



Westgate Youth Project

SAFEGUARDING POLICY

April 2020

Safeguarding Policy Statement

Westgate Youth Project

Key contact person

Designated Safeguarding Lead (DSL): Paula Nicol

Named Safeguarding Trustee: Erin Bell

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date agreed by management committee:

Date of next review:

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

INTRODUCTION:

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004 and related guidance. This includes

- DfE guidance Keeping Children Safe in Education (2016)
- Working Together to Safeguard Children (2015)
- Framework for the Assessment of Children in Need and their Families (2000)
- Kent and Medway Online Safeguarding Children Procedures (Online 2016)

Section 175 of the Education Act 2002 requires school governing bodies, local education authorities and further education institutions to make arrangements to safeguard and promote the welfare of all children who are pupils at a school, or who are students under 18 years of age. Such arrangements will have to have regard to any guidance issued by the Secretary of State.

Definition of safeguarding

- “Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to young people’s welfare, health and safety.”(Inspecting safeguarding in early years, education and skills, Ofsted, September 2016)
- This policy should therefore be understood alongside project policies on related safeguarding issues as listed below. They are available to access via the Westgate Youth Project (WYP) website at: www.westgateyouthproject.co.uk
- All policies will be reviewed on an annual basis by the Trustees who have responsibility for oversight of WYP safeguarding and child protection systems. The Designated Safeguarding Lead/Youth Work Manager will ensure regular reporting on safeguarding activity and systems in WYP to the Trustees. The Trustees will not receive details of individual young people’s situations or identifying features of families as part of their oversight responsibility.
- WYP acknowledges that this policy will incorporate a range of specific safeguarding issues including (but not limited to):
 - Bullying (including cyberbullying)
 - Children Missing Education (CME)
 - Children missing from home or care
 - Child Sexual Exploitation (CSE)
 - Domestic Violence
 - Drugs and alcohol misuse
 - Fabricated or induced illness
 - Faith abuse
 - Female Genital Mutilation (FGM)
 - Forced marriage
 - Gangs and youth violence
 - Gender based abuse and violence against girls and women
 - Hate

- Honour based abuse
 - Mental health
 - Missing children and adults
 - Online safety
 - Prevent duty (radicalisation and extremism)
 - Private fostering
 - Relationship abuse
 - Human trafficking and modern slavery
 - Youth produced sexual imagery or “Sexting”
- Every member of staff at WYP recognises that children experiencing specific safeguarding issues identified above are no different to safeguarding against any other vulnerability or concern and will be approached and responded to in the same way as protecting children from any other risks.

**Westgate Youth Project Policies on Related Safeguarding Issues
(To be read and followed alongside this document)**

- Online Safety Policy
- Health and Safety Policy
- Anti-Bullying Policy
- Off - Site policy
- Equality & Diversity Policy
- NYA Ethical Conduct in Youth Work
- Manual of Good Practice
- Safe Guarding Process
- Confidentiality Data Protection Policy
- DBS General Governing Principles

These documents can be found in the WYP policy and procedure folder at Westgate Community Centre, Lymington Road, Westgate on Sea CT8 8ES.

They are also available to access via the WYP website: www.westgateyouthproject.co.uk

Contact details for Specialist Children’s Services, Monday – Friday 9am – 5pm: 03000 41 11 11. Out of hours: 03000 41 91 91.

ETHOS

- Westgate Youth Project is a community and all those directly connected (staff, trustees, volunteers, young people, parents, and families) have an essential role to play in making it safe and secure. WYP recognises our moral and statutory responsibility to safeguard and promote the welfare of all children with their best interests at the centre of our work
- Westgate Youth Project recognises the importance of providing an ethos and environment within the youth club that will help young people to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.
- Westgate Youth Project core safeguarding principles are:
 - Youth provisions are an important part of the wider safeguarding system for children.
 - It is a whole project responsibility to safeguard and promote the welfare of children as its paramount concern.
 - All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.
 - All children have a right to be heard and to have their wishes and feelings taken into account.
 - All staff understand safe professional practice and adhere to our code of conduct and other associated policies.
 - All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance.
- There are four main elements to our safeguarding policy
 - **Prevention**
 - **Protection**
 - **Support**
 - **Working with parents and other agencies**

Definition of safeguarding

- “Safeguarding is not just about protecting children from deliberate harm. It includes a wide range of issues relating to pupil’s welfare, health and safety.” (Inspecting safeguarding in early years, education and skills, Ofsted, September 2016)
- All safeguarding policies will be reviewed on an annual (minimum) basis by the Management Committee which has responsibility for oversight of the organisations safeguarding and child protection systems. The Designated Safeguarding Lead will ensure regular reporting on safeguarding activity and systems in the organisation to the Management Committee. The Management Committee will not receive details of individual young people’s situations or identifying features of families as part of their oversight responsibility.

