



MAIDEN LANE COMMUNITY CENTRE

Safeguarding Children and Adults at Risk Policy & Procedure

Designated person for matters concerning child protection

**Maiden Lane Community Centre's Chair –
Charlie Legg 020 7267 9586**

**Deputy – Marion Pike, Community Director
020 7267 9586**

Maiden Lane Community Centre's Safeguarding Children and Adults at Risk

Code of Practice

It is Maiden Lane Community Centre's to protect all children, young people and Adults at Risk whilst engaged in its activities and to provide a safe and supportive environment for young peoples' development and user's wellbeing.

In order to protect the children, users, staff, volunteers and the Board of Trustees, the following policy and procedures should be adhered to at all times.

It is the policy of Maiden Lane Community Centre to protect all its volunteers and users from physical, sexual and emotional harm.

In upholding this policy MAIDEN LANE COMMUNITY CENTRE is committed to:

- Respecting the rights, wishes and feelings of the children, young people and adults at risk, who volunteer or attend the Centre.
- Taking all reasonable practicable steps to protect children, young people and adults at risk from harm or abuse.
- Helping children, young people and adults at risk to understand their right to protection from harm through building relationships of trust with them.
- Taking account of the interests, wishes and well being of children, young people and adults at all times.

Abuse is the violation of an individual's human and civil rights by another person or persons. Abuse may be a single act or repeated acts. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Maiden Lane Community Centre's Safeguarding Children and Adults at Risk

Policy

Maiden Lane Community Centre's staff and volunteers will take the following practical measures to ensure a safe environment for our participants creating a child and adult at risk centred approach to safeguarding.

Our policy is that:

All paid staff and volunteers who are entrusted with the care of children, young people and adults at risk will be subject to the full range of pre-employment checks and training.

Safe recruitment procedures will apply to staff and volunteers who have regular contact with children, young people and adults at risk in the course of his/her duties. A written application form will be completed for all posts, including those of volunteers. The form will ask for any past convictions, cautions, reprimands and final warnings as well as any pending cases. At interview we will ask the applicant if they have ever had any complaints of abuse against them.

Staff recruitment applies to both staff and volunteers and this will include:

- Interviewing applicants
- A full investigation of applicants employment history
- Taking up 2 references
- Proof of identification
- DBS Check

Everyone operating on behalf of Maiden Lane Community Centre will be required to disclose all convictions whether spent or not.

Anyone convicted of an offence involving abuse or causing harm to any child, young person or vulnerable adult will not be employed or allowed to volunteer and if already employed or volunteering they will be instantly dismissed and prohibited from working for Maiden Lane Community Centre Limited in any capacity.

All workers whether paid or voluntary must submit information to enable Maiden Lane Community Centre to request a full disclosure report from the Disclosure and Barring Service (DBS).

Disqualification

Staff will be disqualified by MLCC Management if they are found to be included on the DBS Children's Barred List or to be found to have committed certain violent and/or sexual offences against children or vulnerable adults.

Disqualified by Association

In order to identify cases where a staff member who is working in a relevant childcare setting may be disqualified “by association” (this means living in the same household where another person who is disqualified lives or is employed)

Declaration Forms

MLCC will make regular checks of relevant staff by requiring them to complete declaration forms on a six monthly basis. These records will be maintained in each individuals HR files (Form Appendix S1)

Child Abuse

All relevant staff and volunteers will receive training regarding child protection issues and will read and understand the detailed description of the four forms of child abuse listed below and agree to report concerns to the nominated child protection representative or the deputy.

Categories of Child Abuse

When an incident of child abuse is reported, it is further broken down into 4 categories:

Physical Sexual Emotional Neglect

All forms of abuse carry some element of emotional harm. There are some indicators that span all forms of abuse. It should, however, be noted that these behaviours could equally be attributed to other factors.

Generic Indicators

Sudden change in behaviour (usually outgoing child becomes shy and withdrawn), a child showing aggression to other people, bullying, lack of self confidence/low self esteem, clingy to youth work staff, attention seeking behaviour, nervousness, bedwetting or regressive behaviour, temper tantrums, role play, running away from home.

