



Preventing and
Responding to
Domestic and
Sexual Abuse

Safeguarding Children and Young People Policy

This Policy has been reviewed using the LSCB Self-assessment Checklist in November 2018.

References through this document to 'child' or 'children' refer to any young person up to and including the age of 18. All statements relate to YD work undertaken both at YD premises and at any other locations. This document should be read in conjunction with other YD Policies and Procedures including Safeguarding & Risk Assessment Procedures.

This Policy is consistent with Hampshire, Isle of Wight, Portsmouth and Southampton's Local Safeguarding children Board procedures. (available at www.4lscb.org.ouk)

Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as:

- protecting children from maltreatment;
- preventing impairment of children's health or development;
- ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes.

Working Together to Safeguard Children 2015

1. YD has an organisational culture that prioritises safeguarding.

Policy statement

All children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs. YD recognises its responsibility to safeguard and promote the welfare of children and young people by protecting them from physical, sexual, emotional abuse, neglect and bullying as far as is possible within the scope of our work. This includes making the following commitments:

Any person working for YD in a paid or voluntary capacity are required to be pro-active about safeguarding within the scope of their roles and take responsibility for the safeguarding of children and young people within the terms of this policy.

The welfare of children and young people is paramount in any decision making and YD is committed, wherever possible, to acting in the best interests of any child or young person with whom we work using the information we have at that time.

We aim to develop respectful, considered and caring relationships with children / young people and those involved in their welfare or care.

Any action taken regarding children or young people at risk will, wherever possible, result from discussions between professionals with relevant training and expertise. Where YD takes unusual steps to address concerns, information is shared without client consent or where there is a significant difference of opinion between senior staff members regarding action to be taken, trustees will be informed and/or consulted as appropriate.



Whose responsibility is safeguarding?

Any person working for YD in a paid or voluntary capacity regardless of their role are required to be pro-active about safeguarding within the scope of their roles and take responsibility for the safeguarding of children and young people within the terms of this policy. We believe at YD that safeguarding is every body's business.

The Director of Services takes lead responsibility for Safeguarding and is part of the Safeguarding Action Team (SAT).

Underpinning principles

- YD endeavors to foster a culture of openness and integrity amongst workers and provide good support where any concerns can be aired and taken seriously.
- Whilst YD maintains confidentiality and respects client wishes regarding the sharing of information as far as is possible, these factors must always be balanced with wider safeguarding obligations.
- YD is committed to working in partnership with other relevant agencies involved in safeguarding children and to providing relevant information where possible and appropriate.
- Where YD makes a decision that information should be disclosed to the appropriate authorities, consideration should be given to whether it is more appropriate to support a client to themselves refer these concerns to appropriate authorities or for YD to disclose such information on their behalf. If YD discloses information, consent for this will be sought if possible and appropriate but should not be considered necessary if safeguarding obligations take precedence.

Feedback and Complaints Procedures

The Feedback & Complaints Policy is made accessible to clients at their first session at YD via the Agreement Form; a signed copy is given to the client. The Agreement details how clients can give feedback/ make a complaint, how clients can access the forms and request an alternative format if needed.

2. Addressing concerns

2:1 In any situation where there is an immediate risk of serious harm, Safeguarding Risk Assessment Procedures should be followed.

2:1:2 In any situation where an YD worker becomes aware of risk to a child or young person they should respond calmly and in such a way that provides as much reassurance to the child or young person as possible. It should be made clear that confidentiality cannot be guaranteed and that their concerns will need to be discussed with appropriate others. They should then discuss their concerns at the earliest available opportunity with a member of the Safeguarding Action Team (SAT). This team consists of:



Preventing and
Responding to
Domestic and
Sexual Abuse

CEO (Lead Safeguarding Responsibility)

Service Managers

ISVA Co-ordinator

Adult Therapeutic Services Co-ordinator

Children & Young People's Therapeutic Services Co-ordinator

Diversity & Inclusion Co-ordinator

Family Therapy Co-ordinator

Trustee

It will then be the responsibility of the SAT member to assess the risk with regard to information received and give appropriate guidance to the worker who has brought the concern. If the SAT member assesses the risk as significant, they should liaise with at least one other member of the SAT in order to take a collaborative approach to decision making in accordance with **Safeguarding & Risk Assessment Procedures**.

2:1:3 The urgency of the process outlined above will depend upon the urgency of the risk but should always be within 24 hours of the workers concerns arising. A written record, using the YD Safeguarding Action Form, must be produced by the worker raising the concern.