KEY RESPONSIBILITIES

- Everyone who comes into contact with children and their families has a role to play in safeguarding children. Youth Projects and organisations form part of the wider safeguarding system for young people.
- The project has a nominated Trustee for safeguarding named on the front of this document. The nominated trustee will take the lead role in ensuring that the project has an effective policy which interlinks with other related policies; that agreed procedures are in place and being followed; and that the policy and structures supporting safeguarding children are reviewed at least annually.
- The Governing Body will ensure that the DSL is properly supported in this role at a time and resource level.

Designated Safeguarding Lead (DSL)

- The project has an appointed person **Paula Nicol** as the Designated Safeguarding Lead (DSL). The DSL has overall responsibility for the day to day oversight of safeguarding and child protection systems in the project.
- The DSL will undergo appropriate and specific training to provide them with the knowledge and skills required to carry out their role. This training will meet the standards as required by the Kent Safeguarding Children Board. The DSL's training will be updated every two years but their knowledge and skills will be updated through a variety of methods at regular intervals, at least annually, to keep up to date with any developments relevant to their role.

It is the role of the DSL to:

- Act as the central point of contact for all staff to discuss any safeguarding concerns
- Maintain a confidential recording system for safeguarding and child protection concerns
- Co-ordinating safeguarding action for individual young people
- Liaise with other agencies and professionals in line with Working together to safeguard children
- Ensure that locally established procedures are followed and making referrals to other agencies as necessary
- Representing or ensuring the project is appropriately represented at inter-agency safeguarding meetings (including Child Protection conferences)
- Manage and monitoring the project's part in Early Help / Child in Need / Child Protection plans
- Ensure all staff access appropriate safeguarding training and relevant updates in line with current recommendations.

The Committee will ensure that the DSL is properly supported in this role at a time and resource level.

The welfare and safety of young people however are the responsibility of all staff in the project and ANY concern for a young person's welfare MUST be reported to the Designated Safeguarding Lead (DSL).

In order to protect confidentiality, safeguarding information about individual young people is shared on a need to know basis only and thus, what may seem to be a minor issue to one staff member, may be highly significant to the bigger picture of risk.

Members of staff

All members of staff have a responsibility to:

- provide a safe environment in which young people can spend their leisure time
 - ensure all young people are able to develop appropriate strategies to recognise and respond to risk and build resilience
 - identify and recognise young people who may be in need of early help, who are suffering, or are likely to suffer significant harm
 - provide help for young people, where appropriate and reasonable
 - take appropriate action to prevent safeguarding concerns escalating and work with other services as needed
 - safeguard young people's wellbeing and maintain public trust in the youth work profession as part of their professional duties
 - be aware of and take appropriate action to raise concerns regarding poor or unsafe practice or potential failures in the project safeguarding regime
 - maintain an attitude of 'it could happen here' where safeguarding is concerned and to always act in the best interests of the young person
 - respond to and refer any concerns about young people or other members of the community in accordance with this policy
 - Contribute towards, read and adhering to the organisation policies
- All members of staff in Westgate Youth Project know what to do if a child tells them he/she is being abused or neglected. Members of staff know to maintain an appropriate level of confidentiality whilst at the same time liaising with relevant professionals such as the DSL and other agencies as appropriate. Members of staff know they must never promise a child that they will not tell anyone about a concern or allegation as this may ultimately not be in the best interests of the child.
 - **The welfare and safety of children are the responsibility of all staff in the organisation and ANY concern for a pupil's welfare MUST always be reported to the Designated Safeguarding Lead.**

