



THE WARD ACADEMY
for Theatre & Creative Arts

Safeguarding Children Policy and Procedures

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SAFEGUARDING CHILDREN POLICY

To fulfil our commitment to safeguard and promote the welfare of children, The Ward Academy recognises that we have a responsibility to provide:

- Clear priorities for safeguarding and promoting the welfare of children
- A clear commitment by senior management to the importance of safeguarding and promoting children's welfare.
- A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children.
- Recruitment and human resource management procedures that take account of the need to safeguard and promote the welfare of children and young people, including arrangements for appropriate checks on new employees and volunteers.
- Procedures for dealing with allegations of abuse against employees and volunteers.
- Arrangements to ensure that all employees undertake appropriate training to equip them to carry out their responsibilities effectively, and keep this up-to-date by refresher training at regular intervals; and that all employees, including temporary employees and volunteers who work with children, are made aware of the establishment's arrangements for safeguarding and promoting the welfare of children and their responsibilities for that.
- Policies for safeguarding and promoting the welfare of children (e.g. pupils/students), and procedures that are in accordance with guidance and locally agreed inter-agency procedures.
- Arrangements to work effectively with other organisations to safeguard and promote the welfare of children, including arrangements for sharing information.
- A culture of listening to, and engaging in dialogue, with children seeking children's views in ways that are appropriate to their age and understanding, and taking account of those views in individual decisions and in the establishment or development of services.
- Appropriate whistle-blowing procedures, and a culture that enables issues about safeguarding and promoting the welfare of children to be addressed.

1. **Introduction**

This document is the Safeguarding Children Policy for The Ward Academy which will be followed by all members of the organisation and promoted by those in a position of leadership within the organisation.

Individual agencies are responsible for ensuring that their staff are competent and confident in carrying out their responsibilities for safeguarding and promoting children's welfare.

We know that being a young person makes them vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult in the context of the work carried out by the organisation are transparent and safeguard and promote the welfare of all young people.

This document is written in accordance with the Local Safeguarding Children Board Policy and 'Working Together to Safeguard Children' 2015.

2. **Principles**

Below are the principles upon which the Safeguarding Children Policy is based.

- The welfare of a child or young person will always be paramount.
- The welfare of families will be promoted.
- The rights, wishes and feelings of children, young people and their families will be respected and listened to.
- Keeping children safe from harm requires people who work with children to share information - see Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children (March 2015).
http://greatermanchesterscb.proceduresonline.com/chapters/p_info_sharing.html
- Those people in positions of responsibility within the organisation will work in accordance with the interests of children and young people and follow the policy outlined below.

3. **Immediate Action to Ensure Safety**

Immediate action may be necessary at any stage in involvement with children and families.

In all cases it is vital to take whatever action is needed to safeguard the child/children, i.e:

- If emergency medical attention is required this can be secured by calling an ambulance (dial 999).

- If a child is in immediate danger the police should be contacted (dial 999) as they alone have the power to remove a child immediately if protection is necessary, via Police Protection Order.
- If you need urgent advice outside of office hours call the Duty Referral Team on 794 8888 for Salford (if for a different area please see contact details under 'Make a referral').

4. Recognition of Abuse or Neglect

Abuse or neglect of a child is caused by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting; by those known to them or more rarely by a stranger.

Abuse can take many forms and the following is a summary of the most common forms of child abuse as set out in *Working Together to Safeguard Children* (2015)

Physical Abuse

Physical abuse 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 fabricates the symptoms of, or deliberately induces illness in a child.

Some of the following signs may be indicators of physical abuse:

- Children with frequent injuries;
- Children with unexplained or unusual fractures or broken bones; and
- Children with unexplained:
 - bruises or cuts;
 - burns or scalds; or
 - Bite marks

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only in so far as they meet the need of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun of what they say or how they communicate.