The Lead Practitioner will:

- complete the section on resulting actions and monitoring procedures ensure that the reason for the concern, the detail of the risk assessment undertaken and any plans made as a result are carefully recorded using the system outlined in the Safeguarding Risk Assessment Procedures with support from SAT.
- ensure that this written record is stored securely alongside other confidential information.
- use existing structures (i.e. line management meetings, group and individual supervision, SAT meetings as appropriate) to review any ongoing areas of concern.

2:1:4 A decision to refer a concern to either Social Services or the Police should be taken wherever possible by at least one and preferably two of the SAT (unless urgent circumstances demand otherwise). Any such referral will be allocated to the most appropriate staff member and recorded using the system outlined above.

Please see the Safeguarding & Risk Assessment Procedures for how to contact the local Safeguarding Teams.

2:1:5 Any concern or allegation about a worker at YD must be taken seriously and acted upon. Please refer to the Duty to Act (Whistle blowing) POLICY AND PROCEDURE. Such concerns and actions should be recorded using the system above but will be filed separately to client files. Any such concerns must be reported to the Chair of the YD Board of trustees as soon as is possible, but within 24 hours, who will take a decision in consultation with another trustee how it will be managed internally following HR Policy. When required a referral must be made to the Local Authority Designated Officer (LADO) for guidance, a report to the Police and consider which cases are reported to the Charity Commission. The Trustees will ensure that the worker who shares the concern or



makes the allegation is adequately supported by a member of YD Management Team, by a clinical Supervisor or an independent person acting on behalf of YD. Please refer to the Duty to Act Policy.

3. Provide a safe and trusted environment

Service delivery and YD workers

Work with any service user can only take place when another responsible adult is present in the building.

There should be no close physical contact between any YD staff/volunteer/visitor and any service user. Any physical intervention by a worker should only take place to protect somebody from harm and involve the minimum contact necessary. The details of any such circumstance should be carefully recorded.

All workers who have direct contact with children and young people:

- Complete a form declaring any previous court convictions
- Have appropriate DBS check undertaken and are updated every 3 years. YD is diligent in ensuring that no one is appointed who is disqualified as a trustee or to a senior manager position (at chief executive or finance director level) and the register of declarations is updated annually.
- Provide identification and evidence of relevant qualifications
- Provide two references asking specifically about their suitability to work with children or vulnerable people
- Receive this policy and other associated policies and provide written confirmation that they have read and agreed to abide by the policies and procedures of the organisation.
- Successfully complete a pre-determined probationary period which may be extended at the discretion of the service.
- Undertake Training in Safeguarding Children and Young People.
- Have access to appropriate levels of supervision, training and other learning opportunities to develop their awareness of Child Protection
- Receive information and guidance on issues relating to Child Protection in relation to their work for Yellow Door including being made aware of the Local Safeguarding Children guidance available on the internet at www.4lscb.org.uk with reference to the documents section and in particular the guidance available about the voluntary sector.
- All applicants for paid employment at YD will be required to give full details of their working history including any reasons for gaps in employment.

Expectations of workers include that they:

- Remain sensitive to the possibility of child abuse and neglect.
- Maintain appropriate professional boundaries (see Guidelines for YD services) and avoid behaviour which might be misinterpreted by others.
- Report and record any concerning behavior from a child/young person towards a worker or vice versa.



- Remain conscious that their behaviour / actions outside of the workplace could indicate an unsuitability to work with children or young people and lead to action being taken to safeguard service users.
- Do not share any personal information with a child or young person and should not request, or respond to, any personal information from the child/young person, other than that which might be appropriate as part of their professional role.

Cameras, mobile phones and other recording devices.

- Because many mobile phones have inbuilt cameras or recording devices which could inadvertently be on, members of groups will be asked to switch off mobile phones during sessions.
- Workers must not take cameras, mobile phones or any other recording devices into client sessions or make use of them during any contact with clients other than for the purpose of recording material as part of YD work with clients. Any photographing or filming during sessions should not be of young people themselves but of the work they have created during the therapy. All such photographs or film will be stored on the internal server which is password protected and will only be put into the public domain if written consent is gained from the young person or people whose work was filmed.

Related Policies:

Duty to Act Whistle blowing Policy and Procedure
Safeguarding & Risk Assessment Procedure
Safeguarding Children & Young People Policy
Safeguarding Adult* Policy
YD Client Services Guidelines
YD Services Guidelines – Working with Suicidal Thoughts
Helpline and Therapeutic Services Minimum Standards
Equalities Statement
Health & Safety Policy
Data Protection Policy
Recruitment Policy
Staff Handbook

This policy is made available within each YD office in the Policies Folder and is displayed on public notice-boards at YD premises and on YD website. If an alternative format is required please contact YD Offices.