Children and young people

- **Children and young people (pupils) have a responsibility to:**
 - Contribute to the development of organisation safeguarding policies
 - Read and adhere to (at a level appropriate to their age and ability) the organisation safeguarding policies and procedures
 - Seek help from a trusted adult if things go wrong, and support others that may be experiencing safeguarding concerns

- Develop and take responsibility (at a level that is appropriate to their individual age, ability and vulnerabilities) for keeping themselves and others safe, including online

Parents and Carers

- **Parents/carers have a responsibility to:**
 - Read the relevant organisation policies and procures, encouraging their child/ward to adhere to them, and adhering to them themselves where appropriate
 - Discuss safeguarding issues with their children, support the organisation in their safeguarding approaches, and reinforce appropriate safe behaviours at home
 - Identify changes in behaviour which could indicate that their child is at risk of harm online
 - Seek help and support from the organisation, or other appropriate agencies, if they or their child/ward encounters any safeguarding concern
 - Contribute to the development of the organisations safeguarding policies

Recognition and Types of Abuse and Neglect:

All staff in the project should be aware of the definitions and signs and symptoms of abuse. There are four categories of abuse:

- Physical abuse
 - Sexual abuse
 - Emotional abuse
 - Neglect
- All staff are aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.
 - Members of staff are made aware that that child welfare concerns may arise in many different contexts, and can vary greatly in terms of their nature and seriousness. Children may be abused in a family or in an institutional or community setting, by those known to them or by a stranger. They may be abused by an adult or adults, or another child or children. Children may be abused via the internet by their peers, family members or by unknown and in some cases unidentifiable individuals. In the case of honour based abuse, including forced marriage and female genital mutilation, children may be taken out of the country to be abused. An abused child will often experience more than one type of abuse, as well as other difficulties in their lives
 - Abuse and neglect can happen over a period of time, but can also be a one-off event. Child abuse and neglect can have major long-term impacts on all aspects of a child's health, development and well-being.

- The warning signs and symptoms of child abuse and neglect can vary from child to child. Children also develop and mature at different rates so what appears to be worrying for a younger child might be normal behaviour for an older child. Parental behaviours may also indicate child abuse or neglect, so staff should also be alert to parent-child interactions which are concerning and other parental behaviours. This could include parents who are under the influence of drugs or alcohol or if there is a sudden change in their mental health.
- By understanding the warning signs, we can respond to problems as early as possible and provide the right support and services for the child and their family. It is important to recognise that a warning sign doesn't automatically mean a child is being abused.

SAFEGUARDING AND CHILD PROTECTION PROCEDURES

Westgate Youth Project adheres to the KSCB Safeguarding Children Procedures (Online, April 2016). The full KSCB procedures and additional guidance relating to specific safeguarding issues can be found on the KSCB website www.kscb.org.uk

- Additional guidance for staff includes
 - **'What to do if you are worried about a child being abused' (DfE 2015)**
 - **Information Sharing advice for safeguarding practitioners (2015)**
 - **Kent and Medway Inter – Agency Threshold Criteria for Children in Need**
 - **The Assessment Framework for Children in Need and their Families (2000)**
- It may not always be appropriate to go through all four stages sequentially and if a young person is in immediate danger or is at risk of harm, a referral should be made immediately to children's social care and/or the police.
- **The role of the organisation in situations where there are child protection concerns is NOT to investigate but to recognise and refer.**
- It is the responsibility of the DSL to receive and collate information regarding individual young people, to make immediate and on-going assessments of potential risk and to decide actions necessary (with parents / carers in most cases). This includes the need to make referrals to partner agencies and services.
 - Advice may be sought from the Early Help Triage Team.
 - Advice may also be sought from Specialist Children's Services Duty Social Workers who offer opportunities for consultation as part of the Child in Need / Child Protection process.