Physical Abuse

Physical injury to a child where there is a definite knowledge, or a reasonable suspicion, that the injury was inflicted or not knowingly prevented. This also includes the induction of illness through the administration of medications or noxious substances (i.e. poisons) and Female Genital Utilation.(FGU)

Examples of physical abuse

Kicking, punching, burning/scalding, twisting limbs, knocking to the ground, hitting with objects, strangulation, hair pulling, biting

Possible Indicators of Physical Abuse

Bruises and other marks (particularly in unexpected or soft parts of the body, outline bruising, different age bruises in similar spot), grasp marks, unwillingness to talk about injuries, very aggressive with other children/adults, not wishing to show their body in normal conditions, burns, persistent injuries, bite marks, burns/scalds, flinching when touched. Previous history of similar injury with doubtful explanations.

Sexual Abuse

The involvement of dependent, immature children and adolescents in sexual activities that they do not really comprehend, to which they are unable to give informed consent, which violate the social taboos of family life and are knowingly not prevented by the carer.

Examples of sexual abuse

Kissing, touching, forcing to touch, forcing to undress, filming, oral sex, sexual intercourse, forcing into sexual acts with another, forcing to watch sexually explicit material.

Possible Indicators of sexual abuse

Inappropriate knowledge of sex for age of the person, sexual role play, inappropriate sexual behaviour towards other young people, inability to form relationships, sexually transmitted diseases, pregnancy, sexually provocative behaviour or language.

Neglect

The persistent or severe neglect of a child which results in serious impairment of the child's health or development. This may take the form of exposure to danger, or repeated failure to attend to the physical and or developmental needs of a child.

Examples of Neglect

Failing to provide adequate food, clothing, shelter, medical attention, supervision, education, love. Failing to prevent child entering situations of danger.

Possible Indicators of Neglect

Persistent untreated illness, dirty smelly clothes, inappropriate clothes for the situation i.e. sandals in winter or no coat, under weight for age, always hungry/looking for food, left out late without supervision etc.

Emotional Abuse

The persistent emotional ill treatment of a child that has a severe adverse effect on the behaviour and emotional development of the child.

Examples of Emotional Abuse;

Persistent name calling, withholding love or affection, gross favouritism,

Other factors that affect children's vulnerability such as, abuse of disabled children; fabricated or induced illness; child abuse linked to beliefs in spirit

possession; sexual exploitation of children, such as through internet abuse; and Female Genital Mutilation (*Mandatory reporting Procedure documents in policy file*); that may affect, or may have affected, children and young people using our provision.

All staff are aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children, young people and adults at risk using the centre

Abuse of Adults at Risk

Categories of Abuse for Adults at Risk

Physical Abuse

Includes hitting, slapping, pushing, kicking and misuse of medication, restraint or inappropriate sanctions

Financial Abuse

Can range from failure to access benefits, through inadvertent mismanagement and opportunist exploitation to deliberate and targeted abuse which is often accompanied by threats and intimidation. Also included in this category is theft, fraud, exploitation pressure in connection with wills, property or inheritance or financial transactions, overcharging or carrying out unnecessary work, or the misuse or misappropriation of property, possessions or benefits.

Indicators:

- Change in living conditions
- Possessions sold
- Inability to pay bills and shortage of money
- Unexplained withdrawals from account
- Unexplained loss/misplacement of financial documents
- Cut off from family/friends/social network
- Carers enhanced lifestyle
- The recent addition of authorised signatories
- Unauthorised withdrawals of funds, using ATM card or changes in usage pattern
- Sudden or unexpected changes to will or other financial documents.

Sexual Abuse

Also includes rape or sexual acts to which the adult at risk has not consented, or could not consent or was pressured into consenting.

Psychological/Emotional Abuse

Includes threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supporting networks.

Neglect and Acts of Omission

Ignoring medical or physical needs, failure to provide access to appropriate health/social care or educational services. Withholding the necessities of life, including medication, adequate nutrition, liquid and heating.

Discriminatory Abuse

Includes ageism, racism, sexism and discrimination based on a person's disability and other forms of harassment, slurs or similar treatment.

Institutional Abuse

The mistreatment/abuse or neglect of an adult at risk by a regime or individuals within settings and services that adults at risk live in or use, that violates a person's dignity and human rights.

Abuse of Trust

Actions or omissions of someone who is in a position of power or authority and who uses it to the detriment and wellbeing of the adult at risk, who is dependent on their care.

Mate Crime

Where the perpetrators befriend an adult at risk and begin to exploit, hurt or harm them in any manner.

Safeguarding Children and Adults at Risk, Staff and Volunteer Code of Conduct

All staff and volunteers will receive training regarding safeguarding and will read and understand the detailed description of the four forms of child abuse contained in this policy and agree to report concerns to the nominated child protection representative or the deputy.

All staff will familiarise themselves with the safeguarding process for adults at Risk and relates to all forms of abuse.

