

### Simon Says Child Bereavement Charity Child Protection Procedure and Contact list.

All policies and procedures are given to staff and volunteers and copies kept in the main office at Chatmohr Estate, West Wellow, and the support group files for easy access on outreach projects in, Chandlers Ford, Eastleigh, New Forest, Portsmouth, Basingstoke, Andover and Gosport.

#### Designated Safeguarding Leads

1. Victoria Hussey (C.P.O. & Charity adviser) 07773 803137
2. Georgie Pinchon (Chief Operations Officer) 01794 323934
3. Nicky Priest (Trustee in charge of safeguarding) 07825 448212

Pan-Hampshire & Isle of Wight Safeguarding Children.

Safeguarding children procedures in Hampshire, Isle of Wight, Portsmouth and Southampton:  
<http://4lscb.proceduresonline.com/>

#### **Hampshire County Council**

Multi-agency referral form that can be found at: <http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/child-protection.htm>.

Children's Social Care - Hants Direct	0300 555 1384
Children's Social Care (out of hours)	0300 555 1373
Local Authority Designated Officer (LADO)	01962 876265
Southampton City Council	023 8083 3336 or out of hours 023 8023 3344
Hampshire Police	101 or 0845 045 4545

#### **Portsmouth City Council**

Childrens Social Care 0845 671 0271 or out of hours 0300 555 1373

**LADO (Local Authority Designated Officer)** – This is for allegations against staff or volunteers

Hampshire	01962 876364
Portsmouth	023 9288 2500
Southampton	023 8091 5535

#### **National Contacts**

NSPCC Child Protection Helpline:	0808 800 5000
Child-Line:	0800 1111

#### **POLICIES AND PROCEDURES**

- Observing and Photographing children
- Procedure for DBS checks
- Complaints Procedure
- Child Protection Guidance and Procedure
- Recruitment and Selection of Volunteers

#### **OTHER DOCUMENTATION**

- Incident report form
- Body map
- Referral route
- Contact numbers including Simon Says Welfare Officer



SIMON SAYS CHILD BEREAVEMENT  
CHARITY  
CHILD PROTECTION POLICY  
AND PROCEDURE

THIS POLICY FOLLOWS HAMPSHIRE SAFEGUARDING CHILDREN BOARD MODEL FOR VOLUNTARY ORGANISATIONS.

### Background

This policy, procedure & guidance are approved by the member agencies of Hampshire Local Safeguarding Children Board for the use within Simon Says Child Bereavement Charity.

The child protection standards in this procedure are consistent with

- Hampshire Safeguarding Children Board's' safeguarding procedures "Safeguarding Our Children" (2007)
- 'Working Together to Safeguard Children" (2017) Government documentation
- 'What To Do If You're Worried a Child is Being Abused (2006)'.Government documentation

### Policy

This policy applies to all staff, including the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Simon Says Child Bereavement Charity.

Simon Says Child Bereavement Charity believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

The protection of the children and young people accessing Simon Says Child Bereavement Charity services is the responsibility of every adult involved within the charity.

#### We recognise that:

- the welfare of the child/young person is paramount
- all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

#### The purpose of the policy is:

- to provide protection for the children and young people who access Simon Says Child Bereavement Charity services.
- to provide staff and volunteers with training and guidance on procedures to be adopted in the event that they suspect a child or young person may be experiencing, or be at risk of, harm and to protect children and young people from any form of exploitation.

#### We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them
- adopting child protection guidelines through procedures and a code of conduct for staff, volunteers and trustee's.
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing information about concerns with agencies who need to know, and

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- involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support and training.

We are also committed to reviewing our policy and good practice annually.

### Aims

- To develop a positive and pro-active position in order to best protect all children and young people accessing Simon Says services.
- Enable children and young people within Simon Says to participate in an enjoyable and safe environment
- Ensure the recruitment and selection of volunteers is a sound process, safe and equal
- Ensure all adults working with the children and young people within Simon Says hold an up to date DBS disclosure.
- Ensure all volunteers attend a child protection awareness workshop and have read and signed documentation to say they understand the child protection policy and procedure for action if required.
- Demonstrate Best Practice by ensuring a sound child protection referral route is in place
- Ensure a suitably qualified welfare officer is available to discuss concerns and refer on concerns to relevant agencies if required

### How

- Sound recruitment procedure
- Implement a policy for DBS checks
- Provide suitable Induction and training for all volunteers
- Ensure suitable support processes are in place for all volunteers
- A clear procedure for referral
- Varied policy documentation (see policies)
- Safe and Confidential incident reporting
- Provide a suitably qualified Welfare team to support volunteers and refer if require

### Procedures

The role of member agencies in safeguarding children who may be in need of child protection services to identify children or young people who may be at risk and to alert the appropriate service.