It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions beyond a child's development capability, as well as overprotection and limiting of exploration and learning, or preventing the child participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Some of the following signs may be indicators of emotional abuse:

- Children who are excessively withdrawn, fearful, or anxious about doing something wrong;
- Parents or carers who withdraw their attention from their child, giving the child the 'cold shoulder';
- Parents or carers blaming their problems on their child; and
- Parents or carers who humiliate their child, for example, by name-calling or making negative comparisons.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment)
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate care-givers)
- ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Some of the following signs may be indicators of neglect:

- Children who are living in a home that is indisputably dirty or unsafe;
- Children who are left hungry or dirty;
- Children who are left without adequate clothing, e.g. not having a winter coat;
- Children who are living in dangerous conditions, i.e. around drugs, alcohol or violence;
- Children who are often angry, aggressive or self-harm;
- Children who fail to receive basic health care
- Parents who fail to seek medical treatment when their children are ill or are injured

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Some of the following signs may be indicators of sexual abuse:

- Children who display knowledge or interest in sexual acts inappropriate to their age;

- Children who use sexual language or have sexual knowledge that you wouldn't expect them to have;
- Children who ask others to behave sexually or play sexual games; and
- Children with physical sexual health problems, including soreness in the genital and anal areas, sexually transmitted infections or underage pregnancy.

Child Sexual Exploitation (CSE)

The Government Guidance on Safeguarding Children and Young People from Sexual Exploitation 2009 describes sexual exploitation as:-

"Sexual exploitation of children and young people under 18 involves exploitative situation, contexts and relationships where young people (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and / or other or others performing on them, sexual activities.

Child sexual exploitation can occur through the use of technology without the child's immediate recognition; for example, being persuaded to post sexual images on the internet / mobile phones without immediate payment or gain. In all cases, those exploiting the child / young person have power over them by virtue of their age, gender, intellect, physical strength and / or economic or other resources. Violence, coercion and intimidation are common, involvement in exploitative relationships being characterised in the main by the child or young person's limited availability of choice resulting from their social / economic and / or emotional vulnerability.

Information on Preventing Radicalisation

Protecting children from the risk of radicalisation should be seen as part of an organisations wider safeguarding duties and is similar in nature to protecting children from other forms of harm and abuse. During the process of radicalisation it is possible to intervene to prevent vulnerable people being radicalised.

Radicalisation refers to the process by which a person comes to support terrorism and forms of extremism. There is no single way of identifying an individual who is likely to be susceptible to an extremist ideology. It can happen in many different ways and settings. Specific background factors may contribute to vulnerability which are often combined with specific influences such as family, friends or online, and with specific needs for which an extremist or terrorist group may appear to provide an answer. The internet and the use of social media in particular has become a major factor in the radicalisation of young people. As with managing other safeguarding risks, staff/volunteers should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection.

Individuals within the organisation need to be alert to the potential abuse of children both within their families and also from other sources including abuse by members of that organisation.

The organisation should know how to recognise and act upon indicators of abuse or potential abuse involving children and where there are concerns about a child's welfare. There is an expected responsibility for all members of the organisation to respond to any suspected or actual abuse of a child in accordance with these procedures.

It is good practice to be as open and honest as possible with parents/carers about any concerns.

However, you **MUST NOT** discuss your concerns with parents/carers in the following circumstances:

- where sexual abuse or sexual exploitation is suspected
- where organised or multiple abuse is suspected
- where fabricated or induced illness (previously known as Munchausen Syndrome by proxy) is suspected
- where Female Genital Mutilation (FGM) is the concern
- in cases of suspected forced marriage
- where contacting parents/carers would place a child, yourself or others
- at immediate risk

These decisions should not be taken in isolation. Consult with your Senior Manager / Line Manager / Designated Safeguarding Officer.

5. What to do if children talk to you about abuse or neglect

It is recognised that a child may seek you out to share information about abuse or neglect, or talk spontaneously individually or in groups when you are present. In these situations **YOU MUST:**

- Listen carefully to the child. **DO NOT** directly question the child
 - Give the child time and attention
 - Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events
 - Make an accurate record of the information you have been given taking
 - Care to record the timing, setting and people present, the child's presentation as well as what was said. Do not throw this away as it may later be needed as evidence
 - Use the child's own words where possible
 - Explain that you cannot promise not to speak to others about the information they have shared - do not offer false confidentiality.
 - Reassure the child that:
 - they have done the right thing in telling you;
 - they have not done anything wrong;
 - Tell the child what you are going to do next and explain that you will need to get help to keep him/her safe
- **DO NOT** ask the child to repeat his or her account of events to anyone.