All workers and representatives whether paid or voluntary are expected to uphold the following code of conduct which is intended to ensure the protection of children and young people whilst engaged in Maiden Lane Community Centre's activities and events.

Failure to uphold any aspect of this code of conduct constitutes a disciplinary matter and will immediately be referred to the Chair of Maiden Lane Community Centre for action. Serious acts of misconduct in relation to this code will result in immediate suspension leading to dismissal.

- Always treat everyone with respect
- Always act in a manner that sets a good example for others to follow
- Always plan activities so that more than one other worker or volunteer is present, or at least in sight or hearing of others
- Always respect children and young peoples' right to personal privacy
- Always ensure that there are sufficient numbers of workers or volunteers present to prevent any child, young person or adult at risk being alone on any premises with a single member of staff or volunteer.
- Always consider the age of the child or person and the suitability of their interaction with others in each situation (i.e. residential trips)
- Always report allegations, incidents of suspicions of child abuse to the appropriate person
- Seek to develop relationships with children, young people and adults at risk that enable them to talk about their concerns
- Encourage children, young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- Always avoid situations that compromise your relationship with children, young people or adults at risk and are unacceptable within a relationship of trust (e.g. a sexual relationship between a leader and a youth member over the age of consent)
- Always take responsibility for your own actions and be aware of others
- Always let the Director or colleagues know what you are doing, where you are meeting or dropping off children, young people or adults at risk and why
- Always remember that someone else might misinterpret your actions, no matter how well-intentioned
- Recognise that caution is required in sensitive moments, such as when dealing with bullying, bereavement or abuse
- **Do Not permit abusive peer activities (e.g. initiation ceremonies, ridiculing, play fighting, bullying)**
- **Do Not leave a session when only one member of staff or volunteer is present and children, young people or adults at risk are still on the premises.**
- **Do Not transport children, young people or adults at risk in your private motor vehicle alone or without first gaining permission from the Director or the Chair of the Board**
- **Do Not play physical contact games with children, young people or adults at risk**
- **Do Not have any inappropriate physical or verbal contact with others**
- **Do Not jump to conclusions about others without checking facts**
- **Do Not allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes**

- **Do Not show favouritism to any individual**
- **Do Not make suggestive remarks or gestures, even in fun**
- **Do Not let suspicion, disclosure or allegation of abuse go unrecorded or unreported**
- **Do Not rely on your good name to protect you**
- **Do Not believe "it could never happen to me"**

All allegations, incidents or suspicions are to be referred immediately to the Maiden Lane Community Director or the Chair. No investigation or questioning is to be undertaken.

All allegations, incidents or suspicions must be reported no matter how insignificant they may seem or when they occur.

The child and adult at risk, protection procedure detailed in this document is to be followed in all cases of allegation, incident or suspicion.

Response Procedures upon Suspicion or Direct Disclosure

All allegations or suspicions must be referred no matter how insignificant they may seem to be or when they occur.

What happens if you suspect a child, young person or Adult at Risk is being abused?

1. Immediately tell the Director or the Chair.
2. The Director or the Chair will decide what action is to be taken, what contact if any should be made with parents/carers, if the incident is to be reported and what if any, information needs to be shared with others.
3. Record the facts as you know them and give a copy to the Director or the Chair. This information should include the child or young person's name, address and where possible parent/guardian or carer details as relevant.
4. Ensure that the person has access to an independent adult (a youth worker, adult relative, social worker, etc.).
5. Ensure that no situation arises which could cause further concerns.

If a child or young person discloses abuse by someone else:

1. Allow the child or young person to speak without interruption, accepting what they say. Believe them, often abusers tell their victims that no-one will believe them so there is no point in telling.
2. Listen to them but do not push for information. Make sure that you have enough information to be sure that you are talking about abuse.

Vague statements like “he makes me do things” need to be clarified before jumping to conclusions. However do not probe or investigate.

