You Turn Community

Policy and Procedure for Safeguarding Children and Young People and vulnerable adults

Introduction

You Turn Community is an Evesham based project. We work with the most at-risk young people aged 8 to 25. The young people we work with have been involved in anti-social activities, have support workers or have social care involved with the family. We focus on support and re-engagement through a wide range of interventions including healthy eating and cooking skills, a range of qualifications, support with housing, budgeting and benefits, workshops on confidence building, anxiety and anger management, and support to access college, apprenticeships, and employment.

You Turn Provides

Open Access Drop-In Sessions – Where we provide support, information and guidance on a variety of issues affecting young people.
Creative Arts Projects – To Develop and raise young people's sense of worth and self esteem through engagement in practical, accessible projects.
Mentoring Support – Individual and group mentoring for young people who need extra support.
Life Skills Workshops – To help young people gain a sense of the wider world, giving them the tools to be able to be independent and confident young adults.
Qualifications – We are an OCN registered centre which enables us to offer a wide range of qualifications and accreditations.
Employability Programme – We help develop young people's employability skills, raise their confidence and self esteem, support them with interview techniques, CV writing and advice on filling in application forms.
Emotional Health and Well-being Drop-In – working with other agencies to develop a positive emotional health project, providing one to one sessions for young people who need extra support and guidance enabling them to develop the tools necessary to achieve an emotionally healthy life.

Principles

The following core principles will apply in responding to suspicions, allegations or incidences of abuse involving children and young people.

Privacy – the right of individuals to be left alone or undisturbed and free from intrusion or public attention into their own affairs.
Dignity – recognition of the intrinsic value of people regardless of circumstances by respecting their uniqueness and their personal needs. The aim is to treat people with respect.

Self–determination – the person's right to self–determination and involvement in decision making is promoted to its fullest capacity.
Empowerment – the person is empowered to protect himself or herself from harm. All young people will be supported appropriately throughout the process.
Legal Rights – the vulnerable person and the alleged abuser has the right to the protection of the law.
Human Rights – You Turn works to the key rights covering the protection of children and young people found in the Children Act (1989) the UN Convention on the Rights of the Child (1989) the Disability Discrimination Act (1995) and the Human Rights Act (2000). All children and young people deserve the opportunity to achieve to their full potential. They should be enabled to live in a safe environment and be protected from harm.

Policy Statement

You Turn will work in co–operation with other agencies in order to ensure the safety and welfare of its volunteers, workers and service users.

You Turn recognises that some volunteers, workers and service users may have experienced abuse.

You Turn will pass on concerns or allegations of abuse promptly to the appropriate agency.

You Turn will not employ any person or take on any volunteers who have a conviction for the abuse of a child or young person. You Turn undertakes DBS checks with the Disclosure and Baring Service on all new staff.

You Turn will promptly act upon and report any allegations of abuse that may be made against a volunteer or member of staff. You Turn will always act to protect its service users from abuse and exploitation.

You Turn will work with the appropriate referral agencies.

You Turn will provide staff and volunteers with training on how these procedures should be implemented.

Definitions

The term 'child' refers to any person aged 0–18 years. It therefore refers to volunteers, staff and service users up to the age of 18 years.

The term 'young person' refers to any person aged 18–25 years. It therefore refers to volunteers, staff and service users from 18 up to the age of 25 years.

Abuse – Someone may abuse a child or young person by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused within a dependent relationship or, more rarely, by a stranger. Abuse can be intentional or unintentional. There are five categories of abuse, which are physical, sexual, emotional, neglect and financial. It is not unusual for a child or young person to suffer more than one type of abuse. Abuse may be part of a pattern of behaviour or an isolated incident.

Types of Abuse

Physical – Actual physical injury to a child or young person and / or the failure to prevent such injury (or suffering) to a child or young person. Deliberate poisoning, suffocation or Munchausen Syndrome by Proxy.

Neglect – Persistent or severe neglect; failure to protect from exposure to any kind of danger, including cold or starvation; failure to carry out important aspects of care resulting in significant impairment of the child's/vulnerable adult's health or development, including non–organic failure to thrive.

Sexual Abuse – Actual or likely sexual exploitation of a child or adolescent. The child may be dependent or developmentally or emotionally immature.