If you have a Child Protection concern you should:

6. Consult about your concern

Because of your observations of, or information received you may become concerned about a child who has not spoken to you.

It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a child you must share your concerns. Initially you should talk to one of the people designated as responsible for child protection within your organisation. In this organisation this person is:

Melissa Ward, contact number: 07766311077 and contact email: thewardacademy@outlook.com.

If one of those people is implicated in the concerns you should discuss your concerns directly with the BRIDGE Team- tel: 0161 603 4500 or if it's an area outside of Salford please see section 'Making a referral' which has the contact details for Safeguarding in other areas.

You should consult with the BRIDGE Team tel: 0161 603 4500 in the following circumstances:

- When you remain unsure after internal consultation as to whether safeguarding concerns exist
- When there is disagreement as to whether safeguarding concerns exist
- When you are unable to consult promptly or at all with your designated internal contact for child protection
- When the concerns relate to any member of the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Children's Social Care or the Police should progress.

If you cannot contact a designated person speak to another manager or go direct to the Bridge Partnership:

Fill out an online form at www.salford.gov.uk/bridgereferal

7. Make a Referral

A referral involves giving Children's Social Care or the Police information about concerns relating to an individual or family in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

Parents/carers should be informed if a referral is being made except in the circumstances outlined on page 10.

However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Children's Services about how and when the parents should be approached and by whom.

If your concern is about harm or risk of harm from a family member or someone known to the children, you should make a telephone referral to the BRIDGE tel: -0161 603 4500

If your concern is about harm or risk of harm from someone not known to the child or child's family, you should make a telephone referral directly to the Police and consult with the parents.

If your concern is about harm or risk of harm from an adult in a position of trust see page 10.

Information required when making a referral

Be prepared to give as much of the following information as possible (in emergency situations all of this information may not be available). Unavailability of some information should not stop you making a referral.

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- Full name and address, telephone number of family, date of birth of child and siblings.
- Gender, ethnicity, first language, any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals' known to be involved with the child/family e.g.: GP, Health Visitor, School.
- The nature of the concern; and foundation for them.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.
- Whether the consent of a parent with parental responsibility has been given to the referral being made.

Making a referral

Salford Area

BRIDGE - 0161 603 4500 - For referrals 8.30am - 4.30pm – Mon - Fri

Emergency Duty Team - 0161 794 8888 - For referrals at other times

Once BRIDGE have been contacted they will often tell you to complete a referral form.

You can now **fill out an online form** at www.salford.gov.uk/bridgereferal

Complete an accurate record of your concern(s) made at the time on a SCL Incident Form – Appendix 2.

Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

Manchester Area

Manchester Contact Centre

Telephone: 0161 234 5001 (open 24 hours a day, seven days a week)

Email: mcsreply@manchester.gov.uk

Secure email: socialcare@manchester.gcsx.gov.uk if you are sending sensitive information

Bury Area

Email: childwellbeing@bury.gcsx.gov.uk

Telephone: Multi Agency Safeguarding Hub on 0161 253 5678 (outside normal office hours 0161 253 6606).

Cheshire East Area

Cheshire East Consultation Service (ChECS) on 0300 123 5012 (option 3) - Monday to Thursday 8:30am to 5pm, or Friday 8:30am to 4:30pm; or
Out of Hours Service (Emergency Duty Team) on 0300 123 5022.

8. Allegations against Adults who work with Children

If you have information which suggests an adult who works with children (in a paid or unpaid capacity) has:

- behaved in a way that has harmed or may have harmed a child
- possibly committed a criminal offence against, or related to, a child
- behaved towards a child/children in a way that indicated s/he is unsuitable to work with children

You should speak immediately with your line manager or one of the designated Safeguarding officers. The manager will consult with / make a referral to the LADO (Local Authority Designated Officer) at the Safeguarding Children Unit (**Appendix 3**) in line with SSCB's managing allegations procedures which can be accessed at: <http://www.partnersinsalford.org/sscb/safepractice.htm>

If one of those people is implicated in the concerns, you should discuss your concerns directly with the LADO– tel: 0161 603 4350

9. Confidentiality

The organisation should ensure that any records made in relation to a referral should be kept confidentially and in a secure place.

