

Safeguarding Children Policy



Maghull Wind Orchestra Safeguarding Children policy

This policy applies to all members of Maghull Wind Orchestra.

1 Introduction

- 1.1 Through regular policy reviews the guidance and procedures set within the context of this policy align nationally with the Department for Education's 'Working Together to Safeguard Children' (www.workingtogetheronline.co.uk) and locally with Sefton's Local Safeguarding Children Board (LSCB) whom are responsible for developing and cascading workforce guidance, policy, reviews and support in relation to safeguarding practice (www.seftonlscb.co.uk)
- 1.2 It is the intent of Maghull Wind Orchestra through this policy to safeguard and promote the welfare of children engaged with the organisation across its operational activities. This is a priority for Maghull Wind Orchestra, and members are expected to understand their obligations within this area and have a duty to implement each aspect of this policy and the associated procedures when required.

2 Designation of Responsibilities

- 2.1 Maghull Wind Orchestra is aware of the responsibilities which the organisation and members have with regard to the protection of children from abuse and from inappropriate and inadequate care and is committed to responding in all cases where there are identified concerns. Maghull Wind Orchestra will arrange to take all reasonable measures to ensure the risks of harm to children are minimised.
- 2.2 Maghull Wind Orchestra will ensure procedures are in place to take all appropriate actions addressing concerns about the welfare of a child or children, working to agreed local policies and procedures in full partnership with local services.
- 2.3 In accordance with best practice, Maghull Wind Orchestra has nominated a Member of the Committee as the 'Designated Person' whom has specialist knowledge in the field of working with Children, Young People and Families. The designated person takes responsibility for dealing with child protection and safeguarding issues, providing advice and support to other members of the orchestra and working alongside other agencies. All members of the orchestra will be made aware of this role and will receive introductions to the designated persons as part of their induction to the organisation.

The Designated Person for Maghull Wind Orchestra is: **Jennifer Connaughton** Tel: 07950 926580

3 Types of Child Abuse

- 3.1 Do not ever think that you could never be placed in the position of reporting child abuse. Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child either directly by inflicting harm, or indirectly, 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 a stranger. They may be abused by an adult or adults, or another child or children. (NSPCC 2010)

It is important that members develop the appropriate skills, knowledge and understanding through access to relevant training in order to identify signs and symptoms that may be of concern and to develop the confidence to raise these concerns with the organisations designated persons in order to initiate the child gaining access to the appropriate level of support.

There are four types of child abuse. They are defined in the UK Government guidance *Working*

Together to Safeguard Children 2010 (1.33 – 1.36) as follows:

1. Physical abuse
2. Emotional abuse
3. Sexual abuse
4. Neglect

Bullying and Child Sexual Exploitation are not defined as a form of abuse in *Working Together but* there is clear evidence these acts are abusive and will include at least one, if not two, three or all four, of the defined categories of abuse. For this reason it has been included in this policy.

➤ **Physical Abuse**

May involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent fabricates symptoms or deliberately induces illness in a child.

➤ **Sexual Abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non contact activities such as involving children in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

➤ **Emotional Abuse**

The persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve:

- Telling a child they are worthless, unloved or inadequate
- Valued only insofar as they meet the needs of another person
- Age or developmentally inappropriate expectations being imposed on a child
- Overprotection and limitation of exploration and learning
- A child seeing or hearing the ill treatment of another
- Serious bullying
- Causing a child to frequently feel frightened or in danger
- Exploitation or corruption of a child

➤ **Neglect**

Persistent failure to meet a child's basic physical or psychological needs, likely to result in the serious impairment of the child's health and development.

➤ **Bullying**

Bullying may be defined as deliberately hurtful behaviour, usually repeated over a period of time, where it is difficult for those bullied to defend themselves. It can take many forms, but the three main types are physical (e.g. hitting, kicking, theft), verbal (e.g. racist or homophobic remarks, threats, name calling) and emotional (e.g. isolating an individual from the activities and social acceptance of their peer group).

The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, cause them significant harm (including self-harm).

➤ **Child Sexual Exploitation (CSE)**

Sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people (or a third person or

persons)

- Receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, attention Telling a child they are worthless, unloved or inadequate
- Child sexual exploitation grooming can occur through the use of technology without the child's immediate recognition; for example being persuaded to post sexual images on the Internet/mobile phones without immediate payment or gain.

