The Ethel Trust

Safeguarding Children and Young People

Policy Statement

The Ethel Trust recognises that everyone has a responsibility to protect children. We recognise that the care and welfare of children is paramount and that all children have a right to protection from all types of harm.

All children and young people whatever their age, culture, disability, gender, racial origin, language and/or religious beliefs have the right to protection from abuse.

A ‘child’ for the purpose of this policy refers to any person who is aged under the age of 18 years. (Children's Act 1989)

The Ethel Trust undertakes activities with young people who are supported by their parents/guardians or adults from the organisation that they are connected to. This can include short taster voyages, longer day trips or excursions including overnight stays on board the barge ‘ethel.’

The parents/guardian or adults accompanying any child or young person undertaking activities on the ‘ethel’ barge remain ultimately responsible for the child's welfare throughout all the involvement with the Ethel Trust. However, they should be assured that their child is involved with a credible organisation who will make every effort to ensure that any time spent with the Ethel Trust is an enjoyable and memorable event.

We know that children and young people are vulnerable to abuse by adults. The purpose of this policy is to make sure that the actions of any adult involved with the Ethel Trust are transparent and safeguard and promote the welfare of all children and young people.

All allegations and suspicions of abuse will be taken seriously and responded to swiftly and appropriately. They will not be ignored. Any concerns in relation to any Trustee, staff or volunteer will also be dealt with in an appropriate manner and appropriate sanctions invoked if required.

We aim to achieve this transparency by:

- Publishing the names of the Safeguarding Officers on the Ethel Trust website and directing how to make a formal complaint
- Publishing a full copy of our Safeguarding Policy on the Ethel
Trust Website.
The Ethel Trust is committed to:

- Valuing, respecting and listening to children
- Maintaining strong safeguarding systems and procedures for staff
- Using this Safeguarding Policy to inform planning and practice
- Sharing information about safeguarding and good practice with children and parents/carers/responsible adults
- Sharing information about concerns with agencies who need to know and involving parents and children appropriately.

This policy is binding upon all Trustees, workers and volunteers who are involved with the Ethel Trust.

The Ethel Trust will provide adequate and appropriate resources to Trustees, workers and volunteers to implement this policy and ensure it is communicated and understood. The Ethel Trust staff will undertake safeguarding training within 12 months of their enrolment with the Trust.

A designated Safeguarding officer will be nominated with relevant experience to respond to allegations and concerns in relation to children and young people. To ensure safeguarding is provided at all times, a deputy Safeguarding officer will similarly be identified and trained.

Every 3 years or whenever there is a major change in the organisation or relevant legislation, there will be a formal review of this Safeguarding Policy to ensure it remains current, accurate and fit for purpose.

Safeguarding Policy
It is anticipated that all children and young people who are involved in any activity involving Trustees, paid worker and volunteers associated with the Ethel Trust will have a pleasant, enjoyable and memorable experience. To facilitate this, all Ethel Trust representatives will strive to ensure the following elements of good practice.

**Attitudes**
Trustees, staff and volunteers will be committed to:
- Treating children and young people with respect and dignity
- Always listening to what a child or young person says
- Valuing each child and young person
- Recognising the unique contribution each individual can make to society
- Encouraging and praising each child and young person when appropriate.

**Lead by Example**
Trustees, staff and volunteers will endeavour to:
- Demonstrate behaviour which others will see as positive and wish to follow
- Use appropriate language with children and young people and challenge any inappropriate language used by the child, young person or other adult
- Respect a person's privacy.

**One to One Contacts**
Trustees, staff and volunteers will:
- not spend excessive amounts of time alone with children or a young person away from other people
- if privacy is needed, ensure that other staff are informed of the requirement and be chaperoned where possible.

**Physical Contacts**
Trustees, staff and volunteers will never:
- engage in sexually provocative or rough physical games including horseplay
- Complete things of a personal nature for a child or young person that they can do for themselves or where a person with responsibility is present
- allow or engage in any inappropriate touching of any kind.

