**Background**

***This Model Safeguarding Policy has been developed by Rochdale Borough Safeguarding Children Board to assist private, voluntary and faith organisations to develop their own policies. The standards in this procedure are consistent with Working Together 2015.***

***The policy provides a basic structure with highlighted sections which can be amended. It is strongly recommended that all agencies/organisations go through the process of developing their own policy, which will be specific to their organisation. It is crucial that members of the organisation are involved in forming the policy; are aware of it and have ownership of it.***

***It is also crucial that organisations consider how they will implement and raise awareness of the policy.***

***Any policy developed in Rochdale Borough should be read in conjunction with Greater Manchester and Rochdale Borough Safeguarding Children Board (RBSCB) procedures*** <http://greatermanchesterscb.proceduresonline.com/>

RBSCB

Model Safeguarding Children Policy

For Private, Independent, Voluntary, Community and Faith Organisations

(*Organisation name)*

**Last reviewed (insert date)**

**By: (insert name)**

**Next review date: (insert date)**

**Introduction:**

**To include brief information about the organisation**

**The purpose of this policy is:**

* to ensure that (insert o*rganisation name)effectively fulfils its duty to safeguard and protect children*
* to provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

**Scope**

This Safeguarding Children Policy outlines (*insert organisation name)* commitment to protect children from all forms of abuse and exploitation.

It should be read in conjunction with specific procedures, including the Rochdale Borough Safeguarding Children Board (RBSCB) procedures <http://greatermanchesterscb.proceduresonline.com/>, that describe how the policy will be implemented.

This policy applies to all staff, volunteers and anyone working on behalf of (*Groups name*)

This policy will be reviewed on an annual basis.

**Legislative framework**

**Section 11 of the Children Act 2004** places duties on a range of organisations and individuals to ensure their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.

In “Working Together to Safeguard Children: A guide to inter-agency working to safeguard and promote the welfare of children” (2013) the government set out the specific duties of individual agencies and clarifies the role of voluntary, private and faith organisations as follows:

“Voluntary organisations and private sector providers play an important role in delivering services to children. They should have the arrangements ……. in place in the same way as organisations in the public sector, and need to work effectively with the LSCB. Paid and volunteer staff need to be aware of their responsibilities for safeguarding and promoting the welfare of children, how they should respond to child protection concerns and make a referral to local authority children’s social care or the police if necessary…..Churches, other places of worship and faith-based organisations provide a wide range of activities for children and have an important role in safeguarding children and supporting families. Like other organisations who work with children they need to have appropriate arrangements in place to safeguard and promote the welfare of children”

**Key Concepts and Definitions**

A child is defined as anyone who has not yet reached their 18th birthday, this includes unborn children.

Working Together 2015 defines safeguarding the welfare of children as protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best life chances.

Child protection refers to the activity that is undertaken to protect specific children who are suffering or are likely to suffer significant harm.

Abuse is 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. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Working Together 2015 identifies four categories of abuse, physical, emotional, sexual and neglect.

**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.

**Emotional Abuse**

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| The persistent emotional maltreatment of a child such as to cause severe and persistent 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, though it alone. **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. **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.  |
| Other types of abuse commonly recognised, such as child sexual exploitation andtrafficking, are complex manifestations of a combination of the above four categories. For further detail please go to <http://greatermanchesterscb.proceduresonline.com/>**Key Responsibilities**All organisations should have procedures and systems that provide clear step-by-step guidance on what to do if there are concerns about a child and to clarify roles and responsibilities.**We will seek to safeguard children and young people by:*** ensuring that we have a named senior member of staff in place with responsibility for safeguarding arrangements
* having up to date safeguarding policies and procedures in place that explain how to respond to if there are concerns about a child’s safety or welfare
* having a process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation
* promoting a culture of listening to children and taking account of their wishes and feelings
* having guidance on confidentiality and information sharing which clearly states that safeguarding children is paramount
* having a code of behaviour for all staff and volunteers
* sharing information about concerns with agencies who need to know, and involving parents and children appropriately
* adhering to safe recruitment practices for individuals who we permit to work regularly with children, including policies on when to obtain a criminal record check
* ensuring that staff and volunteers to learn about safeguarding as appropriate to their roles and responsibilities.
* providing effective management for staff and volunteers through supervision, support and training
* dealing with allegations against people who work with children in line with RBSCB procedures.
* Safe recruitment, selection and vetting procedures that includes checks into the eligibility and the suitability of all staff and volunteers who have direct or indirect (e.g. help line, email) contact with children
* Providing a complaints procedure so that there is an open and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour towards children.
* Ensuring that all staff and volunteers working with children are monitored and supervised.
* Ensuring that staff and volunteers learn about safeguarding in accordance with and as appropriate to their roles and responsibilities.
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| **Roles and Responsibilities****Organisation to add detail of lead roles structure and accountability** |

**Responding to concerns**

All concerns about the safety or welfare of a child must be referred initially to the Safeguarding Lead who will

A referral to Children’s Social Care must always be made if it is believed or suspected that a child is suffering or is likely to suffer significant harm.

Detailed guidance is provided within the Greater Manchester Multi Agency Safeguarding Procedures online manual. <http://greatermanchesterscb.proceduresonline.com/>

**Related policies/procedures:**

**These may include:**

**Responding to concerns about safety or welfare of a child**

**Information Sharing**

**Safer Recruitment Policy**

**Managing Allegations**

**Behaviour management**

**Health & Safety Policy**

Appendix 1 Safer Working Practice Guidance

Appendix 2 Role of the Safeguarding Lead

Appendix 3 Recruitment Checklist

Appendix 4 Staff/Volunteer Application Form

Appendix 5 Reference Request Letter & Form

Appendix 6 Declaration Form

Appendix 7 Accident and incident record form

Appendix 8 Allegations Management Form

Appendix 9 Multi Agency referral Form

Appendix 10 Complaints/Suggestions policy

Appendix 11 Safeguarding Children Statement (for Display)