



## **Safeguarding Policy**

At PMACTIVE the welfare of the child or young person in our care is paramount. We value the young people in our care and take our duty of care towards them seriously. We aim to create a safe environment for all our staff and young people, where everyone has the right to protection from abuse.

PMACTIVE take all suspicions and allegations of abuse seriously and they will be responded to swiftly and appropriately. We have a designated safeguarding officer – Rachel King who can be contacted on 07812593231. Rachel will be responsible for dealing with suspicions and allegations as outlined below.

### **SAFEGUARDING POLICY**

1.If there is any suspicion that a young person is being abused by anyone then it should be reported to the nominated welfare officer, Rachel King.

2.There are many different types of abuse that we look out for: Physical, sexual, emotional neglect, bully & coercion. All staff should understand these types of abuse.

3.All cases of suspected abuse should be immediately referred to the welfare officer, and NOT discussed with any other members of staff. Any member of staff who has the initial suspicion of child abuse must write a report and submit it to the welfare officer within 24 hours.

4.When a Young Person discloses information, it is important for staff to: Stay calm, listen and believe the young person, do not ask leading questions or put words in the young person's mouth. Note the main points calmly & accurately. Repeat only what the has been said and clarify to make sure you have understood the young person correctly. Always use the young person's language. Never promise to keep the disclosure a secret.

5.The welfare officer will assess the situation and speak to the child. The welfare officer will then write a report on the incident and this report will be kept confidentially on file.

6.The welfare officer should contact either: a) Department of social services b) Police child protection unit.

7.PMActive will co-operate with the various authorities in the investigation, including attending case conferences if requested to do so.

## **DEALING WITH ALLEGATIONS OF ABUSE WHEN AGAINST A STAFF MEMBER**

1.Allegations or concerns about bad practice by staff, such as shouting or punishing children, may be dealt with under disciplinary procedures. They must be reported to the responsible leader who should seek immediate advice from PMActive Management.

2.If Allegations of physical or sexual abuse is made against a member of staff then child protection procedures as outlined will apply and should be implemented immediately, which may include contact with the department of social services

4. If at any point it appears that a serious physical assault or sexual abuse may have been committed, the person in charge who is present must inform the Duty Social Worker in the Duty and Assessment team and inform PMActive management.

5.The member of staff will be informed that the Child Protection procedures are being invoked, which may involve Social Services and the Police. This must be done without questioning the member of staff about the complaint and making it clear that they have the right to be accompanied by a representative or friend at all stages.

6, Ensure that careful consideration is given to the kind of support that the member of staff concerned will require and his or her colleagues, both during any investigations and after it has reported any findings.

7.The person in charge who is present will discuss with PMActive management the appropriate immediate action, i.e.: suspension, relocation etc.

8.Ensure that the process of the investigation is discussed with the parents and that they are kept informed throughout. Ensure also, that the rest of the staff team are appropriately briefed and give accurate information out to those who have a right to it.

9.PMActive may, if appropriate conduct its own investigation to satisfy any internal enquiry.

## **SAFEGUARDING GUIDELINES POLICY FOR STAFF**

1.PMActive staff & volunteers should never be left on their own with young people and will withdraw their services rather than find themselves in this situation.

2. It is the responsibility of PMActive Management to provide an environment where staff can carry out their duties without the likelihood of finding themselves left unsupervised with children.

3. If a one-to-one situation with a young person is required the door in the room should be left open, or you should be visible through a window. Other staff should be made aware that this is happening.

4. PMActive will only recruit or appoint staff who are deemed suitable to work with children, based on their declarations of unspent and exempt convictions, in accordance with the Rehabilitation of Offenders Act, 1974. All staff and volunteers are expected to undertake a DBS check prior to starting role.

### **GOOD PRACTICE**

- a. Always work in an open environment avoiding private or unobserved situations and encouraging open communication.
- b. Treating all young people equally with respect and dignity.
- c. Always putting the welfare of each young person first.
- d. Maintain a safe and appropriate distance with young people.
- e. Being an excellent role model of good behaviour.
- f. Be aware of the effect that your words and actions may have.

### **PRACTICES TO BE AVOIDED**

- a. Spending excessive amounts of time alone with young people away from others.
- b. Straying from the task in the specification or assignment.
- c. Being unnecessarily inquisitive – only ask for what is necessary.
- d. Saying anything that might make the young person feel uncomfortable or debased.
- e. Saying anything that could be interpreted as aggressive, hostile or impatient.
- f. Standing over the young person or otherwise making them feel pressured.
- g. Exchanging personal contact details.

### **PRACTICES NEVER TO BE SANCTIONED**

The following should never be sanctioned.

- a. Allow or engage in any form of inappropriate touching.
- b. Make sexually suggestive comments to a young person, even in fun.
- c. Reduce a young person to tears as a form of control.
- d. Allow allegations made by a young person to go unchallenged, unrecorded or not acted upon.
- e. Promise a young person that their confidences will be kept secret.