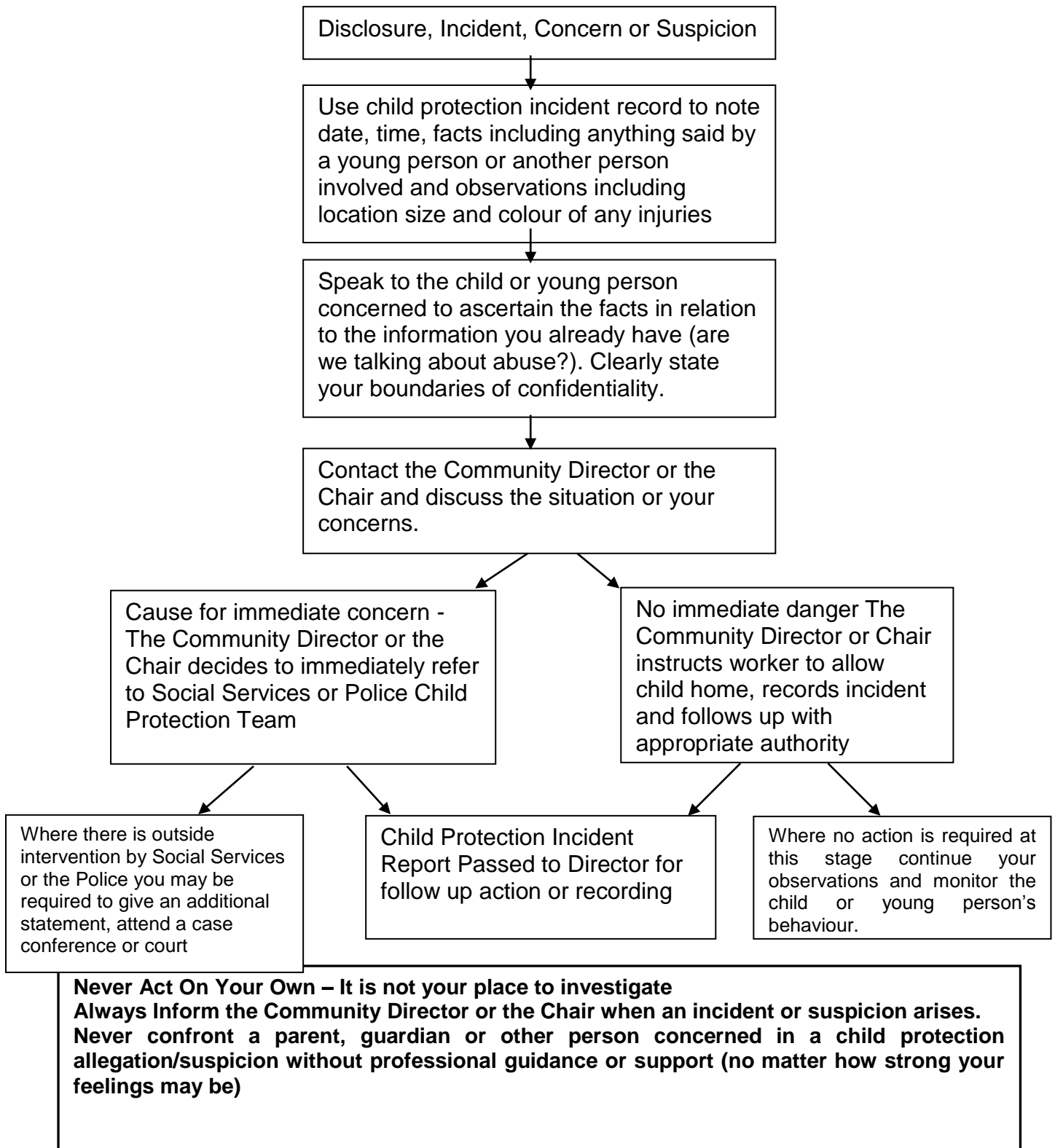
3. Alleviate feelings of guilt and isolation while not passing judgement. Reassure the child or young person that they were right to tell you. Abusers often tell their victims that they (the child) have done something wrong to invite the abuse and that awful things will happen if they tell.
4. Advise the child or young person that you will try to offer support but that you **must** pass the information on. In order to help and protect the young person the conversation cannot be kept confidential.
5. Tell the child or young person what you are going to do next. If there is no cause for immediate concern and the child or young person is to be allowed home, make sure that they have access to support and further help if they need it later.
6. Immediately tell the Director or the Chair.
7. The Director or the Chair will decide what action is to be taken, what contact if any should be made with parents/carers, if the incident is to be reported and what if any, information needs to be shared with others.
8. Record the facts as you know them and give a copy to the Director or the Chair, this information should include the child or young person’s name, address and where possible parent or guardian details.
9. Ensure that the child or young person has access to an independent adult (a play worker, youth worker, adult relative, social worker, etc.).

If you receive an allegation about any adult or about yourself:

1. Immediately tell the Director or the Chair
2. Record the facts as you know them, including exactly anything that was said. Pass a copy to the Director or the Chair.
3. Try to ensure that no-one is placed in a position which could cause further compromise

In case of an allegation or suspicion against the Director refer the matter to the Chair or the Maiden Lane Community Centre Management Committee immediately.