Information in relation to child protection concerns should be shared on a “need to know” basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child’s need for protection.

Information sharing advice for safeguarding practitioners:
<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

10. USEFUL SALFORD TELEPHONE NUMBERS:

Salford Safeguarding Children & Quality Assurance Unit (Including LADO)	-	0161 603 4350/46
Police Central Switchboard	-	0161 872 5050
North Locality Team	-	0161 778 0495
South Locality Team	-	0161 686 5260
Central Locality Team	-	0161 778 0601
West Locality Team	-	0161 686 7235
Police Public Protection Investigation Unit		
Child Protection:		0161 856 5125 /26
Domestic Violence:		0161 856 5171

APPENDIX 1

Useful Websites & Guidance

[Safeguarding children | NSPCC](#)

[Welcome to your Greater Manchester Safeguarding Children Procedures Manual Government Guidance](#)

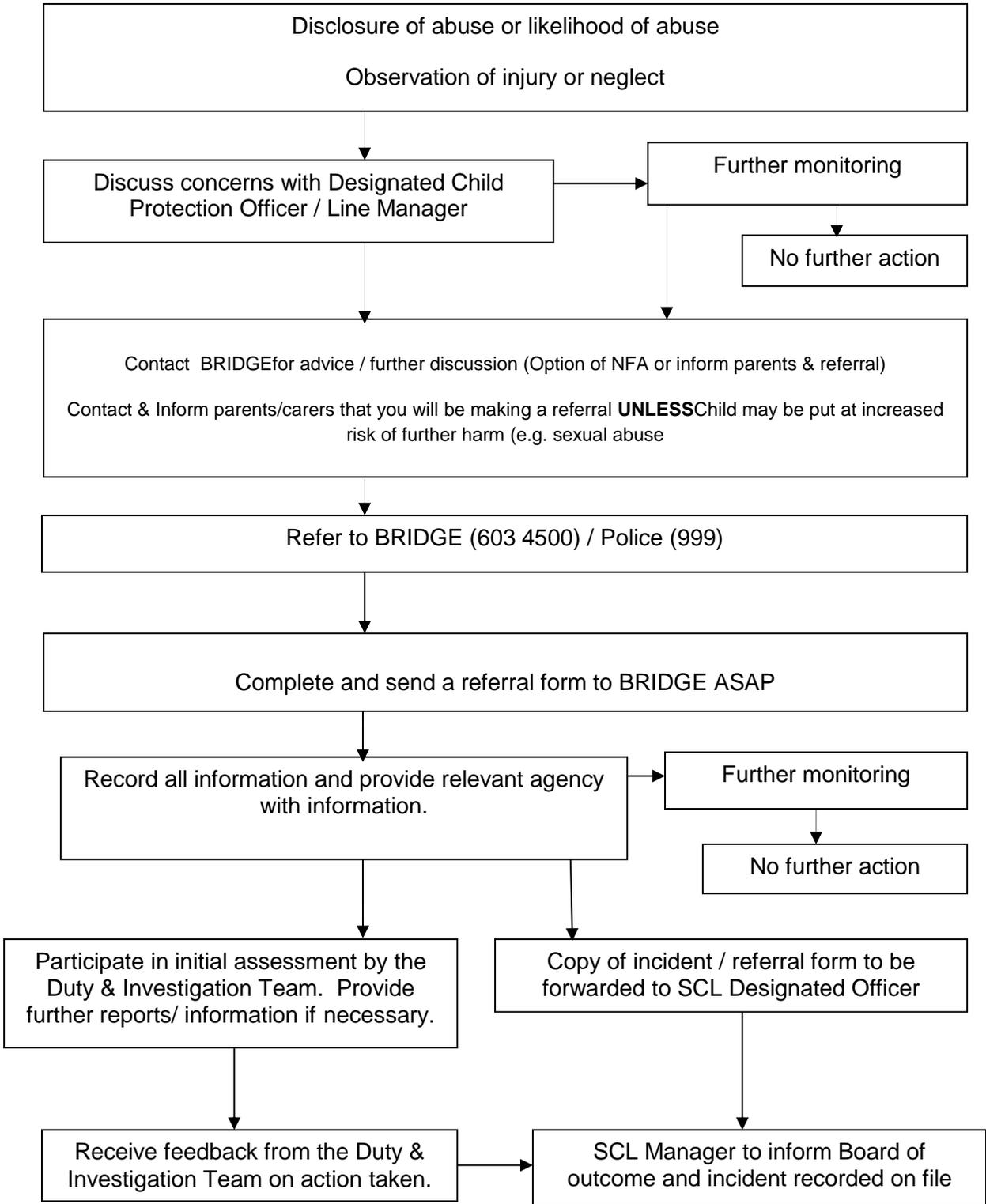
[What to do if you are worried a Child is Being Abused
What to do if you're worried a child is being abused - Publications - GOV.UK](#)