Emotional & Psychological Abuse – Actual or likely severe adverse effect on the emotional and behavioural development of a child or young person caused by persistent or severe emotional ill treatment or rejection. ALL forms of abuse involve some element of emotional ill treatment.

Financial Abuses – the theft of money, property, or exploitation, which leads to the child or vulnerable adult being put at a financial disadvantage.

F.G.M. – It is often performed by someone with no medical training, using instruments such as knives, scalpels, scissors, glass or razor blades. It is used to control female sexuality and can cause long-lasting damage to physical and emotional health.

Online Abuse - Cyberbullying or online bullying is any type of bullying that happens online.

Unlike bullying that takes place offline, online bullying can follow the child wherever they go and it can sometimes feel like there's no escape or safe space. Emotional Abuse is any type of abuse that involves the continual emotional mistreatment of a child and this can happen both on and offline.

Grooming is when someone builds a relationship with a child so they can sexually abuse, exploit or traffic them.. Children and young people can be groomed online or face-to-face by a stranger or by someone they know.

Sexting is when someone shares sexual, naked or semi-naked images or videos of themselves or others, or sends sexual messages. It's online abuse if a child or young person is pressured or coerced into creating or sending these types of images.

Sexual Abuse is when a child or young person is forced or tricked into sexual activities. Sexual abuse can happen online - for example, a child could be forced to make, view or share child abuse images or videos or take part in sexual activities on conversations online.

Child sexual exploitation is a type of sexual abuse. When a child is sexually exploited online they may be persuaded or forced to create sexually explicit photos or videos or have sexual conversations.

Non-recent Child Abuse - Sometimes called historical abuse, is when an adult was abused as a child or young person under the age of 18. Sometimes adults who were abused in childhood blame themselves or are made to feel it's their fault. But this is never the case: there's no excuse for abuse.

Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening or undermining someone.

It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

Cyberbullying is bullying that takes place online. Unlike bullying offline, online bullying can follow the child wherever they go, via social networks, gaming and mobile phone.

Child Sexual Exploitation (CSE) is a type of sexual abuse When a child or young person is exploited they're given things, like gifts, drugs, money, status and affection, in exchange for performing sexual activities. Children and young people are often tricked into believing they're in a loving and consensual relationship. This is called grooming. They may trust their abuser and not understand that they're being abused.

Trafficking is where children and young people tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold.

Domestic Abuse is any type of controlling, bullying, threatening or violent behaviour between people in a relationship. It can seriously harm children and young people and witnessing domestic abuse is child abuse.

Criminal Exploitation is child abuse where children and young people are manipulated and coerced into committing crimes.

Related Policies

You Turn acknowledges that safeguarding children and young people is of such importance and scope that it extends well beyond one policy. It is something which covers all aspects of our work and is therefore reflected in all policy areas. To this extent, it should be remembered that the safeguarding policy is something which should be read in relation to the following You Turn policies:

Date Protection Policy
DBS Policy
Anti-Bullying Policy
E-Safety Policy
Staff Behaviour Policy
Confidentiality Policy
Recruitment and Selection Policy
Volunteer Recruitment Policy
Volunteer Risk Assessment
Incident and Accident Policy

Legislation

The principal pieces of legislation governing this policy are:

Rehabilitation of Offenders Act (1974)

https://www.legislation.gov.uk/ukpga/1974/53#:~:text=1974%20CHAPTER%2053,and%20for%20purposes%20connected%20therewith.

Guidance:

https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974

Mental Health Act (1983)

https://www.legislation.gov.uk/ukpga/1983/20/contents

Guidance:

https://www.mind.org.uk/information-support/legal-rights/mental-health-act-1983/about-the-mha-1983/

The Children Act (1989)

https://www.legislation.gov.uk/ukpga/1989/41/contents

Guidance: https://assets.publishing.service.gov.uk/media/60e6fb43d3bf7f56896127e5/The_Children_Act_1989_guidance_and_regulations_Volume_2_care_planning__placement_and_case_review.pdf

UN Convention on the Rights of the Child (1989)

https://www.ohchr.org/en/instruments-mechanisms/instruments/convention-rights-child

Guidance: https://www.unicef.org/child-rights-convention

NHS and Community Care Act (1990)

https://www.legislation.gov.uk/ukpga/1990/19/contents

Guidance: https://navigator.health.org.uk/theme/national-health-service-and-community-care-act-1990#:~:text=The%20Act%20made%20provisions%20to,out%20their%20social%20care%20functions.

