



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH / 01202 470770

Safeguarding Children and Young People Policy and Procedure

General Statement of Policy

The purpose of this policy is to ensure all children attending Somerford ARC Community Centre receive the protection and support, they need if at risk from abuse of harm and to provide clear directions to the Trustees, employees, and volunteers of Somerford ARC Community Centre of the procedures to be followed where children protection is required.

This policy is to be reviewed every two years.

1. Introduction

- 1.1. A child or young person is defined as anyone under 18.
- 1.2. All children and young people have the right to a friendly, secure, caring, and safe environment whilst attending any activities or events run by Somerford ARC Community Centre.
- 1.3. The NSPCC identifies child abuse can take many forms. And it can happen to any child, in any family, in any place or online. Abuse normally happens over a period, rather than as a one-off event, and can have a devastating effect on a child's development and society as a whole.
- 1.4. The NSPCC identifies the following as forms of abuse:
 - Bullying and cyberbullying
 - Child trafficking
 - Domestic abuse
 - Female genital mutilation
 - Neglect
 - Online abuse
 - Sexual Abuse
 - Child exploitation
 - Criminal exploitation and gangs
 - Emotional abuse
 - Grooming
 - Non- recent abuse
 - Physical abuse

2. Legal Framework

- 2.1. This policy has been drawn up based on law and guidance and seeks to protect children and young people:
 - Children Act 1989
 - United Convention of the Rights of the Child 1991
 - Data Protection ACT 2018
 - Human Rights Act 1998
 - Sexual Offences Act 2003
 - Children ACT 2004



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH / 01202 470770

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014

3. What is Abuse?

- 3.1. Child abuse is when a child is intentionally harmed by an adult or another child- it can be over a period time but can also be a one-off action. It can be physical, sexual, or emotional and it can happen in person or online. It can also be a lack of love, care, and attention- this is neglect, as stated by the NSPCC.
- 3.2. Abuse may consist of a single act or repeated acts. It may be physical, verbal, or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter a financial or sexual transaction to which he or she has not consented or cannot consent. Abuse can occur in any relationship and it may result in significant harm to, or exploitation of, the person subjected to it.

4. Recognizing the different types of abuse

- 4.1. Abuse is any form of physical, emotional, or sexual mistreatment or lack of care that leads to injury or harm. It commonly occurs within a relationship of trust or responsibility and is an abuse of power or breach of trust.
- 4.2. As stated by the NSPCC, abuse can be viewed as, but not exhaustive to:
 - **Bullying:** Behavior that hurts someone else, including, hitting, pushing, threatening etc.
 - **Cyberbullying:** Bullying that takes place online via social networks, gaming, and mobile phones.
 - **Neglect:** Failure to meet a child's basic needs.
 - **Sexual exploitation:** When gifts, drugs, money, status, and affection is given in exchange for performing sexual activities.
 - **Criminal exploitation:** Where children and young people are manipulated into committing crimes.
 - **Domestic Abuse:** Bullying, threatening or violent behavior between people in a relationship.
 - **Emotional Abuse:** Emotional mistreatment of a child including, scaring, humiliating, isolating, and ignoring a child or young person.
 - **Grooming:** When someone builds a relationship, trust, and emotional connection with a child or young person to manipulate, exploit and abuse them.
 - **Physical Abuse:** Hurting a child or young person on purpose. Including, hitting, kicking, punching, shaking, burning, throwing, poisoning, breaking bones and drowning.
 - **Sexual Abuse:** Forcing or tricking a child or young person into sexual activities.
 - **Female Genital Mutilation:** When a female's genitals are deliberately altered or removed for non-medical purposes.



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH / 01202 470770

- **Child Trafficking:** Where children and young people are tricked, forced or persuaded to leave their homes and are moved or transported and then exploited, forced to work or sold.

