

**CLEVEDON YMCA**

**Marson Road, Clevedon, North Somerset**

**BS21 7NN**

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## **Safeguarding Policy for Adults at Risk, Children & Young People**

### **Safeguarding Policy Statement**

Clevedon YMCA is fully committed to ensure that all children, young people and adults at risk, are welcomed into a safe, caring, Christian environment with a positive atmosphere where their needs are paramount. Clevedon YMCA recognises that it is the responsibility of each one of its staff, paid and unpaid, to prevent abuse or neglect of children, young people and adults at risk, and to report any incident or behaviour that causes concern with regard to their welfare. This policy applies equally to young people under the age of 18 years old and Vulnerable Adults (adults at risk) as defined by the Care Act 2014.

### **Introduction**

The health, safety and well-being of all adults at risk, children and young people are of paramount importance to all Staff and Volunteers at Clevedon YMCA. At Clevedon YMCA adults at risk, children and young people are respected and are encouraged to respect others. The atmosphere within our Charity is one which encourages everyone to do their best. We provide opportunities that enable everyone using our service to take and make good decisions for themselves.

### **Aims and Objectives**

1. To ensure that staff and volunteers have appropriate levels of safeguarding training
2. To identify adults at risk, children and young people who are suffering or likely to suffer significant harm, and to ensure that appropriate action is taken.
3. To identify responsibility in reporting possible cases of abuse
4. To ensure effective communication between staff when dealing with safeguarding protection issues
5. To ensure that staff understand and apply the correct procedures should they encounter a safeguarding issue

### **Procedures**

1. The designated Safeguarding Officer for Clevedon YMCA is Juley Howard, Centre Manager for Clevedon YMCA. The designated Safeguarding Lead for Clevedon YMCA's Board of Management is Elaine Boulton.

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2. All staff and volunteers will be vetted and checked in accordance with legal requirements and to ensure that there is no question of their suitability for their post. DBS checks will be updated in accordance with Clevedon YMCA's recruitment policy.
3. Anyone with concerns about a child or adult at risk, will follow the Safeguarding flowchart (copy attached)
4. Session workers will aim to be aware of any contractors, visitors or hirers and endeavour to monitor areas where they could interact with children or adults at risk.
5. Clevedon YMCA will endeavour to work closely with other agencies, liaise and pass on relevant information as needed and only to appropriate persons  
(See *Information Sharing Protocol, Appendix2*)
6. All staff and volunteers at Clevedon YMCA will receive regular and appropriate training to raise their awareness of child abuse and update their knowledge of agreed safeguarding procedures in accordance with Clevedon YMCA's Training Plan.
7. Any member of staff or volunteer subject to any allegation of abuse will be dealt with subject to Clevedon YMCA's disciplinary procedures.

## Managing Disclosures

1. Any incident of safeguarding concern reported should be recorded as soon as possible. Staff should listen without judgement and take the disclosure seriously and reassure the young person that they have done the right thing by speaking out and offer on-going support if possible. Following a serious disclosure, the Safeguarding Officer needs to be informed as soon as possible and then a statement recorded (*Appendix 3 Guidelines for Youth Workers recording Safeguarding Concerns*). Ongoing minor safeguarding matters, accidents and near misses should also be recorded so that we have a record of a pattern of behaviour / occurrences that might indicate that there is a more serious problem.
2. Staff should explain who will be told and continue to offer reassurance and updates of the situation if possible.
3. Anonymised safeguarding incidents are reported to Clevedon YMCA's Board of Management on a monthly basis. The Trustees are ultimately responsible for the running of the organisation so need to understand the operational issues that arise on a day to day basis.

## Serious Incident/Scene of Crime

1. If a serious incident or assault takes place, or is alleged to have occurred, on site or within Clevedon YMCA premises, the staff member in charge at the time should contact the police and appropriate emergency services.
2. The area in which the incident or alleged incident took place should be treated as a scene of crime. Access to the area should be prevented to avoid the contamination or removal of potential evidence. Examples may include allegation of sexual assault or physical violence resulting in injury. The Safeguarding Officer must be informed as soon as possible.
3. Incident reporting forms are available in the YMCA office and on the shared Dropbox folder. Staff members should complete them at the earliest opportunity, and certainly within 24 hours, stating the date and time when they informed the Safeguarding Officer.