In all cases, those exploiting the child/young person have power over them by virtue of their age, gender, intellect, physical strength and/or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterized in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

4 The Designated Person

4.1 Name: Jennifer Connaughton

4.2 The above-mentioned Designated Person's responsibilities are:

- To be responsible for ensuring that effective communication and liaison with children's social services and other agencies takes place, as appropriate, in the event of members of the orchestra having child protection concerns about a child or young person engaged with during operational activities
- To ensure this policy and associated procedures are implemented and followed correctly
- To ensure members of the orchestra (and all other stakeholders) have an understanding of Safeguarding, the signs of child abuse, and the organisation's responsibilities under Section 11 of the Children Act 2004.
- To ensure members of the orchestra (and all other stakeholders) are aware of the procedures of Sefton Local Safeguarding Children Board available at www.seftonlscb.co.uk
- To support and advise members of the orchestra in their approach and response to safeguarding and child protection issues
- To provide specialist input into the planning, content and delivery of any personal, social, health or educational programme of work with respect to child protection issues
- To maintain knowledge and awareness of the issues, policies and practice of child protection, e.g. regular attendance at relevant training

5 Effects and Signs of Abuse

The effects of child abuse can be devastating, especially if children are left unprotected or do not have the support to cope with that abuse.

5.1 Indications that a child may be being abused include:

- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries
- An injury for which the explanation seems inconsistent
- The child describes what appears to be an abusive act involving him or her
- Someone else (child or adult) expresses concern about the welfare of another child
- Unexplained changes in behaviour or emotions such as becoming very quiet / withdrawn or displaying sudden outbursts of temper
- Changes in appearance e.g. becoming regularly unkempt, dirty, looking withdrawn, or in some instances the opposite such as appearing to be lavished with new gifts, clothes, dressing older than age.

- Inappropriate sexual awareness
- Engaging in sexually explicit behaviour / talk inappropriate to the child's age
- Distrust of adults, particularly those with whom a close relationship would normally be expected
- Difficulty in making friends
- Uncharacteristic eating disorders, depression and suicide attempts
- The child may become withdrawn, introverted and depressed and have low self esteem and lack of confidence
- A child going missing from home or care or unexplained absences from school/activities the child would usually participate within

6 Abuse Procedures

- 6.1 In the event of a member of the orchestra having a child protection concern about a child or young person, he/she will record accurately the events giving rise to the concern and inform the Designated Person. The action to be subsequently taken will be in line with recommendations made by the designated person and in line with the Sefton LSCB's thresholds for intervention. There are a range of actions/interventions that may be considered when discussing concerns with the designated person that could range from monitoring of the concern, referral to universal, targeted, specialist services, the CAF team or social care services dependant on the presenting issues/concern.
- 6.2 If a member of the orchestra feels that a concern should have been managed differently e.g. a member of the orchestra believes a referral should have been made to Children's Social Services, but the designated person does not, then they have a right to refer direct to Children's Social Services. If this is the case, the referrer should inform the Designated Person of their intended action.
- 6.3 If a child discloses abuse it must not be investigated further by any member of the organisation. It is enough to listen to the child, reassure him/her that they have done the right thing and explain that you have a duty of care to pass the information on to someone else to keep them safe. Asking further questions of the child could prejudice police investigations, especially in cases of sexual abuse.
- 6.4 If you think a child has suffered sexual abuse or severe harm through physical assault you must call the police. If medical attention is required this must always take priority over any other action.
- 6.5 If you think a child may be in need of protection to prevent significant harm occurring, you must refer the matter urgently to the designated person who will support in the appropriate referrals being made to Children's Social Care. If the designated person is not available to seek advice from the NSPCC or Sefton Children's Social Care will be able to provide advice on all Safeguarding matters
- 6.6 If following a discussion with the Designated Person – (already appears earlier in the report) there remains concern, your concerns must be shared by calling the telephone number below.

Children's Social Care - Customer Access Team
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Tel: 0845 140 0845

<u>/ 0151 934 3737</u>

If concerns arise out of hours and you are particularly concerned about a situation being left until the next day, you should speak with the Children's Service's emergency duty team (EDT)

Out of hours calls should be made to the

Children's Social Care Emergency Duty Team

Tel: 0151 920 8234

The NSPCC help line offers an alternative means of accessing advice or reporting concerns for those who remain unsure of what action to take.

<u>NSPCC Child Protection Helpline (for concerned adults)</u>	<u>0808 800 5000</u>
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7 Information Sharing, Consent and Recording

- 7.1 When considering the appropriateness of sharing information **The Data Protection Act** should not be considered as a barrier; it simply sets out a framework to ensure that personal information is shared appropriately. Where there are concerns about a child or vulnerable adults wellbeing, it is best practice to gain consent to share information, however if there are concerns relating to the parent/family in relation to the abuse this may not be appropriate. If there are concerns that a child may be at risk of significant harm or an adult may be at risk of serious harm, then follow the relevant procedures without delay. HM Government *Information Sharing: Guidance for practitioners and managers can be referred to for further guidance*
- 7.2 It is good practice to discuss concerns with the parent/carer and seek their agreement when sharing information, however there will be exceptional cases where seeking such agreement will be inappropriate as it may either:
- Delay the response for emergency care
 - Increase any risk significant harm
 - Jeopardise any enquiry
- 7.3 All details of concern need to be carefully recorded in full using the recording form template found at the back of this policy. When recording concerns it is particularly important to be specific about the nature of concerns, provide accurate details and if describing specific incidents detail the time and date these were observed. Records should be signed by the member of the orchestra recording the concerns and the designated person who has provided guidance on the course of action.
- 7.4 All records and witness statements relating to child protection concerns and cases will be kept confidential and kept by the Designated Person. Information will be shared with other agencies that have a need to know, in accordance with government guidance on information sharing.