[Working Together 2015
Working together to safeguard children - Publications - GOV.UK](#)

[Keeping Children Safe in Education
Keeping children safe in education - Publications - GOV.UK](#)

[Information Sharing
Information sharing advice for safeguarding practitioners - Publications - GOV.UK](#)

PROCESS FOR SAFEGUARDING CHILDREN



THE WARD ACADEMY INCIDENT FORM

Name of Facility:	
Date:	Time:

PERSON AFFECTED BY INCIDENT

Please indicate if you are a:	
Employee <input type="checkbox"/>	Service User <input type="checkbox"/> Contractor <input type="checkbox"/>
Job Title (if employee):	
Other:	
Name:	D.OB.:
Address:	
Postcode:	
Telephone Number:	

Incident Details

Date of incident:	Time:	Location:
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Which of the following occurred during the Incident

<i>Tick as appropriate – please complete SCL F3 for violent incidents</i>					
Vandalism	<input type="checkbox"/>	Robbery	<input type="checkbox"/>	Theft	<input type="checkbox"/>
Bomb Threat	<input type="checkbox"/>	Structural Failure	<input type="checkbox"/>	Break In	<input type="checkbox"/>
Drownings	<input type="checkbox"/>	Rescues	<input type="checkbox"/>	Closure of Facility	<input type="checkbox"/>
Emission of Toxic Gas	<input type="checkbox"/>	Lighting Failure	<input type="checkbox"/>	Pool Fouling	<input type="checkbox"/>
Lack of Water Clarity	<input type="checkbox"/>				
Harassment: Tick as appropriate					
Sexual	<input type="checkbox"/>	Racial	<input type="checkbox"/>	Verbal	<input type="checkbox"/>
Written	<input type="checkbox"/>	Nuisance phone calls	<input type="checkbox"/>		
Other	<input type="checkbox"/>	Specify:			
Emergency Services called					
Ambulance	<input type="checkbox"/>	Fire	<input type="checkbox"/>		
Police	<input type="checkbox"/>				
Please provide the following information if Police box has been ticked.					
Was Incident reported?		Response Time			
Officers Name		Did Police attend?			
Crime No		Based at			
Please provide the following additional details about the Incident. If you wish to give any further information, please write it on a separate sheet of paper and attach to this form					
Describe what happened:					
Was the Incident witnessed: Yes <input type="checkbox"/> No <input type="checkbox"/>					
Name and address of witnesses:					
1					
2					

Was any of the following actions required:

First Aid required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hospital Care required	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Insurance Claim	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Were existing procedures followed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Were existing procedures adequate	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has anything been done to stop this type of Incident happening again	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes - what has changed:				
Are changes planned?				
Employee Name:				
Date:				
Line Manager:				
Date				

Please email a copy to the Health and Safety team

PROCEDURE FOR ALLEGATIONS AGAINST STAFF