5. Signs of Abuse

5.1. Bullying and cyberbullying:

- Lost/ damaged belongings
- Afraid to attend school
- Nervous, withdrawn or distressed
- Eating/ sleeping problems
- Distant, upset or angry after using the internet
- Physical Injuries
- Asking for/ stealing money
- Loss of confidence
- Secretive about online use

5.2. Neglect:

- Poor appearance and hygiene
- Medical or dental issues
- Missed medical appointments
- Not given the correct medications
- Skin issues, e.g., Sores, rashes, scabies etc.
- Being left alone for a long period
- Taking on the role of carer
- Living in an unsuitable environment
- Missing school
- Poor concentration
- Self-harming or use of drugs and alcohol
- Hungry
- Inappropriate clothing
- Poor language and social skills
- Regular illness or infection
- Repeated accidental or untreated injury
- Thin or swollen stomach
- Weight or growth issues
- Becoming clingy or displaying obsessive behaviour
- Becoming angry, withdrawn, depressed or anxious

5.3. Sexual Exploitation, abuse, and grooming:

- Unhealthy or inappropriate sexual behaviour
- Fear of some people, places, or situations
- Having money or things they can't or won't explain
- Pregnancy
- Having an older boyfriend or girlfriend
- Changes in mood
- Physical signs like, bruising or bleeding in their genital area
- Being secretive
- Changes in mood or character
- Alcohol or drug misuse
- Sexually transmitted infections
- Upset, withdrawn or distressed
- Language or understanding of sex that's not appropriate for their age



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH / 01202 470770

- Changes in eating habits
- Spending time away from home or going missing

5.4. Criminal Exploitation

- Absent from or doing badly at school
- Going missing or staying out late
- Socializing with older age groups
- Being angry, aggressive or violent
- Being isolated or withdrawn
- Having unexplained money
- Wearing gang related clothing or getting tattoos
- Carrying weapons
- Using new slang words
- Being secretive about online use
- Self-harming and feeling emotionally unwell
- Alcohol and drug use
- Committing petty crimes or vandalism
- Unexplained injuries and refusing medical help

5.5. Domestic Abuse:

- Aggressive or bullying behaviour
- Anti-social behaviour
- Anxiety, depression, or suicidal thoughts
- Attention seeking
- Bed-wetting, nightmares, or insomnia
- Drug or alcohol use
- Eating disorders
- Problems at school
- Tantrums
- Withdrawal
- Regular sickness

5.6. Emotional Abuse:

- Lacks confidence and self- assurance
- Struggles to control their emotions
- Difficulty making or maintaining relationships
- Act inappropriately for their age
- Inappropriate language
- Isolated from parents
- Lack social skills
- Overly affectionate to strangers
- Unconfident, wary, or anxious behaviours
- Not have a close relationship or bond with parents
- Be aggressive or cruel towards other children or animals
- Have few or no friends

5.7. Physical Abuse:

- Bruises
- Broken or fractured bones
- Burns
- Bite marks
- Scarring
- Poisoning effects like, vomiting, drowsiness and seizures
- Swelling
- Unusual behaviour



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20 Southey Road, Christchurch, BH23 3EH / 01202 470770

- Breathing problems from drowning, suffocation, or poisoning

6. Responsibilities

- 6.1. All Trustees, employees, and volunteers of Somerford ARC Community Centre are expected to promote the welfare and safety of children and young people who attend events by Somerford ARC Community Centre.
- 6.2. All those working with children and young people are expected to be familiar with the contents of this policy and follow the procedures in it.
- 6.3. Any hire of the hall for activities involving children and young people, hirers will be asked to confirm they have a suitable Safeguarding Children and Young People Policy and relevant DBS checks before the first booking commences.
- 6.4. Contractors engaged to carry out work on the premises must not be allowed unsupervised access to children or young people.
- 6.5. The supervision of all groups remains the responsibility of the hirer.
- 6.6. The Somerford ARC Community Centre Management is responsible for managing and implementing this policy and procedure.
- 6.7. All Trustees, employees and volunteers are to take personal responsibility for conforming to the Somerford ARC Community Centre Safeguarding children and young people Procedure.