- Issues discussed during consultations may include the urgency and gravity of the concerns for a child or young person and the extent to which parents/carers are made aware of these.
- All members of staff are made aware of the Early Help process, and understand their role within it. This includes identifying emerging problems, liaising with the designated safeguarding lead, sharing information with other professionals to support early identification and assessment and, in some cases, acting as the lead professional in undertaking an early help assessment.
- If Early Help is assessed to be appropriate then the DSL will support staff members involved with the family in liaising with other agencies and submitting an Early Help Notification Form. The DSL will keep all early help cases under constant review and will give consideration to making a referral to SCS if the situation doesn't appear to be improving for the child.
- New referrals to services will be made using the agreed Kent process i.e. the Early Help Notification form or inter-agency referral form for referrals to SCS. These will be made with reference to the Kent Interagency Threshold Criteria for Children in Need (KSCB). In situations where there are felt to be urgent or grave concerns, a telephone referral will be made prior to the form being completed and sent to the County Duty Team. Concerns for children who are already known to services will be passed to the allocated worker / Team.
- All members of staff are aware of the process for making referrals to SCS for statutory assessments under the Children Act 1989 that may follow a referral, along with the role they might be expected to play in such assessments.
- **In all but the most exceptional circumstances, parents /careers will be made aware of the concerns felt for a child at the earliest possible stage. In the event of a referral to Specialist Children's Services being necessary, parents/careers will be informed and consent to this will be sought unless there is a valid reason not to do so, for example if to do so would put a child at risk of harm .**
- In the absence of the availability of the DSL to discuss an immediate and urgent concern, staff can seek advice from Specialist Children's Services (Tel: 03000411111/ 03000419191) If anyone other than the DSL makes a referral to external services, they will inform the DSL as soon as possible.
- On occasion, staff may pass information about a child to the DSL, but remain anxious about action subsequently taken. Staff should feel able to clarify with the DSL further progress, so that they can reassure themselves the child is safe and their welfare is being considered.
- If following this process, the staff member remains concerned that appropriate action is not being taken then the member of staff should seek further direct consultation from a member of the Specialist Children's Services who will be able to discuss the concern and provide further advice on appropriate action to be taken.

- If after a referral a child's situation does not appear to be improving then the DSL (or the person that made the referral) will press for reconsideration to ensure that the organisations concerns have been addressed and, most importantly, that the child's situation improves. Professional disagreements (escalation) will be responded to in line with the KSCB procedures and DSLs may request support via the Education Safeguarding Team.

RECORD KEEPING

- Staff will record any welfare concern that they have about a child on the projects safeguarding incident/concern form (with a body map where injuries have been observed) and pass this without delay to the DSL. Records will be completed as soon as possible after the incident/event and must be signed and dated by the member of staff.
- All safeguarding concerns, discussions and decisions made and the reasons for those decisions will be recorded in writing. If members of staff are in any doubt about recording requirements staff then they will discuss their concerns with DSL

Incident/concern forms are kept *in the incident/accident folder at the project premises.*

- Safeguarding records are kept separate from all other information relating to the young person. They are retained centrally and securely by the DSL and are shared on a 'need to know' basis only.
- The Chairman will be kept informed of any significant issues by the DSL.

Inter Agency Working

- Westgate Youth Project recognises and is committed to its responsibility to work with other professionals and agencies both to ensure young people's needs are met and to protect them from harm. We will endeavour to identify those young people and families who may benefit from the intervention and support of external professionals and will seek to enable referrals, in discussion with parents/carers as appropriate.
- Youth Projects are not the investigating agency when there are child protection concerns and the project will therefore pass all relevant cases to the statutory agencies. We will however contribute to the investigation and assessment processes as required and recognise a crucial part of this may be in supporting the child while these take place.
- Westgate Youth Project recognises the importance of multi-agency working and will ensure that staff are enabled to attend relevant safeguarding meetings, including Child Protection Conferences, Core Groups, Strategy Meetings, Child in Need meetings and Early Help Meetings.
- The Trustees and DSL will work to establish strong and co-operative relationships with relevant professionals in other agencies.

Confidentiality and Information Sharing

- Westgate Youth Project recognises that all matters relating to child protection are confidential. The DSL will only disclose any information about a young person to other members of staff on a need to know basis.
- All members of staff must be aware that whilst they have duties to keep any information about children, families and colleagues which they have access to as a result of their role confidential, they also have a professional responsibility to share information with other agencies in order to safeguard children.
- All staff must be aware that they cannot promise a child to keep secrets which might compromise the child's safety or wellbeing.