- All staff and volunteers working for Simon Says must ensure that they are up to date with the current child protection procedures and responsible for child protection issues.
- In some cases, advice can be first sought from the designated CP team, Victoria Hussey, Georgie Pinchon and Nicky Priest, who are responsible for child protection support for Simon Says. However, this should not preclude a direct referral to Children's Social Care particularly if there is any element of immediate risk.
- Referrals must always be made to Children's Social Care, Children's Services team at Hampshire, Southampton or Portsmouth Team if there are signs that a child under the age of 18 years, or an unborn baby is:
  - Is suffering or has suffered abuse and/or neglect
  - Is likely to suffer abuse and/or neglect
  - (With agreement of a person with parental responsibility) would be likely to benefit from family support services.

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- Victoria Hussey, Nicky Priest and Georgie Pinchon will provide support to any volunteer or paid staff in contacting Children's Social Care to make a referral. They will be familiar with the procedure and will be able to advise.
- The timing of referrals must reflect the perceived risk, and should normally be within one working day of recognition. If, for any reason, it is not possible to contact a designated officer a referral to Children's Social Care must go ahead.
- A designated officer should be contacted after the event to update them on what has happened.
- An incident form should be completed and sent to the designated officer
- When a referral is made to Children's Social Care you must agree with them what the young person and parents will be told, by whom and when. Do not leave a message, always speak to someone.
- All verbal telephone referrals must be confirmed in writing, within 48 hours (sometimes you will be asked to use a multi-agency referral form that can be found at: <http://www3.hants.gov.uk/childrens-services/childrenandyoungpeople/child-protection.htm>).
- Any Common Assessment Framework (CAF) that has been undertaken should be attached to the referral. Children's Social Care should acknowledge your written referral within one working day of receiving it. If there has not been a response within 3 working days, contact them again.
- **Under no circumstances should you speak to or confront the abuser.** Do not share suspicions or information with any other person other than the Simon Says 'Designated person' Children's Social Care and the Police. Information given to Children's Social Care or the Police will be taken seriously, handled sensitively and shared only on a 'need to know' basis, wholly to protect the child. However, in order to ensure that children are safeguarded on the basis of proper evidence, the source of the referral cannot be kept anonymous Acting on Concerns Regarding an Adult's Behaviour

If there are any concerns about an adult's behaviour towards children or young people (not an employee or volunteer working for the agency):

- Do not ignore it – Simon Says will take any concerns very seriously.
- All concerns should be discussed with the designated officer whenever possible, and will support any referral to the statutory agencies should any child protection matter arise.
- Do not confront the adult but seek the advice as above. If they are not available seek advice from Children's Social Care.

### **Dealing with Allegations or concerns against any Employee or Volunteer Working for Simon Says Child Bereavement Charity.**

Concerns for the safety and well-being of children could arise in a number of different ways and in a range of settings. It is essential to act quickly and effectively if an allegation is made, or if there is suspicion or concern about a professional or volunteer's relationship with a child, young person or group of children/young people, particularly if they have:

- Behaved in a way that has harmed, or may have harmed, a child;
- Possibly committed a criminal offence against or related to, a child; or
- Behaved towards a child or children in a way that indicates she/he is unsuitable to work with children.

If an allegation is made, or a concern arises, about a member of staff or volunteer, ensure that a designated Officer are informed immediately who will contact the Local Authority Designated Officer (LADO) in the area of the support group.

The LADO is available to provide advice or support in any allegations process, including advising whether or not immediate suspension of the person concerned should be initiated.

If the LADO is unavailable or the concern is raised out of hours you should contact Childrens Services out of hours service or, in an emergency, the police.

Records should be secured will be strictly limited to relevant staff and external professionals on a need to know basis.

The member of staff or volunteer should be treated fairly and honestly, helped to understand the concerns expressed, the process being followed and any outcomes of the process.

