

Date:	June 2023	 <b>Safeguarding Policy</b>	Document number:	CYO2
Version:	5		Author:	Angela Morley
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## Section 1

### Our Organisation

<p><b>CYO (Colchester)</b>  Elim Church  Colchester  CO4 3PY  01206 863835  mail@cyocolchester.org.uk  Charity Number: 1168047</p>	<p><b>Insurance Details</b>  Insurer: Zurich    Policy Number: XAO1220738233</p>
<p><b>CYO Designated Safeguarding Lead</b>  Sam Fowler  <a href="mailto:sam@cyocolchester.org.uk">sam@cyocolchester.org.uk</a>  07805443754</p>	<p><b>CYO Designated Safeguarding Trustee</b>  Lesley Walder 07967 377405</p>

Christian Youth Outreach is a Colchester based charity working with young people in secondary schools, churches and in the local community. Our aim is to help and inspire young people to grow in life, hope and faith.

CYO is registered with the Charity Commission, and is a member of thirtyone:eight and Essex Council for Voluntary Youth Services.

### Our commitment

As Trustees and staff we recognise the need to provide a safe and caring environment for children, young people and vulnerable adults.

We acknowledge that children, young people and vulnerable adults can be the victims of physical, sexual and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

As Trustees and staff we have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

The policy and attached practice guidelines are based on the ten **Safe and Secure** safeguarding standards published by thirtyone:eight.

### **The Trustees and staff undertake to:**

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide on-going safeguarding training for all its workers and will regularly review the operational guidelines attached.
- ensure that the premises meet the requirements of the Equality Act 2010 and all other relevant legislation, and that it is welcoming and inclusive.
- support the Designated Safeguard Lead (DSL) in their work and in any action they may need to take in order to protect children and vulnerable adults.
- agree not to allow the document to be copied by other organisations.

## Section 2

### Prevention

#### Understanding abuse and neglect

Defining child abuse or abuse against a vulnerable adult is a difficult and complex issue. A person may abuse by inflicting harm, or failing to prevent harm. Children and adults in need of protection may be abused within a family, an institution or a community setting. Very often the abuser is known or in a trusted relationship with the child or vulnerable adult.

In order to safeguard those in our places of worship and organisations we adhere to the UN Convention on the Rights of the Child and have as our starting point as a definition of abuse, Article 19 which states:

- 1. Parties shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.*
- 2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programmes to provide necessary support for the child and for those who have the care of the child, as well as for other forms of prevention and for identification, reporting, referral, investigation, treatment and follow-up of instances of child maltreatment described heretofore, and, as appropriate, for judicial involvement.*

Also for adults the UN Universal Declaration of Human Rights with particular reference to Article 5 which states:

*No one shall be subjected to torture or to cruel, inhuman or degrading treatment or punishment.*

Detailed definitions, and signs and indicators of abuse, as well as how to respond to a disclosure of abuse, are included here in our policy.

#### Safer recruitment

The Trustees and Staff will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self declaration form
- Those shortlisted have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)

- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

## **Safeguarding training**

The Trustees and Staff are committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis. Staff working within schools are required to request to attend the school's own Staff Safeguarding Training.

The Trustees and Staff will also ensure (where it is the duty of CYO) that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern. As our normal working environment is within schools, this would be to highlight the need to the designated member of Staff for Safeguarding, at the relevant school.

## **Management of Workers – Codes of Conduct**

The Trustees and Staff are committed to supporting all workers and ensuring they receive support and supervision. All workers have been issued with a code of conduct towards children, young people and adults with care and support needs, as set out in the CYO Staff Handbook.

## Section 3

### Practice Guidelines

As an organisation working with children and young people with care and support needs we wish to operate and promote good working practice. This will enable workers to run activities safely, develop good relationships and minimise the risk of false or unfounded accusation.

As well as a general code of conduct for workers we also have specific good practice guidelines for every activity we are involved in and these are attached or in the appendices.