10. Confidentiality

- 10.1. Trustees, employees, and volunteers of Somerford ARC Community Centre have a responsibility to share relevant information about the protection of children and young people with other professionals.
- 10.2. Clear boundaries of confidentiality will be communicated to all.
- 10.3. All Trustees, employees, and volunteers are to act in accordance to the Somerford ARC Community Centre confidentiality agreement.
- 10.4. All information stored regarding a child or young person will be marked confidential and kept in a locked file in accordance with the Somerford ARC Community Centre Data Protection Policy.
- 10.5. If a disclosure is made regarding the safety and wellbeing of a child or young person and the information is requested to be kept secret, it is important that the Trustee, employee, or volunteer involved tells the individual sensitively that he or she has a responsibility to refer cases of alleged abuse to appropriate agencies.
- 10.6. Within that context, the individual making the disclosure must, however, be reassured that the matter will be disclosed only to people who need to know about it.
- 10.7. Where possible, consent must be obtained from the individual making the disclosure before sharing information with third parties. In some circumstances obtaining consent may be neither possible nor desirable as the safety and welfare of the child or young person is the priority.



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH / 01202 470770

- 10.8. Where a disclosure is made, Trustees, employees, and volunteers of Somerford ARC Community Centre must make their position known regarding their role and what action they will have to take as a result.
- 10.9. Trustees, employees, and volunteers of Somerford ARC Community Centre must assure the individual that they will keep them informed of any action to be taken and why. Feelings and wishes of the individual must be taken into account.

11. Training

- 11.1. All Trustees, employees, and volunteers of Somerford ARC Community Centre must read and fully understand the contents of this Policy.
- 11.2. All Trustees, employees, and volunteers of Somerford ARC Community Centre working with children and young people will be asked to complete:
 - Safeguarding Children Level 1
 - Safeguarding children (Advanced) Level 2

12. Safeguarding Children and young People Procedure

- 12.1 All allegations or suspicions are to be treated seriously. No abuse is acceptable, and some abuse is a criminal offence and must be reported to the police immediately.
- 12.2 Immediately contact the Somerford ARC Community Centre Children's Safeguarding Lead.
- 12.3 When recording a concern for welfare:

DO

- Make sure the individual is safe.
- Assess whether emergency services need to be contacted.
- Listen.
- Remain calm.
- Reassure the individual that making the disclosure was the right thing to do and they are not to blame.
- Tell him/ her that you now have to do what you can to keep them, the child, or young person who is the subject of the allegation is safe.
- Be careful not to be deemed as putting words into the individual's mouth, only ask questions.
- Let the individual know what you are going to do next and who else needs to be involved.
- Let the individual tell his/ her whole story.
- Make sure you are clear about the information being told you and establish the facts.
- Make a full and written report of what has been said and do not delay in passing on the information.



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH / 01202 470770

DON'T

- Promise Confidentiality.
- Confront the alleged abuser.
- Voice your own opinion.
- Do not investigate or interview beyond what is necessary to establish the basics.
- Do not quiz the person.
- Destroy or disturb any evidence.
- Ask leading questions.
- Assume information.
- Make promises.
- Ignore the allegation.
- Elaborate your notes beyond what the individual has disclosed to you.
- Panic.

12.4. It is not the role of Somerford ARC to determine whether an individual is at risk or experiencing abuse. If vulnerable persons or others are considered to be at risk of abuse, where actual abuse is suspected, or there are suggestions of serious self-neglect.

12.5. Somerford ARC will make a referral to:

- Bournemouth and Poole MASH (Multi- agency safeguarding hub): 01202 735046
- Dorset MASH: 01202 228 866
- Children's social care out of hours: 01202 738 256
- In an emergency call 999

12.6. If the individual is in immediate danger or in need of emergency medical attention:

- If you are with the individual remain with them and contact Emergency Services.
- If the individual is elsewhere contact Emergency Services and explain the situation clearly to them.
- If immediate medical attention is required call an ambulance and get help from the Somerford ARC Community Centre First Aider.
- Unless following instruction by a qualified telephone operator from the emergency services those who are not first aid trained should **not** treat the injured person.
- A decision will be made as to who will contact the Local Authority or next of kin. If you are involved with the Emergency Services, Health services or Children's services, they should be part of this decision.
- Consider the welfare of the child or young person your main priority.