**General Awareness**
Trustees, staff and volunteers will:
- be aware that someone might misinterpret their actions no matter how well intentioned
- never draw any conclusion about others without first checking out facts
- never allow themselves to be drawn into inappropriate attention seeking situations such as a tantrum or a crush
never exaggerate or trivialise child abuse issues or make suggestive remarks or gestures about or to a child or young person even in jest/fun.

### How to respond to case of Child Concern, Harm or Abuse

It is important that Trustees, staff and volunteers are able to recognise and determine which incidents or occasions require intervention. However, in all cases, it is vital that prompt action is taken to safeguard a child or young person:

- If emergency medical attention is required this will be secured by calling an ambulance (dial 999) or ensuring the child is taken to the nearest Accident and Emergency Department. (Details of the locations for these at Appendix 1)
- If a child is in immediate danger and requires protection, the police will be called (dial 999) as the Police have the power to remove a child or young person in emergency situations.

### Identifying Categories of Abuse

Abuse or neglect of a child is caused 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 a stranger. Children and young people with disabilities or special needs are vulnerable and in need of special care. There is a requirement to appreciate any difficulties they may have in communicating any concerns.

#### Physical Abuse

Physical abuse 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 feigns the symptoms, of, or deliberately causes ill health to a child whom they are looking after. This situation is commonly described using terms such as, fabricated illness by proxy or Münchhausen Syndrome by proxy.

#### Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. It may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material, or watching sexual activities, or encouraging children to behave in sexually inappropriate
Emotional Abuse

Emotional abuse is the persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child’s emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment of a child though it may occur alone.

Neglect

Neglect is 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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child’s basic emotional needs.

Ethel Trust Trustees, paid staff and volunteers will be alert to the potential abuse of children both within their families and from other sources including members of other organisations.

Trustees, paid staff and volunteers will know how to recognise and act upon indicators of abuse or potential abuse involving children. (There is an expected responsibility for all members of the Ethel Trust to respond to any suspected or actual abuse of a child in accordance with these procedures.)

If a child or young person talks about abuse or neglect to you

- Listen carefully to the child rather than question.
- Give the child time and attention.
- Allow the child to give a spontaneous account; do not stop a child who is freely recalling significant events.
- Use the child’s own words where possible.
- Explain that you cannot promise not to speak to others about the information they have shared.
- Reassure the child that you are glad they have told you and that they have not done anything wrong.
- Inform the child what you are going to do next and who you
intend to speak to.

- Explain that you will need to get help to keep the child safe.
- Do NOT ask the child to repeat their account of events to anyone.

Consulting about your concern

You may become concerned about a child who has not spoken to you because of your observations or information about that child.

It is good practice to ask a child why they are upset or how a cut or bruise was caused, or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a child you must share your concerns. Initially you should talk to one of the people designated as responsible for safeguarding within the Ethel Trust.

Designated Safeguarding Officer: John Guymer
Contact telephone numbers: 07722 678 168
Deputy Safeguarding Officer: Keith Levy
Contact telephone numbers; 0114 255 9160

If one of those people is implicated in the concerns you should discuss your concerns directly with Social Care.

If in doubt, consult. You must refer, you must not investigate. Your observations may form part of other concerns

It is not the responsibility of anyone working within the Ethel Trust to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities so that they can make enquiries and take necessary action to protect the child or young person.

It is recognised that strong emotions can be aroused particularly in cases where sexual abuse is suspected or where there is a misplaced loyalty to a colleague. It is important to understand these feelings but not allow them to interfere with your judgement in taking appropriate action.

Possible Outcomes from Referrals
1) Criminal – the Police will be immediately involved
2) Safeguarding – Social Care (and possibly) the Police will be involved
3) Disciplinary or Misconduct – the Ethel Trust Trustees will be involved.

**Social Care Contacts**

Below are details of the contacts for the relevant Social Care department for the 4 Boroughs within South Yorkshire. If the duties of the Ethel Trust go beyond the South Yorkshire boundary then appropriate preparation will be made prior to departure by the Safeguarding officers.

If the allegations or concerns relate to a person in authority within the ‘Ethel Trust then contact will be made with the Local Authority Designated Officer. This is a senior Safeguarding coordinator responsible for co-ordinating allegations against professionals.