Complaints

- The project has a **Complaints Procedure** available to parents, young people and staff who wish to report concerns. This can be found in the Westgate Youth Project policy file at the project premises.
- All reported concerns will be taken seriously and considered within the relevant and appropriate process. Anything that constitutes an allegation against a member of staff or volunteer will be dealt with by the Youth Work Manager, unless the complaint is about the YWM, it will then be dealt with by the Chairman.

Staff Induction, Awareness and Training

- All youth project staff will receive an appropriate safeguarding and child protection training which will enable them to:
 - **Recognise** potential safeguarding and child protection concerns involving young people and adults
 - **Respond** appropriately to safeguarding issues and take action in line with this policy
 - **Record** concerns in line with WYP policies
 - **Refer** concerns to the DSL and be able to seek external support if required
- All staff members will receive appropriate training to ensure they are aware of a range of safeguarding issues and are aware that behaviours linked to the likes of drug taking, alcohol abuse, truanting and peer on peer abuse such as bullying and sexting can put children in danger.
- The DSL will ensure that all new staff and volunteers are appropriately inducted as regards the projects internal safeguarding procedures and communication lines. A safe guarding process information sheet is available to be given to staff and volunteers to support this process.

- All staff members will receive regular safeguarding and child protection updates via staff meetings and training as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively.
- The DSL will provide an annual report to the Committee detailing safeguarding training undertaken by all staff and will maintain up to date registers of who has been trained.
- All members of the governing body will access appropriate safeguarding training which covers their specific strategic responsibilities on a regular basis.

SAFE WORKING PRACTICE

- Staff are required to work within the project Manual of Good Practice
- Young people may make allegations against staff in situations where they feel vulnerable or where they perceive there to be a possible risk to their welfare. As such, all project staff should take care not to place themselves in a vulnerable position regarding child protection or potential allegations. For example, lone working should never take place, unless the necessary precautions have been implemented.
- Physical intervention should never take place.
- Staff should be particularly aware of the professional risks associated with the use of electronic communication (e-mail; mobile phones; texting; social network sites) and should familiarise themselves with advice and professional expectations outlined in the NYA Ethical Conduct in Youth Work, the projects e-Safety Policy and the Manual of Good Practice

Staff Supervision and Support

- Any member of staff affected by issues arising from concerns for children's welfare or safety can seek support from the DSL.
- The induction process will include familiarisation with child protection responsibilities and procedures to be followed if staff have any concerns about a child's safety or welfare.
- The organisation will provide appropriate supervision and support for all members of staff to ensure that:
 - All staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children
 - Staff are able to create an environment where members of staff feel able to raise concerns and feel supported in their safeguarding role
 - All staff have regular reviews of their own practice to ensure they improve over time.

The DSL can put staff and parents in touch with outside agencies for professional support if they so wish.

Safer Recruitment

- Westgate Youth Project is committed to ensure they develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our young people and have their welfare and protection as the highest priority.
- The Committee and Youth Work Manager are responsible for ensuring that the project follows safe recruitment processes, including an application, vetting and recruitment process which places safeguarding at its centre, regardless of employee or voluntary role and appropriate pre appointment checks.
- The youth work manager will apply appropriate judgement regarding the need to supervise and escort visitors to the project.

Allegations Against Members of Staff and Volunteers

- Westgate Youth Project recognises that it is possible for staff and volunteers to behave in a way that might cause harm to young people and takes seriously any allegation received. Such allegations should be referred immediately to the Chairman who will first contact the Local Authority Designated Officer (LADO) to agree further action to be taken in respect of the child and staff member.
- All staff and volunteers should feel able to raise concerns about poor or unsafe practice and such concerns will always be taken seriously by the management committee
- Members of Staff can also access the NSPCC whistle blowing helpline if they do not feel able to raise concerns regarding child protection failures internally. Staff can call: 0800 028 0285 (8:00 AM to 8:00 PM Monday to Friday) or email: help@nspcc.org.uk.
- Westgate Youth Project has a legal duty to refer to the Disclosure and Barring Service (DBS) anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. If these circumstances arise in relation to a member of staff at our organisation, a referral will be made as soon as possible after the resignation or removal of the individual in accordance with advice from the LADO.

All staff are made aware of the projects Whistle-blowing procedure and that it is a disciplinary offence not to report concerns about the conduct of a colleague that could place a child at risk.