Child Protection Procedure



Safeguarding Children and Adults at Risk Incident Record

Name of Child/Adult at Risk:

Person Reporting: _____

Position: _____

Date of incident _____ Time of incident _____

Child's/Adult at Risk:

Full Address _____

_____ Post Code _____

Telephone _____

Parent/Guardian/ Public Guardian:

Details _____
(if known)

Director Informed (date) _____ (time) _____

Please list all witnesses/persons spoken to about this incident:

Name	Status (Witness, colleague, parent, guardian etc.)
_____	_____
_____	_____
_____	_____
_____	_____

Your Statements:

Details of the incident:

Please record clear descriptions of any injuries, statements made by the child or young person or any third party witnesses or reasons for suspicion.

Action Taken:

Include names of any persons spoken to or contacted, state the time of contact, state Community Director, Chair, parents, Police or Social Services informed, record details of any action taken by you or a third party, state any recommendations made by you or a third party i.e. "you should go home"

Signature of person reporting _____ Date _____

Signature of the Chair/Maiden Lane Community Centre _____

Signature of
Manager _____ Date _____

TELEPHONE NUMBERS AND CONTACT POINTS (SAFEGUARDING)

Contact Family Services and Social Work (MASH)

9am-5pm 020 7974 3317/ 020 7974 6600/ 020 7974 4094

Out of Hours (5pm – 9am): 020 7974 4444

POLICE

Child Abuse Investigation Team (Camden)
Holborn Police Station
10 Lambs Conduit Street WC1 3NR

0208 733 6495/
6507/6503

Further Information and Contacts

NSPCC CHILD PROTECTION HELPLINES

Online support for young people -
There4me.com

NSPCC Child Protection Helpline is a free 24-hour service, 7 days a week which provides counselling, information and advice to anyone concerned about a child at risk from abuse.

Call: 0808 800 5000

NSPCC Asian Child Protection Helpline 11am – 7pm, Mon - Fri:

Asian/English	0800 096 7719
Bengali	0800 096 7714
Gujarati	0800 096 7715
Hindi	0800 096 7716
Punjabi	0800 096 7717
Urdu	0800 096 7718

OTHER HELPLINES

ChildLine – ChildLine is the free helpline for children and young people in the UK.

ChildLine number: 0800 1111

www.childline.org.uk

Professional Association for Child Care & Early Years (PACEY)

Royal Court

81 Tweedy Road
Bromley
BR1 1TG

Telephone: 0300 003 0005

FAMILY RIGHTS GROUP

Offers specialist advice for parents involved in child protection via a free service 1-30pm – 3-30pm Monday to Friday on FREEPHONE **0808 801 0366**

METROPOLITAN POLICE SERVICE CHILD PORNOGRAPHY INFORMATION LINE

0207 161 3871 has been established to enable members of the public to pass information to the police about child pornography: Information from persons who wish to remain anonymous may be passed to **CRIME-STOPPERS** on **FREEPHONE 0800 555 111**

Oct 15

Policy Reviews

This policy will be reviewed annually, or more regularly, if developments in Safeguarding change and alterations are made to the existing policy .

Signed:.....
Chair – Maiden Lane Community Centre

Date:.....November 2015.....

Signed.....
Marion Pike – Community Director

Date:.....

Reviewed July 2016 amendments made passed to board for approval

**Maiden Lane Community Centre's
Safeguarding Children and Adults at Risk Policy**

I have received and read Maiden Lane Community Centre's Safeguarding Children and Adults at Risk Policy and I understand and agree to operate within the conditions and procedures laid down in the Policy and implement the guidelines at all times when working for or on behalf of Maiden Lane Community Centre.

Print Name _____

Date Received _____ **Signature** _____

Date Read _____ **Signature** _____

Safeguarding Training Undertaken (Date) _____

Signature of Participant _____

Certified by _____
Line Manager

Reviewed July 2016



appendix Form S1

**MAIDEN LANE COMMUNITY CENTRE - CAMDEN SQUARE
PLAYCENTRE**

Disclosure and Barring Service:

NAME:

I declare that my circumstances have not changed (I have not received any Convictions, Cautions, Reprimands and Warnings) since my DBS clearance on _____ 201_____ and that no member of my household is on the DBS Children's Barred List.

DATE	SIGNATURE	NOTES
September 2016		
March 2017		
September 2017		
April 2018		
September 2018		
April 2019		
September 2019		