The Police Act – (1997) (Criminal Records Checks)

https://www.legislation.gov.uk/ukpga/1997/50/contents

Guidance:

https://www.gov.uk/government/publications/statutory-disclosure-guidance

Public Interest Disclosure Act (1998) (PIDA) (Whistleblowing)

https://www.legislation.gov.uk/ukpga/1998/23/contents

Guidance: https://www.ncvo.org.uk/help-and-guidance/safeguarding/specialist-guides/safeguarding-law/protection-whistleblowers/protection-under-pida/#:~:text=The%20Public%20Interest%20Disclosure%20Act,compensation%20at%20an%20employment%20tribunal.

Care Standards Act (2000)

https://www.legislation.gov.uk/ukpga/2000/14/contents

Guidance: https://navigator.health.org.uk/theme/care-standards-act-2000

The Adoption and Children Act (2002)

https://www.legislation.gov.uk/ukpga/2002/38/contents

Guidance: https://www.legislation.gov.uk/ukpga/2002/38/notes

The Children's Act (2004)

https://www.legislation.gov.uk/ukpga/2004/31/contents

Guidance: https://online-learning-college.com/knowledge-hub/early-years/childrens-act-2004/

Safeguarding Vulnerable Groups Act (2006)

https://www.legislation.gov.uk/ukpga/2006/47/contents

Guidance:

https://www.legislation.gov.uk/ukpga/2006/47/notes/division/2

Working Together to Safeguard Children (2023)

https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

Guidance: https://learning.nspcc.org.uk/research-resources/2023/working-together-to-safeguard-children-2023-summary-of-changes#:~:text=This%202023%20edition%20replaces%20Working,age%20of%2018%20in%20England.

Keeping Children Safe in Education (2015)

https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

Guidance: https://learning.nspcc.org.uk/research-resources/schools/keeping-children-safe-in-education-caspar-briefing

Safeguarding and protecting people for charities and trustees – The Charity Commission (2017)

Guidance Link: https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees

Responsibilities

All staff (paid or unpaid) have responsibility to follow the guidance laid out in this policy and related policies, and to pass on any welfare concerns using the required procedures.

We expect all staff (paid or unpaid) to promote good practice by being an excellent role model, contribute to discussions about safeguarding and to positively involve people in developing safe practices.

Additional Specific Responsibilities

Trustees have responsibility to ensure:

- That You Turn Community has all the appropriate policies and procedures in place and that the centre manager makes sure that all staff adhere to the policy.
- You Turn Project adheres its Safeguarding Policy when working with children, young people or vulnerable adults, due to the 'At-Risk' nature of our work the policies in place are tailored to reflect our day to day work.

The Trustees have responsibility to ensure:

- The policy is accessible
- The policy is implemented
- The policy is monitored and reviewed

The Designated Safeguarding Lead for You Turn Project is Michele Bell. Their responsibilities are:

- Over all responsibility for staff
- Promoting the welfare of children and young people
- Ensure staff (paid and unpaid) have access to appropriate training/information
- To ensure all staff are DBS checked
- Receive staff concerns about safeguarding and respond to all seriously, swiftly and appropriately
- Develop and maintain effective links with relevant agencies, through attendance at strategy meetings, initial case conferences, core groups. CAF meetings
- Take forward concerns about responses

Guidelines for Staff Working with Children and Young People:

You Turn aims to ensure that all staff are aware that the relationship between older and children/younger people should be based on fairness and that all associates are clear about the boundaries that should exist within such a relationship.

Staff should not use physical restraint on anyone. If they do need to then the incident should be reported to You Turn Project Manager at the earliest possible time.