### Working in Partnership

We work in many schools, with churches and with some other organisations. We recognise that there can be differences in practice when it comes to safeguarding children, young people and adults. This can be because of cultural tradition, belief and religious practice or understanding, for example, of what may constitute abuse.

We therefore have clear guidelines in regards to our expectations of those with whom we work in partnership. Where we work in schools, we will ensure that our staff and volunteers are aware of the school's safeguarding expectations and that this is comparable with CYO's own expectations.

We believe good communication is essential in promoting safeguarding, both to those we wish to protect, to everyone involved in working with children and adults and to all those with whom we work in partnership. This safeguarding policy is just one means of promoting safeguarding.

## Section 4

### Staff responding to allegations of abuse or neglect

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

#### ❖ Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

Firstly, write down names; times; dates and details of any concerns or disclosures. Write down **exact words** spoken by the child/vulnerable adult and do not add your own words, thoughts or feelings. Keep these in a safe, secure place.

#### ❖ Reporting a concern

**When working in schools** - **Do not take concerns out of school.** Before you commence working at a school :

- i) Identify who the Designated Safeguarding Leads (DSLs) are
- ii) Find out the procedure for making a referral in that particular school.

If signs of abuse or neglect are disclosed in the course of our work in a school you must contact the school's Designated Safeguarding Lead as a first priority and follow the school's Safeguarding Policy. The school's Designated Safeguarding Lead will make such referrals as are necessary.

If the school's DSL or deputy is not available, follow the General Procedure below and inform the school's DSL as soon as possible and report the actions you have taken.

#### **General procedure** - **Staff in receipt of allegations or suspicions of abuse should...**

Report concerns as soon as possible to Sam Fowler, CYO's Designated Safeguarding Lead (DSL) tel no: 07805443754 who is nominated by the Trustees to act on their behalf in these matters, including referring the matter on to the statutory authorities. In the absence of the DSL the report should be made to Lesley Walder 07967 377405.

If the suspicions implicate the DSL, then the referral should be made to: Lesley Walder (link Trustee for Safeguarding, HR and pastoral care) 07967 377405 or :

**thirtyone:eight PO Box 133, Swanley, Kent, BR8 7UQ. Tel: 0303 003 1111**

To report concerns for adults, contact Essex Safeguarding Adult Board, telephone number 0345 6037630.

#### **Where a child/vulnerable adult is at immediate risk of significant harm, call the Police.**

Referrals should be made as soon as possible and the Trustees hope that members of CYO will use this procedure unless there is an immediate risk and this procedure cannot be followed. Every citizen has an obligation to report concerns of abuse or neglect of children and vulnerable adults. So, if an individual with a concern feels that the DSL/Deputy has not responded appropriately, or where they have a disagreement with the DSL as to the appropriateness of a referral, they may of course contact **Essex County Council Children**

**and Families Hub** direct. We hope by making this statement that the Trustees demonstrate their commitment to effective safeguarding and the protection of all those who are vulnerable.

## The Role of the Designated Safeguarding Lead

The DSL/ Deputy will collate and clarify the precise details of the allegation or suspicion and pass this information to the Children and Families Hub (C&FH) who have a legal duty to investigate. They may first ring the thirtyone:eight helpline for advice.

The Local Authority Safeguarding Service is: Essex County Council (C&FH)  
<https://www.essexeffectivesupport.org.uk/>

**Telephone 0345 603 7627, (0345 606 1212 out of hours) and ask for 'Priority Line'**

Where required, the DSL should then immediately inform the insurance company and the Trustee listed below:

- Lesley Walder (link Trustee for Safeguarding, HR and pastoral care)  
07967 377405

## What the DSL will do where there is a concern about a child:

### Allegations of physical injury, neglect or emotional abuse.

If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the DSL/Deputy will:

- Contact C&FH or thirtyone:eight for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted C&FH.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact C&FH.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to C&FH.