<table>
<thead>
<tr>
<th>Social Care Area</th>
<th>Local Authority Designated Officer</th>
<th>Office Hours Contact</th>
<th>Out of Hours Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnsley</td>
<td>01226 773892</td>
<td>01226 438831 or 01226 438791</td>
<td>08449841800</td>
</tr>
<tr>
<td>Doncaster</td>
<td>01302 737748</td>
<td>01302737777</td>
<td>0130273600.</td>
</tr>
<tr>
<td>Rotherham</td>
<td>01709823914</td>
<td>01709823987</td>
<td>01709364689</td>
</tr>
<tr>
<td>Sheffield</td>
<td>01142734850</td>
<td>01142726444</td>
<td>011142734855</td>
</tr>
</tbody>
</table>

Ethel Trust will consult with Social Care Departments in the following circumstances:

- when the Safeguarding Officers remain unsure after internal consultation as to whether safeguarding concerns exist
- when there is disagreement as to whether safeguarding concerns exist
- when the concerns relate to any member of the board of Trustees.

Consultation is not the same as making a referral but will enable a decision to be made as to whether a referral to Social Care or the Police should be made.

**Making a referral**

A referral involves giving Social Care or the Police information about
concerns relating to a child or young person in order that enquiries can be undertaken by the appropriate agency followed by any necessary action.

In certain cases the level of concern will lead straight to a referral without external consultation being necessary.

Parents/carers will be informed if a referral is being made except in the circumstances outlined:

- where sexual abuse is suspected
- where organised or multiple abuse is suspected
- where fictitious illness by proxy (also known as Münchhausen Syndrome by proxy) is suspected
- where contacting parents/carers would place the child or someone else at risk.

However, the inability to inform parents for any reason should not prevent a referral being made. It will then become a joint decision with Social Care/the Police about how and when the parents will be approached and by whom.

If there is a concern about abuse or risk of abuse from someone not known to a child or young person, the Ethel Trust will make a telephone referral directly to the Police and consult with the parents. Contact with Police is through the 999 (Emergency only) or 101.

If there is a concern about abuse or risk of abuse from a family member or someone known to a child or young person, the Ethel Trust will make a telephone referral to Social Care.

Information required

If a referral is made the referee will give as much of the following information as possible (in emergency situations all of this information may not be available.) Unavailability of some information will not stop a referral from being made.

- His/her name, telephone number and position and request the same of the person to whom s/he is speaking.
- Full name and address and date of birth of the child and telephone number of his/her family.
- Gender, ethnicity, first language, any special needs of the child.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family e.g.: GP, Health Visitor.
• The nature of the concern and foundation for it.
• An opinion on whether the child may need urgent action to make him/her safe.
• His/her view of what appears to be the needs of the child and family.
• Whether the consent of a parent with parental responsibility has been given to the referral being made.

(See referral document at Appendix 2.)

**Action to be taken following the referral**

The referee will:

• Put his/her concerns in writing to Social Care following the referral (within 48 hours).
• Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

**Record Keeping**

The referee will make an accurate record of the information s/he has been given taking care to record the timings, the setting, the people present, the child’s presentation as well as what was said. S/he will note whether anybody has seen or spoken to the abuser and if so, record the details of this. Additionally, s/he will note if anyone has been consulted about this and similarly, record details of this person (see below.)

All records will be retained as they may later be needed as evidence. The Safeguarding Officers will ensure appropriate secure storage is available for the records.

Information in relation to safeguarding concerns will be shared on a “need to know” basis. The sharing of information is vital to safeguarding and, therefore, the issue of confidentiality will be secondary to a child’s need for protection.

**Trustees, staff and Volunteers**

The Ethel Trust recognises that all reasonable steps must be taken to prevent unsuitable people from working with children. This applies equally to Trustees, paid staff and volunteers, both full and part time. To ensure unsuitable people are prevented from working with children an appropriate recruitment and selection procedures will be instigated. This will include:
Completion of an application form where self disclosure of criminality will be declared in line with the Rehabilitation of Offenders act 1974

An enhanced DBS check (no work will be undertaken by the applicant until a check has been completed and is clean.)