When in doubt - consult

Peer on Peer Abuse (allegations of abuse made against another children)

- All members of staff at Westgate Youth Project recognise that children are capable of abusing their peers. Peer on peer abuse can take many forms, including (but not limited to) bullying, cyber bullying, gender-based abuse, hazing (initiation type violence), sexually harmful behaviour and violence and 'sexting'. The organisation is mindful that some potential issues may be affected by the gender, age, ability and culture of those involved.
- Westgate Youth Project believes that abuse is abuse and it will never be tolerated, dismissed or minimised. Any incidents of peer on peer abuse will be managed in the same way as any other child protection concern and will follow the same procedures, as outlined in Section 12, above and in accordance with Kent Safeguarding Children Board procedures.
- Westgate Youth Project is aware of the potential gender issues that can be prevalent when dealing with peer on peer abuse including but not limited to, girls being sexually touched/assaulted or boys being subject to initiation/hazing type violence.
- The project will take steps to minimise the risk of all forms of peer on peer abuse. We will ensure that appropriate time is dedicated to enable young people to develop an awareness and understanding of abusive behaviour
- Children who have experienced peer on peer abuse will be supported by:
 - Offering them an opportunity to discuss the experience with a member of staff of their choice
 - Being advised to keep a record of concerns as evidence and discussions regarding how to respond to concerns and build resilience
 - Providing reassurance and support
- Children who are alleged to have abused other children will be helped by:
 - Discussing what happened, establishing the specific concern and the need for behaviour to change
 - Informing parents/carers to help change the attitude and behaviour of the child
 - Providing appropriate education and support
 - Sanctioning them in line with the organisation Respect Contract. This may include official warnings, removal of privileges, fixed-term and permanent exclusions.
 - Speaking with police or other local services (such as early help or children's specialist services) as appropriate

Safeguarding Children with Special Educational Needs and Disabilities

- Westgate Youth Project acknowledges that children with special educational needs (SEN) and disabilities can face additional safeguarding challenges as they may have an impaired capacity to resist or avoid abuse. They may have speech, language and communication needs which may make it difficult to tell others what is happening.
- Westgate Youth Project will ensure that children with SEN and disabilities, specifically those with communication difficulties will be supported to ensure that their voice is heard and acted upon.
- Members of staff are encouraged to be aware that children with SEN and disabilities can be disproportionately impacted by safeguarding concerns such as bullying. All members of staff will be encouraged to appropriately explore possible indicators of abuse such as behaviour/mood change or injuries and not to assume that they are related to the child's disability and be aware that children with SEN and disabilities may not always outwardly display indicators of abuse.

Online Safety

- It is recognised that the use of new technologies presents particular challenges and risks to young people both inside and outside of youth club.
- Westgate Youth Project identifies that the issues classified within online safety are considerable, but can be broadly categorised into three areas of risk:
 - **content:** being exposed to illegal, inappropriate or harmful material
 - **contact:** being subjected to harmful online interaction with other users
 - **conduct:** personal online behaviour that increases the likelihood of, or causes, harm
- Westgate Youth Project will ensure that appropriate filtering and monitoring systems are in place when young people and staff access project and internet provision.
- Westgate Youth Project acknowledges that whilst monitoring is an important part of the organisations online safety responsibilities, it is only one part of our role. Children and adults may have access to systems external to the organisation control such as mobile phones and other internet enabled devices and technology. This is covered in more depth within the organisation online safety policy.

Curriculum and Staying Safe

- We recognise that youth projects play an essential role in helping young people to understand and identify the parameters of what is appropriate child and adult behaviour; what is 'safe'; to recognise when they and others close to them are not safe; and how to seek advice and support when they are concerned.

- Westgate Youth Project will use its programmes and activities to provide opportunities for increasing self awareness, self esteem, social and emotional understanding, assertiveness and decision making so that young people have a range of contacts and strategies to ensure their own protection and understand the importance of protecting others.
- Systems have been established to support the empowerment of young people to talk to a range of staff. Young people at Westgate Youth Project will be listened to and heard and their concerns will be taken seriously and acted upon as appropriate.

