



COMMUNITY PLAYLINK

(Registered Charity Number 1184505)

Children and Young People

Safeguarding Policy

and Procedures

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Children and Young People Safeguarding Policy

Introduction

Everyone working with children and young people has a responsibility for keeping them safe, irrespective of their role, whether they are paid members of staff or volunteers.

Community Playlink (CPL) is committed to ensuring that all participants using CPL can thrive in a safe environment, having an enjoyable and positive experience.

Key principles

- The welfare of children is paramount.
- A child is defined by law in England and Wales as a person under the age of 18 years.
- All children, regardless of their Age, Race, Religion or Belief, Disability, Gender identity or Sexual Orientation, have the right to protection from abuse.
- All concerns and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately.
- All children have the right to be safe.
- All children have the right to be treated with dignity and respect.
- CPL will work with children, their parents/carers and external organisations to safeguard the welfare of children.
- We recognise the authority of the statutory agencies and are committed to complying with Local Safeguarding Children Board Guidelines (LSCB), Working Together under the Children Act 2004, and any legislation and statutory guidance that supersedes these.
- CPL owes a legal duty of care to children on their premises or engaged in their activities. That duty is to take reasonable care to ensure their reasonable safety and the duty is higher than it would be for adults.

Objectives

Community Playlink aims to:

- Provide a safe environment for children.
- Ensure robust systems are in place to manage any concerns or allegations.
- Support adults (Staff, Trustees, Volunteers, Members and visitors) to understand their roles and responsibilities with regard to their duty of care and protection of children.
- Provide appropriate level training, support and resources for staff and volunteers to make informed and confident responses to specific safeguarding issues and fulfill their role effectively.
- Ensure that children and their parents/carers are informed and consulted and, where appropriate, fully involved in decisions that affect them.
- Reassure parents and carers that all children and young people will receive the best care possible whilst participating in activities and communicate Policy and Procedure to them through website/letter/consents.

Procedures

Responsibilities and implementation

CPL will seek to promote the principles of safeguarding children by:

- Reviewing their policy and procedures every three years or whenever there is a major change in legislation. Guidance will be sought as part of the review process.
- Conducting a risk assessment of activities with regard to safeguarding and take appropriate action to address the identified issues within suitable timescales.
- Using appropriate recruitment procedures to assess the suitability of Staff, Trustees and Volunteers working with children and young people.
- Following procedures to report concerns and allegations about the behaviour of adults and ensuring that all staff, volunteers, parents and children are aware of these procedures.
- Directing Staff, Trustees and Volunteers to appropriate safeguarding training and learning opportunities, where this is appropriate to their role.

Recruitment and training

CPL will endeavour to ensure that all Staff, Trustees and Volunteers working with children and young people are appropriate and suitable to do so, and that they have all the information they require to undertake their job effectively and appropriately.

Each role which involves an element of responsibility with regard to children, particularly those involving the regular supervision of children, whether voluntary or paid, should be assessed by the recruiting body to establish which qualifications, checks and other requirements are necessary. These will include the following:

- An application form
- A self-disclosure form
- References from 2 people
- A signed Code of Conduct
- A Disclosure & Barring Service (DBS) check on people involved in 'regulated activity' with children
- Details of the requirements and the qualifications and checks of individuals will be recorded by the CPL Manager who will also hold copies of the necessary Safeguarding and Protecting Children (SPC) certificates. The CPL Administrator will possess all relevant and appropriate contact details of all staff / volunteers and other relevant bodies.
- All Staff, Trustees and Volunteers will be offered access to appropriate child protection training.
- All Staff, Trustees and Volunteers working with children and young people will be asked to read and become familiar with the CPL Safeguarding Policy and Procedures.
- All Staff, Trustees and Volunteers involved with children and young people will be asked to read the Code of Conduct relevant to their role, and sign to indicate their understanding and agreement to act in accordance with the code.

Complaints, concerns, and allegations

- If a parent/carer, member of staff or volunteer has a concern about the welfare of a child, or the conduct of another child/young person or an adult (whether they are a parent, volunteer, member, or otherwise), these concerns should be brought to the attention of the CPL Administrator without delay. The person reporting the concern is not required to decide whether abuse has occurred, but simply has a duty to pass their concerns and any relevant information to the CPL Administrator.
- All concerns will be treated in confidence. Details should only be shared on a "*need to know*" basis with those who can help with the management of the concern.
- Concerns will be recorded on an Incident Report Form and retained confidentially within the CPL organisation.
- CPL will work with other external agencies to take appropriate action where concerns relate to potential abuse or serious poor practice.
- In the event of a child making a disclosure of any type of abuse, the following guidance is given:
 - Reassure them that they have done the right thing to share the information
 - Listen carefully
 - Do not make promises that cannot be kept, such as promising not to tell anyone else
 - Do not seek to actively question the child or lead them in any way to disclose more information than they are comfortably able to: this may compromise any future action. Only ask questions to clarify your understanding where needed e.g., "*can you tell me what you mean by the word XXXX?*"
 - Record what the child has said as soon as possible on an incident report form.
 - You should explain to children, young people, and families at the outset, openly and honestly, what and how information will, or could be shared and why, and seek their agreement.
 - Parents or Carers should be informed if the allegation does not involve them.
 - The NSPCC Helpline is available to discuss concerns regarding poor practice and abuse in confidence with members of the public who need support. Those with concerns are encouraged to use this service. The Helpline number is 0808 800 5000.
 - Safeguarding children and young people requires everyone to be committed to the highest possible standards of openness, integrity and accountability. CPL supports an environment where Trustees, Staff, Volunteers, Parents/carers and the public are encouraged to raise safeguarding and child protection concerns. Anyone who reported a legitimate concern to the organisation (even if their concerns subsequently appear to be unfounded) will be supported. All concerns will be taken seriously.