**The 'Designated Person/s' or trustee seek advice from the LADO and Social Care/Police before informing the person who is subject to an allegation.**

### Guidance

#### Responding to a Disclosure

**If someone tells you (*discloses to you*) that they, or someone they know, is being abused:**

- Believe what the person is saying and take it seriously.
- Reassure the person who has made the disclosure to you that they have done the right thing.
- Give the child time to talk and do not probe or ask leading questions. Investigation is not your responsibility.
- Do not promise to keep secrets. All allegations of harm or potential harm must be acted upon.
- Explain to the child that you will share this information with a senior member of Simon Says who will ensure the appropriate procedures will be followed.
- E-mails or text messages received detailing details of suspected abuse should be immediately responded to within 24 hours by contacting the young person by phone or face-to-face to obtain further information.
- Record the event on the Simon Says Child Bereavement Charity Recording Form and if required the skin maps. Please sign and date the documentation.
- All allegations, even those that appear less serious, need to be followed up and examined objectively by someone independent of the organisation concerned.
- All allegations made against staff or volunteers will be considered by the Local Authority Designated Officer, who acts for the LSCB agencies to monitor allegations and ensure that the actions in response to the allegation are in accordance with the Hampshire Safeguarding Board Procedures.
- Advice on the storage of all documentation must be sought from the 'designated person' who must ensure that access is strictly limited to relevant staff and external professionals on a need to know basis.

### **SAFE WORKING PRACTICE FOR STAFF AND VOLUNTEERS OF SIMON SAYS CHILD BEREAVEMENT CHARITY**

It is essential that all staff, volunteers and trustees are informed of how they should conduct themselves to minimise the risk of finding themselves as the subject of any child protection processes. All staff, volunteers and trustees should be aware of the following summary of things to do and not to do when working with children.

#### **“DO’s”**

- Read and follow the child protection procedures
- Report to the designated / named person any concerns about child welfare/safety
- Report to the designated / named person any concerns about the conduct of other school staff/volunteers/contractors
- Record in writing all relevant incidents
- Work in an open and transparent way
- Discuss and report any incidents of concern or that might lead to concerns being raised about your conduct towards a child.
- Report to the designated/named person any incidents that suggest a child or young person may be infatuated with you or taking an above normal interest in you.
- Dress appropriately for your role. Simon Says provides a uniform for when conducting work with children and young people.
- Only use e-mail contact with children and young people via any authorised system from the Head office in Wellow.
- Avoid unnecessary physical contact with children
- Ensure you understand the rules concerning physical restraint following the behavioural policy and procedure.
- Where physical contact is essential for educational or safety reasons, gain the child or young persons permission for that contact wherever possible.
- Allow children to change clothes with levels of respect and privacy appropriate to their age, gender, culture and circumstances.
- Avoid working in one-to-one situations with children
- Be careful about recording images of children and do this only when it is an approved activity. Images should only be taken following the Photography and use of Images Policy.
- Fully co-operate with any investigation into child protection issues. Listen to all children and young people when they express concern (rumours) about staff, volunteers or trustees and check facts v fiction.

### “DON’T’s”

- Take any action that would lead a reasonable person to question your motivation and/or intentions
- Misuse in any way your position of power and influence over the vulnerable children you have contact with through your work with Simon Says Child Bereavement Charity.
- Use any confidential information about a child to intimidate, humiliate or embarrass a child
- Engage in activities out of the workplace/setting that might compromise your position with children or young people.
- Establish or seek to establish social contact with children and young people outside of the workplace or setting
- Accept regular gifts from children
- Give personal gifts to children, other than what is provided by Simon Says Child Bereavement Charity.
- Communicate with children and young people in inappropriate ways, including personal e-mails and mobile telephones, face book or other social networking sites.
- Pass your home address, phone number, e-mail address or other personal details to children or young people.
- Make physical contact secretive
- Arrange to meet with children or young people in closed rooms without other staff, volunteers or parent/guardian being made aware of this in advance.
- Use physical punishment of any kind
- Confer special attention on one child unless this is part of an agreed plan or policy
- Transport pupils in your own vehicle without prior organisational approval
- Take, publish or share images of pupils or other children without their parents’ permission.
- Access abuse images (sometimes referred to as child pornography) or other inappropriate material
- Abuse your position of trust with children or young people
- Allow boundaries to be unsafe in more informal settings such as trips out.

### Training

All staff and volunteers must ensure that attend child protection training in accordance with the requirements and standards of Simon Says Child Bereavement Charity. Training is included in the Simon Says initial training programme and as a refresher on an annual basis. Provided group by group with the Lead of each group in attendance. Policies and procedure are sent to all volunteers.