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13. Writing a Report

13.1. All disclosures must be recorded on the Somerford ARC Community Centre Safeguarding Disclosure form **APPENDIX 1**.

13.2. When recording a disclosure, it is vital that the person writing the report:

- Makes an accurate written record using the Somerford ARC Community Centre Safeguarding Disclosure form, of what the individual has disclosed to you.
- Only records the exact information that was disclosed to them.
- Does not include their own opinion.
- Uses exact words and phrases spoken in their report.
- Dates and times are recorded.
- They record the circumstances in which the disclosure was made, or any concerning behaviours or actions witnessed.
- They record locations and who else was present.
- Dates and signs the report and prints their name under their signature.

Somerford ARC Community Centre Safeguarding Children Lead: Lauren Biggs

Associated Policies and Procedures:

- Children and young people safeguarding procedure
- Confidentiality Policy
- Whistleblowing Policy

Reviewed March 2021

Signed:

Print Name: Christine Hopkins

Role: Chairman

Date: 23-03-2021



Somerford ARC Community Centre

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APPENDIX 1

Somerford ARC Community Centre Safeguarding Disclosure From

Details of person making the disclosure		
Name:		
Address:		Postcode
Contact Number:	Landline	Mobile
Email address:		
Details of person of concern		
Name:		
Address:		Postcode
Contact Number:	Landline	Mobile
Email address:		
Disclosure		
Date and time, you became aware of disclosure/ concern:	Time	Date
Location of disclosure/ concern:		
Why are you concerned?		

Nature of Concern:

Physical abuse	<input type="checkbox"/>	Psychological abuse	<input type="checkbox"/>
Sexual abuse	<input type="checkbox"/>	Financial or material abuse	<input type="checkbox"/>
Neglect	<input type="checkbox"/>	Discrimination	<input type="checkbox"/>
Other (please state)	<hr/>		

	yes	no
Do you feel the person or others are in immediate danger?	<input type="checkbox"/>	<input type="checkbox"/>

*If yes please contact 999 immediately.



Somerford ARC Community Centre

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Incident Number:

yes

no

Were there any witnesses?

☐☐

Details of witnesses

yes

no

Is the person you are concerned about aware of this disclosure?

☐☐

If yes, what did they say?

(Do Not include your own opinion. State exact words and facts)

Details of concern and allegation made

(do not include your own opinion. State exact words and facts)

Additional information including action taken

(do not include your own opinion. State exact words and facts)

(include steps taken to preserve any evidence)



Somerford ARC Community Centre

20 Southey Road, Christchurch, BH23 3EH / 01202 470770

yes no

Has the Somerford ARC Community Centre Safeguarding Lead been notified?

☐☐

When was the safeguarding lead notified?	Time	Date

Person Completing this form

Name:	
Role:	

Signed:	
Print name:	
Role:	
Date:	

*PLEASE ATTACH ANY ADDITIONAL PAPERS AND ENSURE THEY ARE SIGNED BY YOURSELF AND THE PERSON MAKING THE DISCLOSURE

FOR COMPLETION BY THE SOMERFORD ARC COMMUNITY CENTRE SAFEGUARDING LEAD

Name of safeguarding lead completing:		
Date and time:	Date	Time
Date you were made aware of the disclosure:		

Details of conversation including any action requested of employee or volunteer reporting the disclosure

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Steps taken to manage potential risks

--

yes no

Has advice been sought?

☐☐



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Details of advice given and from who and their contact

Action taken

Signed:	
Print name:	
Role:	
Date:	