## Child Sexual Exploitation and Child Criminal Exploitation

1. Staff and volunteers' updated training includes the possibility of children and young people and adults at risk being vulnerable to exploitation for criminal purposes, this includes grooming and an imbalance of power to manipulate and control a child / vulnerable adult into sexual or criminal acts for their own advantage
2. Staff are encouraged to exercise professional curiosity and to be open to the possibility that a child or young person attending the YMCA maybe being exploited by criminal gangs.
3. Any suspicions should be reported to the safeguarding officer and case noted. The No Names Consultation Helpline should be accessed if there is any doubt about whether a crime may or may not have been committed.

## Partnership Working with other Organisations

1. Clevedon YMCA often works in partnership with other organisations which have their own safeguarding policies.
2. Ongoing partnerships include joint work with local schools, other charities, informal non-profit making organisations and businesses.
3. Sometimes a safeguarding matter will arise during a joint project which falls under the responsibility of the other organisation. In such cases the YMCA worker will report the details of the safeguarding matter to the other organisation and note that the other organisation is dealing with the matter in Clevedon YMCA's recording system. The worker will check that this safeguarding matter is being dealt with by the other organisation to ensure that nothing falls between the gaps.

## Monitoring and review

1. Clevedon YMCA will regularly review any incidents detailed in the compliance file. Any completed incident form should also be emailed to the Safeguarding Officer. Juley Howard Centre Manager at Clevedon YMCA is the designated Officer for safeguarding issues, and is responsible for ensuring all staff and volunteers are up to date with safeguarding training, and have access to safeguarding resources.
2. The Centre Manager will ensure that all staff and volunteers have read the safeguarding policy fully and had an opportunity to ask questions.
3. It is the responsibility of all staff to keep all confidential files secure and confidential.
4. The safeguarding policy is reviewed annually by the manager and trustees. It is the responsibility of the Trustees to ensure that the Centre Manager is fully supported and receives regular safeguarding training. The Board of Directors main contact/ Lead for safeguarding is Elaine Boulton.

Contact details:

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YMCA Safeguarding Officer: Juley Howard  
M: 07500147774 E: juley.howard@clevedon.ymca.org.uk

YMCA Board of Directors Safeguarding Contact: Elaine Boulton  
M: 07896486538 E: elaineboulton@gmail.com

## **In an Emergency dial 999**

Further help and information can be found at  
[www.northsomersetsafeguarding.co.uk](http://www.northsomersetsafeguarding.co.uk)

The Single Point of Access is now known as “FRONT DOOR” 01275 888808

Early Years Advisor Safeguarding 07920 082 811

Out of Hours (EDT) social care 01454 615615

No Names Consultation Helpline 01275 888690

Concerns about a colleague: Local Area Designated Officer (LADO) 01275 888 211 or 077995 092 692 – for incidents involving children. For adults telephone the police and ask for the safeguarding team.

Other Clevedon YMCA Policies to refer to;

Staff Handbook

- Disciplinary Procedures
- Code of Conduct
- Confidential Reporting (Whistleblowing) Policy
- Confidentiality Policy
- Complaints Policy
- Young Peoples’ Behaviour Policy (draft November 2018)

Adopted by the Board: 6th March 2017

Reviewed: 5<sup>th</sup> November 2018

Reviewed: 2<sup>nd</sup> December 2019

Reviewed: 7<sup>th</sup> December 2020

Reviewed: 21<sup>st</sup> December 2021

Reviewed: 13<sup>th</sup> February 2023

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# Appendices

## Appendix 1

### North Somerset Safeguarding Board definitions

#### DEFINITIONS OF HARM IN CHILD ABUSE

##### Neglect:

The persistent failure to meet a child's basic physical and / or psychological needs, likely to result in significant impairment of the child's health or development. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

##### Physical abuse:

This may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as factitious illness by proxy or Munchausen syndrome by proxy.