### Allegations of sexual abuse

In the event of allegations or suspicions of sexual abuse, the DSL/Deputy will:

- Contact the C&FH Duty Social Worker or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact C&FH/Police. Thirtyone:eight will confirm its advice in writing for future reference.

### Concern that an adult is in need of protection

Suspensions or allegations of abuse or harm including; physical, sexual, organisational, financial, discriminatory, neglect, self-neglect, forced marriage, modern slavery, domestic abuse.

If there is concern about any of the above, DSL/Deputy will:

- Contact the Essex Safeguarding Adult Board's telephone number is 0345 6037630 who have responsibility under the Care Act 2014 to investigate allegations of abuse. Alternatively thirtyone:eight can be contacted for advice.
- If the adult is in immediate danger or has sustained a serious injury contact the Emergency Services, informing them of any suspicions.

### **Concern regarding spiritual abuse**

- Identify support services for the victim i.e. counselling or other pastoral support
- Contact thirtyone:eight and in discussion with them will consider appropriate action with regards to the scale of the concern.

### **Allegations of abuse against a person who works with children/young people**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the DSL, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to the Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.
- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

### **Allegations of abuse against a person who works with adults with care and support needs**

The DSL will:

- Liaise with Adult Social Services in regards the suspension of the worker
- Make a referral to the DBS following the advice of Adult Social Services

The Care Act places the duty upon Adult Services to investigate situations of harm to adults with care and support needs. This may result in a range of options including action against the person or organisation causing the harm, increasing the support for the carers or no further action if the 'victim' chooses for no further action and they have the capacity to communicate their decision. However, this is a decision for Adult Services to decide not CYO.

### **Abuse of Trust**

'Broadly speaking, a relationship of trust can be described as one in which one party is in a position of power or influence over the other by virtue of their work or the nature of their activity. It is vital for all those in positions of trust to understand the power this can give them over those they care for and the responsibility they must exercise as a consequence of this relationship'.



Where a person aged 18 or over is in a specified position of trust with a child under 18, it is an offence for that person to engage in sexual activity with or in the presence of that child, or to cause or incite that child to engage in or watch sexual activity.

(Sexual Offences Act 2003.Sect 16-19 re-enacts and amends offence of abuse of position of trust)

## **The Role of the Trustees**

The trustees will support the DSL/Deputy in their role, and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.

The Trustee responsible for safeguarding may need to liaise with the insurance company or the Charity Commission to report a serious incident.

The Trustee will need to inform the Designated Officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.

## Section 5

### Pastoral Care

#### Supporting those affected by abuse

The Trustees and staff are committed to offering pastoral care, working with statutory agencies as appropriate, and support to all those who have been affected by abuse who have contact with or are part of the organisation.

Where the person is a member of a local church we will work in partnership with those in the church with responsibility for pastoral care to ensure that the person receives appropriate support.

If the person is not a member of a local church we will assign a suitable member of staff to work with them and where necessary support them in accessing help from other agencies.

#### Working with offenders

No one who is known to have abused, or is considered a risk to children, is permitted to work with CYO as a member of staff or as a volunteer, as we have insufficient staff resources to commit to the training, contract setting and close supervision required.

Adoption of the Policy agreed by:

A copy of the full policy and procedures is available from the CYO office.

Signed by Trustees/organisation:

Signed \_\_\_\_\_

Date \_\_\_\_\_

To be reviewed annually.

#### Review Record

Date of Review:	Reviewed By:	Comments:
May 2020	Stef Jones	Approved by Tim Abbott CEO 21.5.20
May 2021	Stef Jones	Approved by Tim Abbott CEO 28.5.21
May 2022	Stef Jones	
August 2022	Stef Jones	amendments due to resignation of Tim and Beks

June 2023	Sam Fowler	Amendments made due to resignation of Stef and appointment of Sam Change of name CPAS to Thirtyone:eight Insurance details changed to Zurich. Approved by Gareth Mitchell and Lesley Walder (trustees) 28/6/23
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