Training will be organised and delivered in accordance with the requirements of 'Working Together to Safeguard Children (2018)

Staff or trustees with responsibility for child protection training within Simon Says will monitor attendance at relevant training to ensure all relevant staff and volunteers are aware of the child protection procedures and have received relevant training. It is everyone's responsibility to keep up to date with changes to policy and procedure. All policies and procedures are given to staff and volunteers and copies kept in the support group files for remote working and access on outreach projects. This includes What to do where there are concerns about a child and a body diagram for recording seen marks or bruising.

### Safer Workforce

#### Recruitment and Selection

Advertisement of posts and application packs should make explicit reference to the commitment of the organisation to Safeguarding, including:

- Compliance with Vetting & Barring regulations
- Clear statements in the Job Description and Person Specification that explicitly reference the individual's safeguarding responsibilities;
- Providing information about Safeguarding / Child Protection Policy and Practices to applicants.

The selection process should:

- Comply with vetting & barring regulations
- always use Simon Says Child Bereavement Charity applications forms (CVs should not be accepted alone);
- a minimum of two people should check for any gaps in employment history and explore these gaps during interview;
- ensure two reference from a previous employer and specifically asks if there have been any concerns or allegations about the applicants behaviour towards children; any disciplinary action; and confirmation of
- The applicant's responsibilities. Compare this information with that provided by the applicant. Any inconsistencies or concerns regarding the information provided in a personal reference must be followed up directly with the referee;
- Ensure that any concerns arising from the applicant's medical reference are followed up directly with the applicant and with the employing agency's medical adviser. Seek to explore the applicant's attitudes towards children and young people, their motivation for pursuing the role, and managing boundaries, at interview.

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- Always ensure that any other uncertainty or inconsistency about the information provided about the applicant is followed up and resolved.

### Monitoring Arrangements

#### **This policy and procedure will be reviewed annually**

*Materials used to support the documentation for Simon Says Child Bereavement Charity.*

Pan – Hampshire & Isle of Wight Safeguarding Children Board.

‘Safeguarding Our Children’, Hampshire. Southampton, Portsmouth and Isle of Wight Safeguarding Boards. [www.4lscb.org.uk](http://www.4lscb.org.uk)

‘What to do if you’re worried a child is being abused’, December 2006, HM Government  
<http://www.everychildmatters.gov.uk/files/34C39F24E7EF47FBA9139FA01C7B0370.pdf>

‘Working Together to Safeguard Children’, April 2017, HM Government  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

### Volunteer Guide

Simon says operates within the LSCB guidelines and all volunteers and staff are committed to ensuring the wellbeing of the children they meet.

If a child or young person shares information with a volunteer that leads to them to consider the child may need additional support or help they will follow the process below:

- Listen to the child or young person
- Do not promise to keep information secret- If a child is at risk you must refer to the appropriate authorities
- If the child is at immediate risk refer to the appropriate social services team via an interagency form or call the police as appropriate. Contact the nominated safeguarding lead Victoria Hussey, Georgie Pinchon or Nicky Priest
- Document all the information on attached form A
- If there is no immediate / significant risk document the information and discuss with the nominated safeguarding lead- Victoria Hussey, Georgie Pinchon or Nicky Priest
- Agree actions
- Do not discuss with anyone else , observe confidentiality at all times
- Send info to office for safe/ secure storage. This must be hand delivered to the office or sent double enveloped, the internal envelope to be marked private and confidential and then must be sent via special delivery

### Safeguarding yourself

- Photo's or use of own phone
- Toileting or personal care
- Physical care – touch, cuddles etc
- Professional relationship
- Awareness of isolation
- Concerns talk to group lead / safeguard lead / helpline / professional external

# Child Protection Policy

## FORM A : CONCERN ABOUT A CHILD



Full Name of Child	
Child's Date of Birth	

Details of Incident:	
Date of Incident ( <i>when did the child make the disclosure to you?</i> ):	
Give summary details of Incident: <i>Try to record the exact words of the child. Keep your recording factual. When did the alleged incident take place? Where was the child? Who was there? Who hurt them? What happened?</i>	

Safeguarding Considerations: <i>What harm has the child suffered or at risk of suffering? Is the child safe now? Do they still have contact with the alleged perpetrator? Can the disclosure be shared with the parent/carer?</i>
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Risk Assessment: <i>What risks have you identified? What action should be taken in order to address/manage them?</i>
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ACTION: <i>What has already been done? What has been agreed, by who and when?</i>
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Name of Volunteer:	
Reviewed By:	
Recorded on database date:	
Recorded on database by whom:	