Behaviour of Adults and Children

- Adults who work with children are placed in a position of trust in relation to children, and therefore it is important they behave appropriately and provide a strong positive role model for children, both to protect children and those working with children from false allegations of poor practice.
- Community Playlink requires that all staff and volunteers working with children and young people adhere to the standards set out in the Code of Conduct relevant to their role.
- Photography/ Videoing
 - Permission will be sought from parents prior to the publication or use of any video or photographic images of their child. The personal details of the child will not be used in any promotional material.
 - Any press/official photographers attending events will be required to seek permission from the club before taking photographs and also permission of parents to use the images.
- Confidentiality
 - Details of all members/users will be kept on file in the locked office file room and will not be shared with a third party without parent/carer consent.
 - All concerns/allegations will be dealt with confidentially by the club and information will only be shared on a need-to-know basis, either internally or externally depending on the nature/seriousness of the concern/allegation.
- Ensure that you attend appropriate training to keep up to date with your role and the welfare of young people
- Report any concerns you may have in relation to a child or the behaviour of an adult, following reporting procedures laid down within the CPL Safeguarding Policy.

This revised policy was adopted by CPL Trustee Board:

Signed: *Richard Maunder* (Richard Maunder)

Chair of the Trustee Board

Date: 31st August 2022

Our Safeguarding policy has been in operation since August 2019 and reviewed in August 2022.

Next Policy review date: August 2025.

CODE OF CONDUCT for Trustees, Staff & Volunteers

- Respect the rights, dignity and worth of every person within the context of CPL's work.
- Treat everyone equally and do not discriminate on the grounds of age, gender, race, religion or belief, sexual orientation or disability
- If you see any form of discrimination, do not condone it or allow it to go unchallenged
- Place the well-being and safety of the young person above the development of performance
- Develop an appropriate working relationship with users of CPL, based on mutual trust and respect
- Always work in an open environment (e.g., avoid private or unobserved situations and encourage an open environment)
- Know and understand the CPL Child Safeguarding Policies and Procedures
- Be aware of and report any conflict of interest as soon as it becomes apparent
- Display high standards of language, manner, punctuality, preparation and presentation
- Do not smoke, drink or use recreational drugs while actively working within the CPL environment. This reflects a negative image and could compromise the safety of the young people
- Hold relevant qualifications and insurance cover. All Staff and Volunteers who work regularly with children must have current DBS clearance
- Ensure the activities are appropriate for the age, maturity, experience, and ability of the individual
- Promote the positive aspects of CPL's work.
- Display high standards of behaviour and appearance
- Ensure that you attend appropriate training to keep up to date with your role and the welfare of young people
- Report any concerns you may have in relation to a child or the behaviour of an adult, following reporting procedures laid down within the CPL Safeguarding policy.

Signed:	Date:
PRINT NAME:	

FLOWCHART 1

What to do if you are worried about what is happening to a child. outside of Community Playlink (but the concern is identified through the child's involvement)

Concern identified about a child



If the child requires urgent medical attention call an ambulance and inform the hospital doctor that you have a child protection concern



Report your concern to the Community Playlink Administrator who will if necessary, refer the matter to Children's Social Care/Police without delay. Make a record of everything that the child has said and /or what has been observed with dates and times, using the Incident Report Form.



If the Community Playlink Administrator is not available, contact or refer the matter directly to Children's Social Care/Police. Remember - delay may place the child at further risk.



Complete a report form and copy it to Children's Social Care/Police within 24 hours.