Training for Trustees, staff and volunteers

All Trustees, workers and volunteers will undertake relevant safeguarding training. The training will outline good and bad safeguarding practice and inform what to do if concerns about the behaviour of an adult towards a young person arise.

The safeguarding process includes training after recruitment to help Trustees, workers and volunteers:

- Analyse their own practice against what is deemed good practice
- Ensure their practice helps protect them from false allegations
- Recognise their responsibilities and report any concerns about suspected poor practice and/or abuse
- Respond to concerns expressed by a child
- Work safely and effectively with children.

Disciplinary Action – Ethel Trust

Irrespective of the findings of a Social Care or Police inquiry the Ethel Trust Trustees will use the organisation’s grievance and disciplinary procedure to assess all individual cases to decide whether a Trustee, member of staff or volunteer can be reinstated and how this can be sensitively handled. This may be a difficult decision; especially where there is insufficient evidence to uphold any action by the Police. In such cases the Ethel Trust Trustees must reach a decision based upon the available information which may suggest that, on the balance of probability, it is more likely than not that the allegation is true. The welfare of the child will remain of paramount importance throughout.
Declaration

On behalf of the Ethel Trust we, the undersigned, will oversee the implementation of the Safeguarding Policy and take all necessary steps to ensure it is adhered to.

Signed:

____________________________________________________________________________

(n.b. One of the signatories should be the Designated Safeguarding officer)

Name: ___________________________        Name: ___________________________

Position within Ethel Trust: ___________________________        Position within Ethel Trust: ___________________________

Date: ___________________________        Date: ___________________________

Resources and Useful Contact Details
NSPCC
The NSPCC Child Protection Helpline is a free 24-hour service that provides counselling, information and advice to anyone concerned about a child at risk of abuse. Telephone: 0808 800 5000 – Email: help@nspcc.org.uk

Child Line No: 08001111   www.childline.org.uk

What to do if you think a child is being abused document


Examples of E training available

E Learning from Sheffield City Council – free to voluntary groups in Sheffield


2014/2015 Sheffield Training Programme

http://www.doncastersafeguardingchildren.co.uk/training_events/E_learning.asp

Appendix 1
<table>
<thead>
<tr>
<th>Hospital</th>
<th>Address</th>
<th>Contact Number A&amp;E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnsley District General Hospital</td>
<td>Gawber Road, Barnsley, South Yorkshire S752EP</td>
<td>01226 730000</td>
</tr>
<tr>
<td>Doncaster Royal Infirmary</td>
<td>Armthorpe Road, Doncaster, South Yorkshire DN2 5LT</td>
<td>01302 366666</td>
</tr>
<tr>
<td>Rotherham District General Hospital</td>
<td>Moorgate Road, Rotherham, South Yorkshire S60 2UD</td>
<td>01709 820000</td>
</tr>
<tr>
<td>Sheffield Northern General Hospital</td>
<td>Herries Road, Sheffield, South Yorkshire S5 7AU</td>
<td>0114 243434</td>
</tr>
<tr>
<td>Sheffield Children's Hospital</td>
<td>Western Bank, Sheffield, South Yorkshire S10 2TH</td>
<td>0114 2717000</td>
</tr>
</tbody>
</table>

Appendix 2
Referral Form
Name of person completing form.................................................................
Time/Date..............................................................

Contact Telephone Number..............................................................

Address.................................................................................................
........................................................................................................

**Details of Child/Young Person**

Name............................................................................................................. Age........
DOB..............................................................

Male/Female (Please circle)
Ethnicity..............................................................

Home
Address.................................................................................................
........................................................................................................

School/Organisition..............................................................

GP Name and Contact Details (If Known).................................................................................................

Disability or Special Needs.................................................................................................
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Communication Issues.................................................................................................
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**Nature of Concern/Injury**
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Action Taken and by Whom

Parent/Guardian Details including Contact Telephone Number

Parent or Guardian Notified? YES or NO
Consent given by parent or guardian for referral? YES or NO.
If no to either the above, please state why?

Please use an additional sheets if required to document your observations, concerns or comments of those made during the process of this referral being completed. This document may be used for other agencies in copy form but the original should be retained securely for evidential purposes.