



Hampton & Hampton Hill Voluntary Care
Safeguarding Children Policy

This Safeguarding Children policy makes a public commitment to people and children in our care, or with whom we come into contact during the course of our activities, from any form of neglect or abuse.

The following procedures are in place to ensure that this commitment is put into practice by all staff and volunteers of Hampton & Hampton Hill Voluntary Care (H&HHVC). The management committee will review the policy yearly.

1 CORE PRINCIPLES:

H&HHVC considers the following to be the core principles when working with young people who are clients' relatives or who use the centre or who are volunteers, to provide information, training and advice as appropriate:

- i. A child or adolescent who is under 18 is not an adult. Approaches need to reflect the intrinsic differences between adults and young people of different ages. In all interactions with young people consideration should be given to differences in legal competence, age appropriateness, parental responsibility, confidentiality, and exposure to, as well as protection from risk and harm.
- ii. The overall welfare of the individual young person is of paramount importance. In accordance with the Children Act 1989, 2004, Working Together to Safeguard Children 2023 and the UN Convention of the Rights of the Child, all professional agencies offering services and opportunities to young people should have the interests of the individual as their primary concern.
- iii. The views of the young person are of central importance and should be sought and considered. Article 12 of the UN Convention on the Rights of the Child and Children Act 1989 places emphasis on the need to ascertain a young person's views and wishes. The young person's views should be listened to and given weight according to their age and maturity.
- iv. H&HHVC should recognise and co-operate with local authorities when carrying out responsibilities towards young people. Local authorities have responsibilities to ensure that appropriate services are provided for young people and children in their area who are 'in need' and to investigate and protect young people and children 'at risk of significant harm'. Protocols for liaison and joint working should be established with the local authority services.
- v. A multi-agency approach is vital at all levels. There should be a co-ordinated approach by relevant services and agencies involved in youth provision.
- vi. H&HHVC must be fully responsible to the needs of young people acting as volunteers or young people met during the course of any of its activities. The staff team must incorporate core skills in working with young people.
- vii. The staff including volunteers who work with young people will be subject to police checks before they can start working directly with young people. They will also be provided with appropriate training before commencing any role that involves working with young people.
- viii. H&HHVC should aim to operate in all cases according to the principles of best practice. It must operate within the current legal framework, respecting the underlying philosophy of the Children Act 1989; 2004, Working together to Safeguarding Children 2023 and the UN Convention on the Rights of the Child. They should also reflect accepted, evidence-based effectiveness. Services are responsible for being aware of the latest locally and/or nationally established policies and guidance on working with young people.

The named person (CEO) is responsible for recording, monitoring and reviewing the implementation of the policy. The named person will provide the necessary support to staff and volunteers. Named contact for safeguarding:

Robert McRae-Adams (CEO)
Hampton & Hampton Hill Voluntary Care
Greenwood Community Centre
1a School Road, Hampton Hill. TW12 1QL
Tel: 020 8979 9662 E: ceo@greenwoodcommunity.org.uk

2 CHILD ABUSE

All staff and volunteers must be aware of the signs of child abuse which may be physical, sexual, neglect or emotional. In a case of suspected abuse the staff or volunteer is to inform the CEO immediately to enable appropriate intervention. The normal H&HHVC confidentiality rules apply. The confidentiality statement will be displayed on the internal H&HHVC notice board. The CEO is the main point of contact but if unavailable staff and volunteers must be confident in knowing what to look for and what to do if there are immediate concerns about the safety of a child.

In the absence of the CEO, the Single Point of Access (SPA) (Kingston and Richmond) acts as a central hub and front door for Children Services. SPA offers phone consultation and will provide advice and support in managing concerns.

Staff and volunteers can contact SPA if they have concerns about:

- A child or young person who you suspect is being neglected or subject to physical, sexual or emotional abuse
- Family issues that are affecting a child or young person
- An allegation of abuse against an adult (or you can go direct to the Local Authority Designated Officer (LADO))

SPA Contact Details

Phone: 020 8547 5008 (8am to 5.15pm Monday to Thursday, 8am to 5pm Friday)

Out of hours 020 8770 5000

Online: <https://kr.afcinfo.org.uk/pages/web-site-information/safeguarding>

If a child discloses abuse to a member of staff or volunteers the following guidance should be followed.

- ensure the immediate safety of the child
- stop other activity and focus on what the child is saying, responding to a suspicion of abuse takes immediate priority
- seek any necessary medical treatment without delay
- stay calm and do not express shock or disbelief
- listen carefully to what is being said, allow the child to continue at their own pace
- ensure questions are absolutely minimal and completely open, for example 'How did that happen?'

- repeat back to the child (as accurately as possible) what was heard, to check understanding of what the child has said
- tell the child they are not to blame, it's not their fault and they have done the right thing in telling someone
- not promise to keep secrets - find an appropriate early opportunity to explain it will be necessary to tell someone else in order to help them and keep them safe
- ask the child if they have told anyone else
- tell the child what will happen next and with whom the information will be shared
- inform the CEO or senior manager as soon as possible
- ask the parent or carer about what has been disclosed, so long as it does not put the child at increased risk
- record in writing what was said, as soon as possible, using the child's own words
- note the date, time and names mentioned, to whom the information was given and ensure that all records are signed and dated
- note anything the parent or carer says
- follow the setting's child protection procedures and contact SPA

(Adapted from Achieving for Children guidance for professionals see below for further information)

If the CEO is subject to any complaint arising directly out of this policy, then the matter should be referred to the Chair of Trustees, or Vice Chair in his or her absence, who will be responsible for the recording, monitoring and reviewing the implementation of the policy.

3 NOTE

Activities of H&HHVC in which contact is made with young people fall into four categories:

- Volunteers seeking work experience or working for a community award – two or three per year
- Relatives of clients who are befriended under the Neighbourhood Care project
- Attendees at classes for dance and recreation held in The Greenwood Community Centre – all under their own management who have acknowledged police clearance and safeguarding policies.

Further guidance:

<https://kr.afcinfo.org.uk/pages/professionals-hub/information-for-childcare-professionals-working-in-kingston-and-richmond/safeguarding-and-child-protection/what-to-do-if-you-are-worried-about-a-child>

https://assets.publishing.service.gov.uk/media/65803fe31c0c2a000d18cf40/Working_together_to_safeguard_children_2023_-_statutory_guidance.pdf

<https://www.legislation.gov.uk/ukpga/1989/41/contents> Children Act 1989

<https://www.legislation.gov.uk/ukpga/2004/31/contents> Children Act 2004