Security

- All staff have a responsibility for maintaining awareness of buildings and grounds security and for reporting concerns that may come to light. We operate within a whole-project community ethos and welcome comments from young people, parents and others about areas that may need improvement as well as what we are doing well.
- Appropriate checks will be undertaken in respect of visitors and volunteers coming into the project. Visitors will be expected to sign in and out via the attendance sheet. Any individual who is not known or identifiable should be challenged for clarification and reassurance.
- The project will not accept the behaviour of any individual (parent or other) that threatens security or leads others (young person or adult) to feel unsafe. Such behaviour will be treated as a serious concern and may result in a decision to refuse access for that individual to the project site.

Monitoring and Review

- All members of staff will have access to a copy of this policy and will have the opportunity to consider and discuss the contents. The policy will also be available to parents and carers.
- All staff will have access to this policy and sign to the effect that they have read and understood its contents
- The DSL will review the policy following any child protection concerns or allegations against staff to ensure that it reflects appropriate, accurate and up to date safeguarding practice.

Local support

All members of staff at Westgate Youth Project are made aware of local support available

- **Contact details for the LADO**
 - Telephone: 03000 410888
 - Email: kentchildrenslado@kent.gov.uk

- **Children's Specialist Services**
 - Central Duty Team: 03000 411111
 - Out of Hours Number: 03000 419191

- **Early Help and Preventative Services**
 - earlyhelp@kent.gov.uk
 - 03000 419222

- **Kent Police**
 - 101 (or 999 if there is an immediate risk of harm)

- **Kent Safeguarding Children Board (KSCB)**
 - kscb@kent.gov.uk
 - 03000 421126

Appendix 1: Categories of Abuse

All staff should be aware that abuse, neglect and safeguarding issues are rarely standalone events that can be covered by one definition or label. In most cases multiple issues will overlap with one another.

Abuse: a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. They may be abused by an adult or adults or another child or children. It should be noted that abuse can be carried out both on and offline and be perpetrated by men, women and children

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.

Signs that MAY INDICATE Sexual Abuse

- Sudden changes in behaviour and school performance
- Displays of affection which are sexual and age inappropriate
- Self-harm, self-mutilation or attempts at suicide
- Alluding to secrets which they cannot reveal
- Tendency to cling or need constant reassurance
- Regression to younger behaviour for example thumb sucking, playing with discarded toys, acting like a baby
- Distrust of familiar adults e.g. anxiety of being left with relatives, a child minder or lodger
- Unexplained gifts or money
- Depression and withdrawal
- Fear of undressing for PE
- Sexually transmitted disease
- Fire setting

Physical abuse: a form of abuse which 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.

- Bruises and abrasions around the face
- Damage or injury around the mouth
- Bi-lateral injuries such as two bruised eyes
- Bruising to soft area of the face such as the cheeks
- Fingertip bruising to the front or back of torso
- Bite marks
- Burns or scalds (unusual patterns and spread of injuries)

- Deep contact burns such as cigarette burns
- Injuries suggesting beatings (strap marks, welts)
- Covering arms and legs even when hot
- Aggressive behaviour or severe temper outbursts.
- Injuries need to be accounted for. Inadequate, inconsistent or excessively plausible explanations or a delay in seeking treatment should signal concern.

Emotional abuse: the persistent emotional maltreatment of a child such as to cause severe and 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 insofar as they meet the needs 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 that are beyond a child's developmental capability as well as overprotection and limitation 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, although it may occur alone.

Signs that MAY INDICATE emotional abuse

- Over reaction to mistakes
- Lack of self-confidence/esteem
- Sudden speech disorders
- Self-harming
- Eating Disorders
- Extremes of passivity and/or aggression
- Compulsive stealing
- Drug, alcohol, solvent abuse
- Fear of parents being contacted
- Unwillingness or inability to play
- Excessive need for approval, attention and affection

Neglect: 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); or ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional **needs**.

Signs that MAY INDICATE neglect.

- Constant hunger
- Poor personal hygiene
- Constant tiredness

- Inadequate clothing
- Frequent lateness or non-attendance at School
- Untreated medical problems
- Poor relationship with peers
- Compulsive stealing and scavenging
- Rocking, hair twisting and thumb sucking
- Running away
- Loss of weight or being constantly underweight
- Low self esteem