else:**

- Allow the young person to speak without interruption, accepting what is said
- Offer immediate understanding and reassurance, while passing no judgement
- Advise that you will try to offer support but that you must pass the information on
- Immediately tell the designated child protection representative for the Trust. [ Mark Williams – Hollowford Centre Manager. Work 01433 620 377, Mobile 07718 581 805]
- If, for any reason the designated child protection representative is unavailable or the concern relates to this individual the deputy manager should be contacted [Chris Groves should be available. Work 01433 620 377, Mobile 07815 872 411.]
- If neither Mark Williams or Chris Groves are available, contact Ralph Keene - mobile 07941370580
- If neither representative can be contacted then one of the emergency agencies listed at the foot of this procedure should be contacted.
- It will be the responsibility of the child protection representative to liaise with the police and social services.
- Write careful notes of what was said; use actual words wherever possible (transcript of actual conversations is desirable)
- Sign, date and pass your notes to the child protection representative
- Ensure that no activity or care situation arises which could cause any further concern

Note: In an emergency (young person at imminent risk of significant harm) contact police or social service/work department direct. Inform the child protection representative or the centre deputy of the action you have taken.

If you have a concern about a young person's safety and well being:

- Immediately tell the designated child protection representative

- Write careful notes of what you witnessed, heard or was told
- Sign, date and pass your notes to your child protection representative
- Ensure that no activity or care situation arises which could cause any further concern

If you receive a complaint or allegation about any adult or about yourself:

- Immediately tell the child protection representative
- Write careful notes of what you witnessed, heard or was told
- Sign, date and pass your notes to the child protection representative
- Try to ensure no-one is placed in a position which could cause further compromise

Note: Any Adult involved with the Lindley Educational Trust has the right to report any concerns, or suspicions about another Member in confidence and free from harassment.

***Remember: You must refer; you must not investigate.***

If in any doubt about any aspect of this policy or procedure please contact the child protection representative

### **EMERGENCY NUMBERS**

The nominated Child Protection representative is Mark Williams – Hollowford Centre Manager. Work 01433 620 377, Mobile 07718 581 805

In his absence the deputy manager Chris Groves should be available. Work 01433 620 377, Mobile 07815 872 411.

If neither of the above are available contact Ralph Keene - mobile 07942 370580

All contact with the Social Services should be through:

Derbyshire County Council Social Services

High Peak: Talbot Street, Glossop, SK13 7DG.

(01457) 728 888

Out of Hours Duty Team (01773) 728 222

All contact with the Police should be through: 0845 123 3333

NSPCC Child Protection Help line - 0800 800 5000 [www.nspcc.org.uk](http://www.nspcc.org.uk)

ChildLine 0800 1111 [www.childline.org.uk](http://www.childline.org.uk)