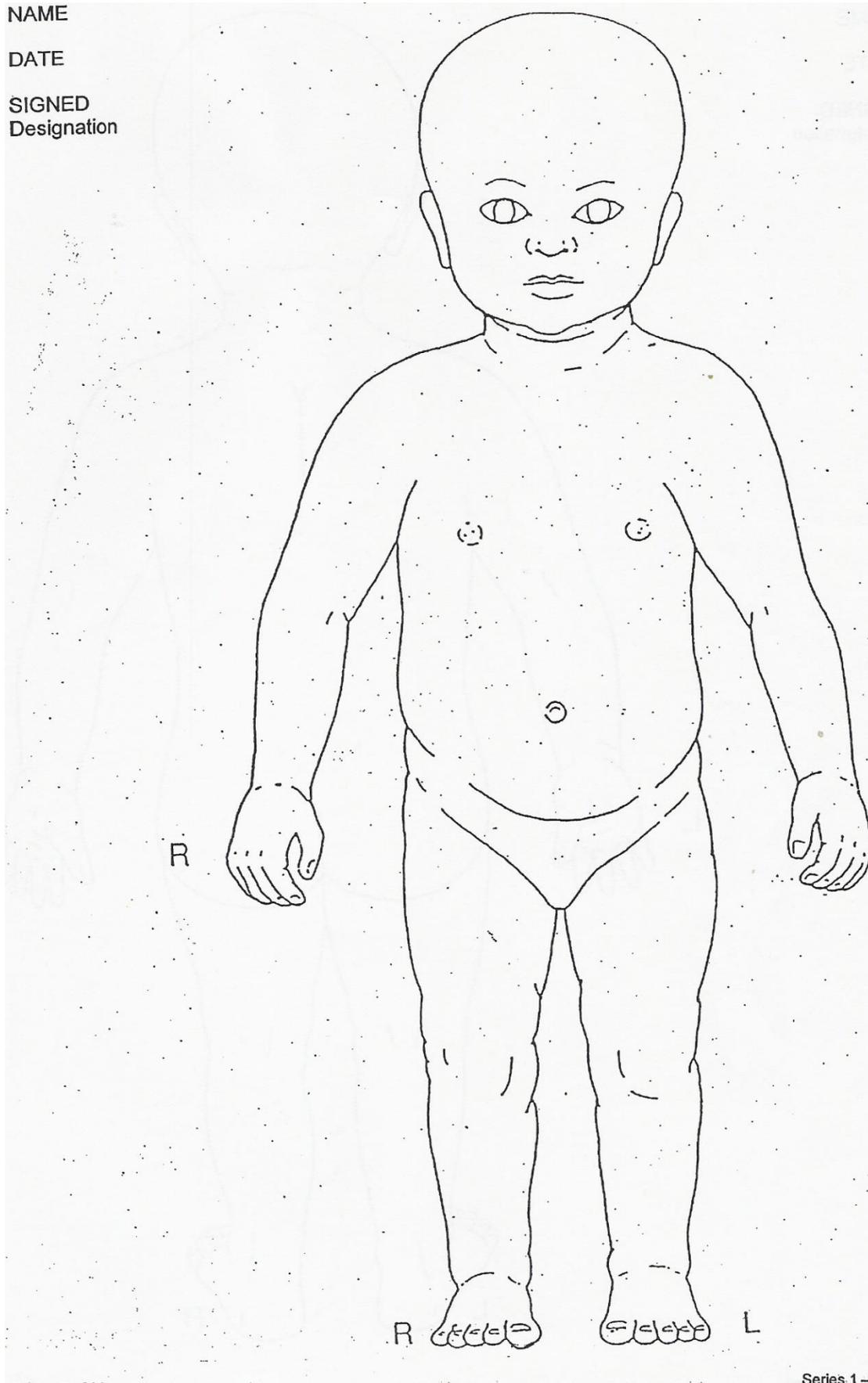
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## FORM B : BODY DIAGRAM : CONCERNS ABOUT A CHILD: PHYSICAL