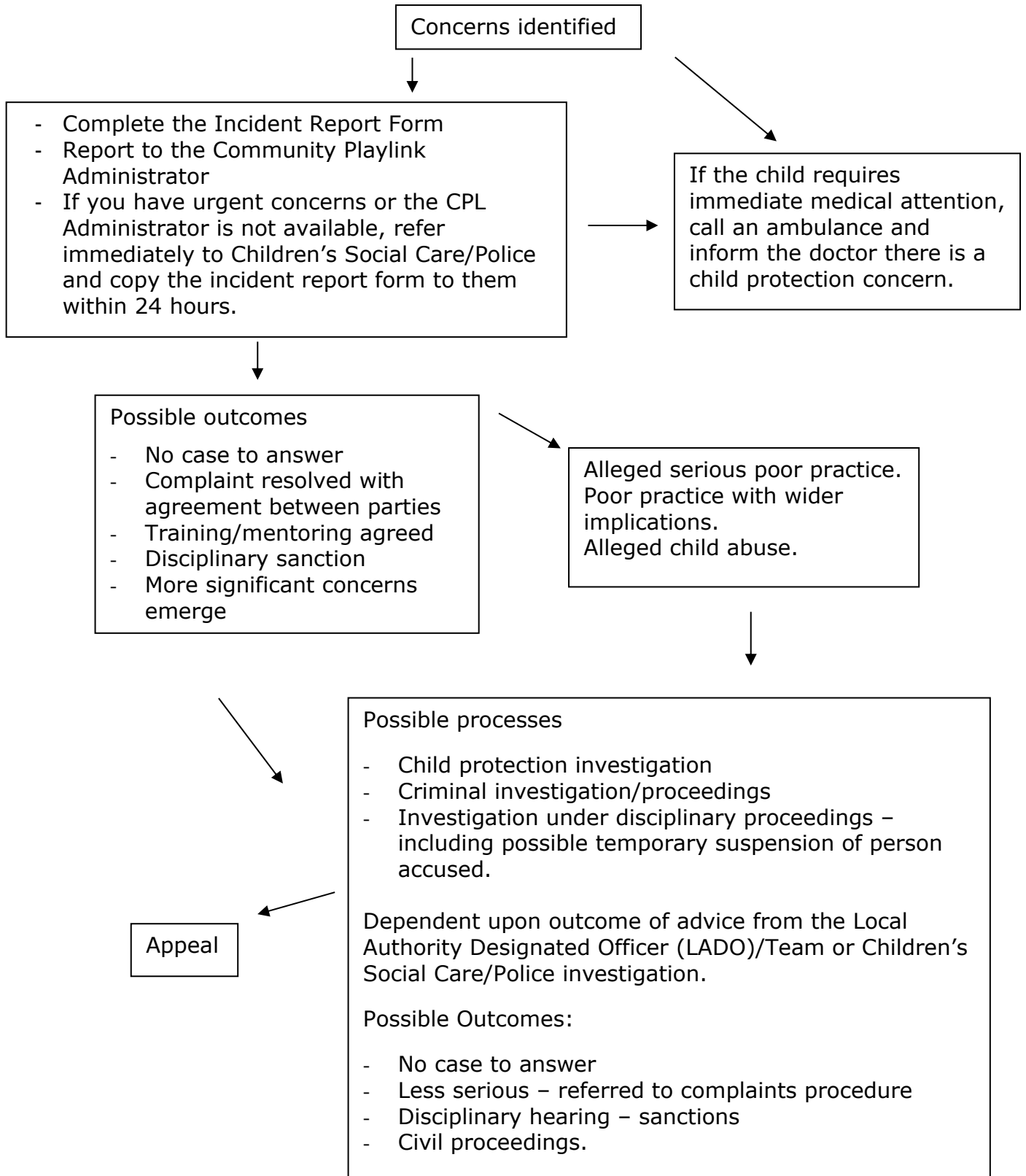
Dealing with Concerns:

If you are unclear whether a referral should be made you can discuss your concerns with the following for advice

- CPL Administrator on 02380 335362
- Mash (Multi Agency Safeguarding Hub) on 02380 833 336
- or email mash@southampton.gov.uk, Civic Centre, Southampton, SO14 7LU
- NSPCC - 0808 800 5000

FLOW CHART 2

What to do if you are worried about the behaviour of any member, parent/carer, volunteer, staff.



**Community Playlink
Incident Report Form**

Recorder's Name:

Address:

Post Code:

Telephone No:

Child's Name:

Address:

Post Code:

Telephone No:

Complainant's Name:

Address:

Post Code:

Telephone No:

Details of the allegations: [include: date; time; location; and nature of the incident]

Additional information: [include: witnesses; corroborative statements; etc.]

Social Services (or other) organisation contacted - details

Case Number (if allocated):

Name of person spoken to:

Date:

Time:

Action taken:

Date:

Time:

Signature of Recorder:

Signature of Complainant:

Data protection:

This form may be used (together with other information obtained as a result of any investigation) to investigate the alleged incident and to take whatever action is deemed appropriate, in accordance with **Children and Young People Safeguarding Policy and Procedures**.

Strict confidentiality will be maintained, and information will only be shared on a "need to know" basis in the interests of safeguarding and in accordance with the company's data protection policy. This may involve disclosing certain information to a number of organisations and individuals, including individuals that are the subject of an investigation and/or Statutory agencies such as the Police and Children's Social Care.