When working with children/young people on a project, staff must avoid engaging in inappropriate behaviour towards children/young people. You Turn deems inappropriate behaviour to include the following:

• Being alone with a child/young person – with the exception of lone working and one-to-one mentoring.
• Having intentional contact with a child/young person outside of a project setting. Unless part of their mentoring programme and agreed by a parent or guardian.
• Inappropriately touching a child/young person
• Bullying a child/young person
• Giving preferential treatment to one child/young person over another

You Turn requires that all staff use their common sense when on projects, and ensure that they do not allow themselves to enter into a vulnerable situation.

Procedures

If a child or young person suggests to any member of staff that they are or have been "at risk", the worker must explain to the child/young person the implications of this disclosure. That is, the worker must make it clear to the child/young person that someone else will have to be told and that action will have to be taken. The response of the associate depends on the situation. The child's/young person's safety is of utmost importance and the worker should act accordingly.

If someone tells you that they or another child or young person is being abused:

- Show that you accept what they are saying, and that you take their allegations seriously.
- Try not to appear shocked at what the person is saying to you.
- Do not prompt the child / young person or ask them leading questions.
- Explain what actions you must take.
- Do not promise confidentiality as information regarding child abuse has to be reported.
- Write down what you have been told using the exact words if possible.
  Make a note of the date, time, place and people who were present at the discussion.
- Record everything you have heard or seen in the Incident Book, and report your concerns to your Project Manager as soon as possible.
- Do not confront the alleged abuser yourself.
- Do not worry that you may be mistaken. It is better to discuss your concerns with someone who has the experience to deal with the situation, than keep information to yourself.

If the behaviour of any adult (including partner agency staff, managers, You Turn staff or a member of the public) towards children or young people causes you concern:

- Do not dismiss your concerns.
- Do not confront the person about whom you have concerns.

Overall responsibility for Safegurding matters with You Turn Project is with Michele Bell – Project Manager of You Turn. Michele Bell, You Turn Project Manager can be contacted at the You Turn Office on mobile 07443515729. If the designated Safeguarding lead are absent a member You Turns Trustee Committee should be contacted on 07951947251 (Mark Hutchinson)

If a volunteer or worker suspects or is told that abuse of a young person may have taken place they must inform the You Turn Project manager as soon as possible, who will record the incident and take appropriate measures.

The Safeguarding Lead must make a telephone referral wherever practicable to the appropriate agency within 24 hours of receiving the allegations/suspicions and will record the referral in the Incident Book.

If an allegation of abuse is made against a volunteer or member of staff, the Safeguarding Lead will inform the Trustee Committee, where they will take appropriate action.

The implementation of these procedures will be reviewed annually in August, with the You Turn Safeguarding Lead in attendance.

Guidelines for the DSL and You Turn Project Manager:

The DSL and Project Manager should be responsible for putting the You Turn referral procedure into action. You Turn's referral procedure includes the following steps:

- The incident should be reported to the DSL / Project Manager. Once either the DSL or Manager or staff member has been informed, You Turn will be responsible for taking further action.
- Any Safeguarding issue with a child or young person in education, school or college should be reported to the individual organisation (School) DSL.
- In this event, if a parent needs to be contacted, this should be the responsibility of the school or college.
- The DSL or Project Manager should refer directly to the Duty Team of the Social Services Department.
- Again, the Project Manager should keep a confidential written record of events and should advise the DSL of the incident at the earliest opportunity.
- The above You Turn Safeguarding children and young people Referral Route indicates the order in which referral should take place. In the event of any individual finding that they are unable to contact the next person in the chain, they should not hesitate to refer the matter to the next contactable person and must not let the matter rest until they are satisfied that it is being dealt with by the appropriate person.

The You Turn Confidentiality Policy must be adhered to and the number of people advised of the referral should be kept to an absolute minimum.

The DSL / You Turn Project Manager should be responsible for discussing the above referral procedure with any Partner/Link Organisations connected with the project.
You Turn is aware of the vital importance of safeguarding children / young people and undertakes to ensure that all You Turn staff who work with children are trained to recognise the signs of a child or young person in distress and to follow the referral procedure. You Turn believes that the well-being and safety of young people is a fundamental priority and staff should always be aware of this. At the same time You Turn values its staff highly and commits itself to providing support and guidance for them at all times.

This policy is written in accordance to the UN Convention on the Rights of the Child (1989).

In the event of any individual finding that they are unable to contact the next person in the chain, they should not hesitate to refer the matter to the next contactable person and must not let the matter rest until they are satisfied that it is being dealt with by the appropriate person.