8 Listening to Children

- 8.1 The following guidance acts as a framework for any responses:
- Be accessible and receptive, listen carefully and ask open questions to clarify issues, e.g. who, what, when, where, how
 - Take it seriously.
 - Reassure the child they are right to talk about it
 - Reassure the child it was not their fault
 - Negotiate getting help, e.g. prepare them for the fact that you must involve others
 - Explain that you cannot personally protect them – but will support them in telling the right people to make sure it doesn't happen again
 - Report all suspicions or disclosures immediately
 - Make precise records of what was said – immediately, using the child's own words and including the questions you asked – keep your hand-written notes

Refrain from:

- Jumping to conclusions or making promises you cannot keep
- Trying to get the child to disclose – let the child talk and ask only the questions you need

to know to ensure immediate safety

- Speculating or accusing anybody
- Asking any leading questions, e.g. was it Dad/Mum? etc, or any questions requiring a yes/no answer

9 Training

Maghull Wind Orchestra recognises the importance of regular learning and development:

- 9.1 The Designated Person will attend appropriate training including level 2 training and will provide relevant policy briefings and updates in relation to safeguarding practice to Maghull Wind Orchestra
- 9.2 All members of the Maghull Wind Orchestra Committee will receive level 1 Safeguarding training
- 9.3 All members will be fully briefed concerning their Safeguarding responsibilities.
- 9.4 The Local Safeguarding Children Board provides a comprehensive ongoing programme of training (level 2 and above) in Safeguarding children and dealing with child abuse for all front line workers and volunteers who are working with families in Sefton. Details of the Sefton LSCB's training courses can be found at <http://www.seftonlscb.co.uk/>
- 9.5 Through membership of the Sefton CVS Every Child Matters (ECM) Forum, Maghull Wind Orchestra will receive regular updates and briefings associated with safeguarding the welfare of children and wider workforce development opportunities for practitioners and managers working with families. Jennifer Connaughton (the Designated Person) is now part of the ECM Forum.

10 Appropriate Behaviour

10.1 Members of MWO should:

- Remember they are a role model and provide an example for those they work with to follow;
- Bear in mind that some actions, no matter how well-intentioned, may be easily misinterpreted and so leave all parties vulnerable;
- Be alert to any potential harm to children
- Respect all children's right to privacy
- Provide opportunities for children to discuss any concerns they may have
- Speak to the designated person if concerned about the safety or welfare of a child or if they suspect a child is developing or has developed an infatuation with them or has inappropriate feelings towards any member of the orchestra

Members of MWO should not:

- Arrange to see or communicate with children in circumstances unconnected with their work, including the use of texting and personal social media accounts such as facebook and twitter.
- Be left alone for substantial periods of time with any child, except where one-to-one work is necessary
- Permit abusive behaviour towards children by others or engage in it themselves;
- Show favouritism to, or become too closely associated with, an individual. Nor should they get drawn into inappropriate, attention-seeking behaviour (e.g. crushes);
- Allow or engage in suggestive remarks, gestures or touching of a kind which could be misunderstood;
- Do anything which might undermine a good reputation for providing a safe environment.

If a child shares worrying or sensitive information with you, do not:

- Promise to keep secrets
- Hesitate to share concerns on any of these matters with Designated Person.

10.2 All members of Maghull Wind Orchestra will sign to say they have read and understood this document and will be introduced to the designated person as part of their induction to Maghull Wind Orchestra.

11 Monitoring and Evaluation

The Committee of Maghull Wind Orchestra is ultimately accountable for this Safeguarding Policy in accordance with procedures and the policy must be made available to interested stakeholders.

11.1 There is a recognised need for Maghull Wind Orchestra to implement ongoing monitoring of this Policy to ensure:

- Knowledge of the system by all members of the orchestra
- Awareness of key issues by children and parents/relatives
- Training
- Understanding of the nature of and responses by Maghull Wind Orchestra to incidents
- Regular policy reviews are carried out either on an annual basis or as and when required in order to ensure policies are up to date with safeguarding legislation and guidance.

12 Procedure Flowchart and Recording Forms

12.1 This policy document aims to provide broad guidance and underpinning information relating to safeguarding children for members of the orchestra to refer to as required. The procedure chart is outlined in Appendix A, the recording forms in Appendix B. These clearly set out the step by step actions members should follow should they have concerns. Copies of the flowchart and recording forms will also be available from the Designated Person.