



Friends of St. George's Park Safeguarding Policy July 2010

Implementation date - July 2010
Review date - July 2011

External Safeguarding Officer -
Organisation -
Contact Details -

1. Safeguarding Policy Statement

- 1.1. Friends of St. George's Park recognise and fully endorse the United Nations Convention on the Rights of the Child. Our policies recognise the obligations and duty of care on organisations that may have contact with children and young people as identified in the Children Act 1989 and the Children Act 2004. These acts define children and young people as anyone up to the age of 18 years. We recognise that similar responsibilities apply to people with learning disabilities until they are 25 years of age.
- 1.2. Our policies apply to all volunteers involved with the group and they are designed to encourage the development of good practice so as to prevent the physical, emotional or sexual abuse and neglect of children and young people. They apply to all the children, young people and vulnerable adults we may come into contact with regardless, of their gender, sexual orientation, disability, race, nationality or country of origin.
- 1.3. The policies stress the responsibility of all to be alert to the signs of abuse and provide a prompt and effective reporting procedure should abuse be suspected, disclosed or discovered, regardless of the setting in which the abuse has taken place. They are also intended to protect those who work with children, young people and vulnerable adults from behaving in ways which may be well-intentioned but inadvisable and from unfounded accusations. They also enable Friends of St. George's Park to fulfil its legal and moral responsibilities.

2. Group Officers

- 2.1. Friends of St. George's Park have three officer roles within the group who have a shared responsibility for ensuring this policy is adopted by the whole group.
- 2.2. The officer roles are:
 - Chair Person
 - Secretary
 - Treasurer

3. Direct Work with Children, Young People or Vulnerable Adults

- 3.1. The group is open access therefore anyone who is over 18 years of age, and agrees with the aims and objectives of the group as stated in the constitution, is able to become a member of the group.
- 3.2. Friends of St. George's Park do not work directly with children, young people or vulnerable adults. It does however commission providers to deliver group and individual activities for children, young people and vulnerable adults within the boundaries and locality of St. George's Park, Radford Avenue.
- 3.3. When commissioning services the group will ensure the successful providers have:
 - Adequate Safeguarding procedures in place that meet the minimum standards of the Worcestershire Safeguarding Children Board.
 - Adequate level of current CRB checks in place for all staff and volunteers associated with the activity/event.

4. Child Protection Policy Statement

- 4.1. Friends of St. George's Park recognise that the welfare of children and young people is paramount and will do everything possible to ensure the group will:
 - Treat all children and young people with respect.
 - Be watchful for children or young people who are experiencing harm or neglect.
 - Respond to and report all concerns and allegations appropriately.
 - Adopt good practice with regard to safeguarding children and young people and ensure adherence to our policies and procedures.
 - Ensure workers and volunteers commissioned by the group are trained in accordance with their roles, have adequate Safeguarding Policies in place and have an appropriate level of current CRB checks.
 - Ensure that if any adult in our group has concerns about the welfare of any child or young person he/she will share those concerns with the appropriate person.
 - Work in partnership with children, young people, parents/carers and other agencies.
- 4.2. Confidentiality: In cases of disclosure of abuse, whether by children, young people, parents, carers or other adults confidentiality cannot be promised. We may be legally obliged to share the information with responsible authorities including Children's Services.
- 4.3. Allegations: Concerns raised about the behaviour of any adult(s) in the group will be referred without delay to the external safeguarding officer and the appropriate authority (up to and including the Police). In these instances it will be necessary to inform the Chair (if appropriate).

5. Disclosure Procedure

5.1. In the unlikely situation that a young or vulnerable person discloses an instance of abuse to a member of the group please follow these guidelines:

- Keep calm, do not be shocked.
- Listen to them.
- Accept what you hear without passing judgement.
- Ask questions only for clarification.
- Do not investigate.
- Do not make promises.
- Offer support and understanding, explaining that you cannot keep it secret and what may happen. (This gives them the choice to continue telling you or to stop)
- Reassure the child or young person that they were right to talk to you.
- Write down notes of your conversation – dates, times, facts, who were involved, observations, and use actual words used if possible.
- Report the disclosure as soon as possible (or immediately if you believe the matter is urgent or someone is still at risk of being harmed) to one of the group officers or a responsible authority.
- Ensure that you have the following information: (if appropriate)
 - Name(s), address, date(s) of birth of the child/children or young person or people.
 - Parent/carer's name and contact details.
 - Name of the person against whom the complaint has been made.
 - Names of any witness to the incident (if appropriate).
- Keep notes of your conversations.
- Sign and date the notes and keep them in a confidential file.
- Act on the advice given. This may be for you, or an officer of the group, to make a referral to Children's Services on 0845 607 2000.
- Respect the confidentiality of everyone involved in the incident, keeping the matter restricted only to those who you have a duty to inform.