##### Sexual abuse:

Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material 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 effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve frequently causing children to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

## Appendix 2 Seven Golden Rules for Sharing

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
2. Be open and honest with the person (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice if you are in any doubt, without disclosing the identity of the person where possible.
4. Share with consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, that lack of consent can be overridden in the public interest. You will need to base your judgement on the facts of the case.
5. Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the person and others who may be affected by their actions.
6. Necessary, proportionate, relevant, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those people who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.



## Appendix 3 Guidelines for Youth Workers recording Safeguarding Concerns

1. Each young person attending YMCA for the first time should have a registration form, completed by them, with their contact details (with help from Youth Worker if needed). In the first instance this should be the electronic version with the record kept on our secure database. A paper copy will be sent out if the young person is unable to get their parent to complete the registration form electronically. In any case a hard copy of each registration form should be kept in a secure locked location.
2. Any Safeguarding concerns about a young person need to be recorded using an individual file suitable to contain notes.
3. Young people's files will be kept in a locked Safeguarding file in the office or on a secure server which is password protected.
4. Individual files need to be filed by last name, alphabetically. All young people are given a unique reference when they are added to the Church Suite system for the first time. While they are classed as 'visitors' they will be known by their initials with '(V)' following their initials on any necessary reports. The terms 'they' or 'them' must not be used in an individual's record for the sake of clarity. This has no bearing on the form of direct address chosen by the young person in any other setting.
5. The electronic record automatically dates the entry when it is made. The date of the incident / conversation / event being recorded must be written at the top of the entry. All records, including safeguarding and incident forms must include the unique reference for each person referred to and registered here or their initials and '(V)' if they are a visitor.
6. If considering involving an outside agency Youth Workers should actively seek young people's consent to involve others, record their response and take advice from their manager if they do not consent. Consider speaking to the young person's parents/guardians and gaining their consent to involve Children's services.
7. If you are unsure about making a referral to Social Care seek consultation with the Centre Manager, Trustee or call Social Care's Front Door (SPA) 01275 888808 or request a formal consultation using the No Names Consultation Helpline (01275 888690). Record who you spoke to and their advice.
8. Any safeguarding or other incidents, including referrals, need to be recorded briefly on an incident form and emailed to the Centre Manager.
9. If a young person has either a Child Protection Plan, a Child in Need Plan or S47 investigations record then this should be copied into their file if the youth service has access to it. If this has not been received explain in the notes why and any actions.
10. All documents relevant to the individual young person should be added to their Churchsuite record so that all information is available in the same place.
11. Youth workers should inform Youth Worker Coordinator of any new Safeguarding concerns. They will be responsible for discussing the situation /any relevant issues with the wider youth work team and keeping them updated as appropriate.
12. The Centre Manager, or in her absence the Safeguarding Trustee, needs to be informed about all serious concerns and any referrals made to Social Care as soon as possible.



Updated 16<sup>th</sup> December 2021 Juley Howard. Confirmed ....

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### Clevedon YMCA process for dealing with concerns about a child or adult

#### ACT IMMEDIATELY – DO NOT DELAY

Concern about a child / young person

1. Inform session lead during or after session
2. Write up concerns on Churchsuite or ask session lead to do this ASAP

Concern about a colleague (paid or volunteer)

1. Make a written record
2. Inform your line manager or if you have concerns about them go directly to Centre Manager or Trustee for Safeguarding ASAP

Session Lead will decide whether the concern reaches the safeguarding threshold and whether to discuss with Lead YW, Centre Manager or Trustee for Safeguarding and may decide to:

- Keep a record and monitor the situation
- Contact parents/school/CAMHS/other community agencies
- Refer to social care

Whoever you report to will decide whether to discuss with anyone else and what actions are required and may

- Keep and record and monitor the situation
- Engage the adult in informal disciplinary procedures
- Engage the adult in formal disciplinary procedures
- Refer to LADO

#### Useful Numbers

Centre Manager Juley Howard 07500 147774

Trustee for Safeguarding Elaine Boulton 07896 486538

Social Care 01275 888808 / 01454 615616 (Out of hrs)

LADO 01275 888211

No Names Consultation No. 01275 888690

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