You Turn's Confidentiality Policy must be adhered to and the number of people advised of the referral should be kept to an absolute minimum. The Board of Trustees should be made aware that an incident has occurred but should not be given the details unless specifically necessary.

Flow Chart

You Turn recognises its duty to report concerns or allegations against its staff (paid or unpaid) within the organisation or by a professional from another organisation.

The process for raising and dealing with allegations is as follows:

Any member of staff from You Turn is required to report any concerns in the first instance to the Project Manager. A written record will be made at this stage.

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Any Safeguarding issue with a child or young person in education, school or college should be reported to the individual organisation (School) DSL.

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The Project Manager DSL for You Turn will communicate concerns to the Trust Board

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Advice will be sought from the Safeguarding Children Services Local Authority Designated Officer (LADO) at 01905 843311

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Proceed according to the advice of the LADO.

You Turn recognises its legal duty to report any concerns about unsafe practice by any of its paid or unpaid staff to the Independent Safeguarding Authority (ISA).

Communications, Training and Support for Staff

You Turn commits resources for induction, training of staff (paid and unpaid), effective communications and support mechanisms in relation to Safeguarding.

Induction will include:

- Discussion of the Safeguarding Policy (and confirmation of understanding)
- Discussion of other relevant policies
- Ensure familiarity with reporting processes, the roles of the DSL and DSL Project Manager
- Initial training on safeguarding including safeguarding children and young people will be undertaken

Training

All staff who, through their role, are in contact with children and young people will have access to safeguarding training at an appropriate level. Sources and types of training will include:

- Young Solutions Safeguarding Training
- Youth work training (JNC)
- www.youngsolutions.org.uk – offer training for all voluntary sector groups. This is where we will access our training.

Communications and Discussion of Safeguarding Issues
Commitment to the following communication methods will ensure effective communication of safeguarding issues and practice:

Safeguarding is a regular agenda item across:

- Team meetings
- Trustee / Committee meetings
- One to one meetings (formal or informal),
- Supervision

You Turn will also ensure :

- Participation in multi agency safeguarding procedures and meetings in order to be involved in child/ young person safeguarding procedures
- Participation in joint client visits
- Involvement in the CAF process
- Provision of a clear and effective reporting procedure which encourages reporting of concerns.
- Encouraging open discussion (e.g. during supervision and team meetings) to identify and barriers to reporting so that they can be addressed.
- Inclusion of safeguarding as a discussion prompt during supervision meetings/ appraisals to encourage reflection
- Some organisations will have a safeguarding representatives team. If so it should be referred to in this section.

Support

We recognise that involvement in situations where there is risk or actual harm can be stressful for staff concerned. The mechanisms in place to support staff include:

- Debriefing support for paid and unpaid staff so that they can reflect on the issues they have dealt with.
- Seeking further support as appropriate e.g. access to counselling.
- Staff who have initiated protection concerns will be contacted by line manager within 1 week

Schools

In the event that a young person has not arrived at You Turn on their designated day, the school will be contacted to let them know of the non-attendance.

It is the responsibility of the parent/guardian to pick up their children from You Turn unless organised for them to walk home or predetermined transport such as a taxi.

Physical Security Policy

You Turn will:

- Make sure all Staff and young people are aware of our Physical Security Policy and Procedures
- Implement a mock breech of security test yearly

In the Event of someone hostile accessing our building we will implement the following procedures:

- Get young people to safety in our areas of containment (Downton and Classroom) depending on the number of young people and where we are in the building.
- Keep young people calm
- Ring the Emergency services
- Log incident in incident book

Review

This policy will be reviewed by You Turn, every year in August and when there are changes in legislation or service.

You Turn

Policy and Procedure for Safeguarding Children and Young People

You Turn will make staff and associates aware of the Safeguarding Policy at induction. Users are requested to sign a slip confirming that they have read and understood the policy.

Confirmation of Reading

I confirm that I have been made fully aware of, and understand the contents of, the Safeguarding Policy and Procedures for YOU TURN PROJECT.

Please complete the details below and return this completed form to YOU TURN.

Employee Name:.....

Employee Signature:.....

Date:.....