6. Procedure to be followed in the event of an allegation against someone connected with Friends of St. George's Park

6.1. Do not immediately discuss the allegation/concern with the individual concerned.

6.2. Raise the allegation/concern with the appointed external safeguarding officer. If this is not possible or is not appropriate then the allegation is to be raised with Childrens Services on 0845 607 2000.

6.3. The allegation/concern will be discussed by the external safeguarding officer and officers of the group (if appropriate). No investigation should be conducted at this point. There are then three possible outcomes:

- It is agreed there is no cause for concern.

- It is agreed that there is concern but it is not in the category of child protection. It will be dealt with by the group officers and may include reference to the group's constitution.
- It is agreed that the concern is in the category of child protection so is referred to Children's Services. Children's Services may advise that the individual is suspended or asked not to attend any meetings of the group while the concern is investigated. Suspension should be seen as a neutral act and without prejudice.

6.4. Support should be made available for the individual against whom the allegation has been made and for the individual making the allegation if he/she is within the group.

6.5. A representative of the group may be invited to a Strategy Meeting called by Children's Services to discuss the issues.

ALWAYS REMEMBER - IF IN DOUBT - CONSULT

7. Confidentiality Statement

7.1. Friends of St. George's Park support the legal principle that the welfare of the child, young person or vulnerable adult is paramount. This means that the considerations of confidentiality which might apply to other situations in the organisation should not be allowed to override the right to be protected from harm. Every effort will be made, however, to ensure that confidentiality is maintained for all concerned particularly when a disclosure or an allegation has been made and is being investigated.

8. Whistleblowing Statement

8.1. Friends of St. George's Park supports and will provide protection for whistleblowers. If you become aware of anything that makes you feel uncomfortable then discuss the concern with one of the group officers or with the external safeguarding officer.

9. Anti-Bullying Statement

9.1. Friends of St. George's Park believe that any form of bullying is unacceptable. In order to combat bullying:

- We will listen to children, young people and vulnerable adults and take seriously what they tell us about bullying.
- We will take steps to deal immediately with incidents of bullying.
- We will ensure that children and young people are aware that bullying concerns will be dealt with sensitively and effectively.
- We will be aware of the vulnerability of specific individuals and groups such as those with disabilities and from black and minority ethnic communities.

- We will ensure that both victims of bullying and bullies themselves receive support.
- We will keep a record of any incidents of bullying, how we dealt with them and whether there is anything the organisation/group can do to learn from the incidents.

9.2. Worcestershire Children's Services' Anti-Bullying Policy can be found at www.worcestershire.whub.org.uk/home/wcc-edu-anti-bullying

10. Equal Opportunities Statement

10.1. Friends of St. George's Park recognises that certain groups and individuals are at risk of being unfairly discriminated against for many reasons, including age, appearance, class, colour, criminal conviction, culture, disability, employment status, ethnicity, nationality, political belief, race, religious belief, sexuality or size.

10.2. Every aspect of our work is informed and enhanced by equality principles.

10.3. All members of the group are supported in challenging any behaviour or ways of doing things which go against the policy or the spirit of the policy.

11. Diversity Policy Statement

11.1. Friends of St. George's Park recognise that each child, young person and adult is an individual with their own skills and abilities. We recognise that there is diversity in family life, education, faith and culture. We undertake to embrace and celebrate such differences. We value and encourage the participation and contribution of individuals, regardless of age, class, disability, ethnic background, faith, gender and sexual orientation.

12. Risk Assessment Statement

12.1. Friends of St. George's Park recognise the importance of providing adequate management of the health and safety risks arising from our activities.

12.2. We will ensure that risk assessments will be undertaken and recorded for all our activities.

12.3. We will ensure that adequate risk assessments are in place for all activities facilitated or commissioned by the group.

12.4. The group officers are responsible for ensuring that risk assessments are undertaken and that any action required is implemented.

13. Policy Review

13.1. Friends of St. George's Park will review this Safeguarding Policy on an annual basis as part of the groups Annual General Meeting.