NAME

DATE

SIGNED  
Designation



Form B - 15-10-20

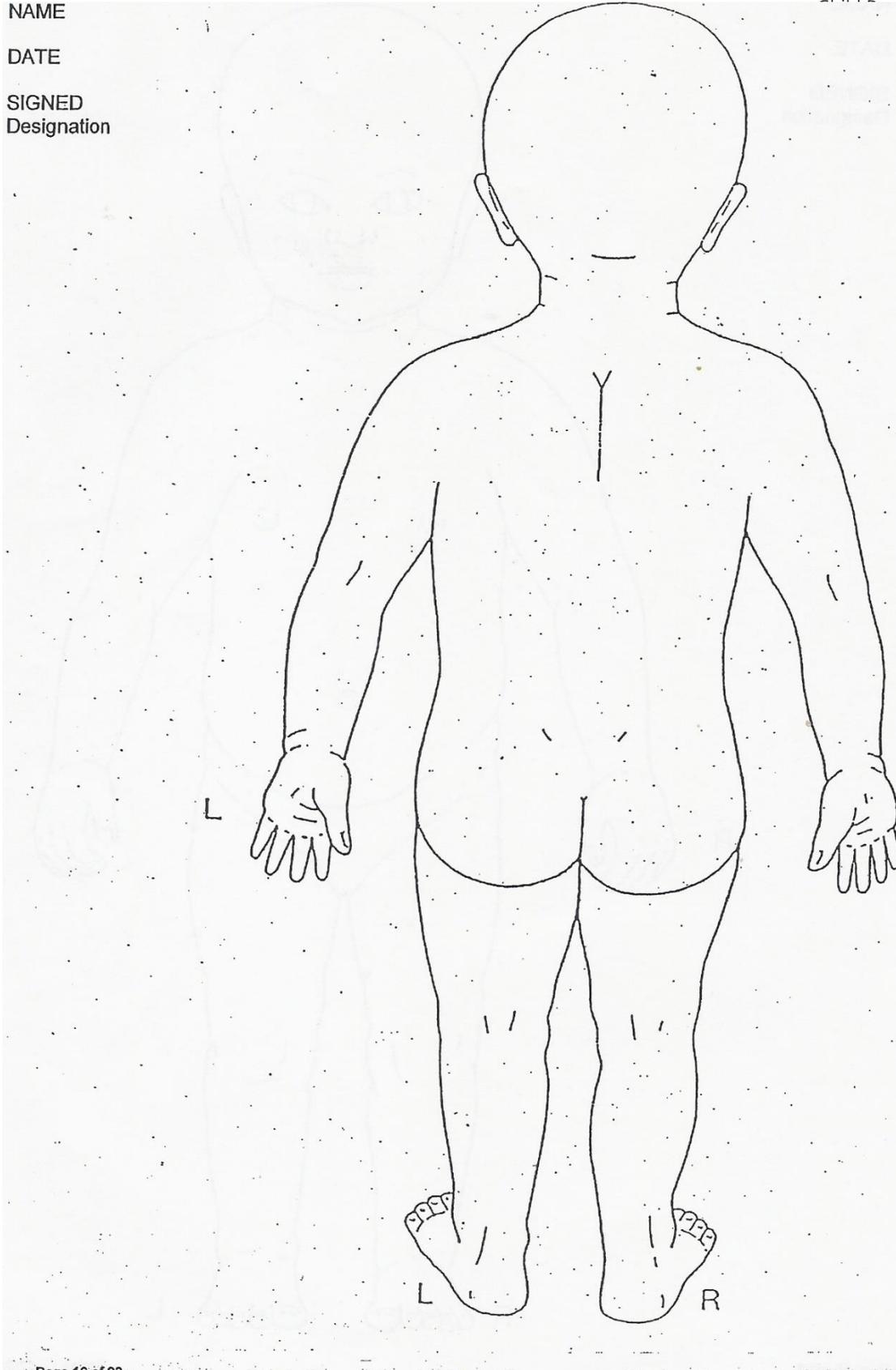
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NAME

DATE

SIGNED  
Designation



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Notes following a Simon Says group session

*(Notes to be written if concerns are made regarding a child who has told you something in confidence, which may be required, by law, as a disclosure in the case of legal processes. e.g.: court case for trial of murder, manslaughter, child abuse or any other specific case in which information is required by the Police or the Crown Prosecution Service (CPS).)*

Child Bereavement Support

Name of Child/ YP:

Date Notes Made :

SS Group :

Signed:

Name :

Date:

Job Role within the charity :

Witness : Yes / No

Name if applicable :

**To be completed if a volunteer observes or is notified of information that causes them concern about the welfare of a child**

Full Name of Child	
Child's Date of Birth	

Details of Incident:	
Date of Incident	
Give summary details of what you saw or were told.	

Safeguarding Considerations: <i>What harm has the child suffered or at risk of suffering? Is the child safe now? Can the information be shared with the parent/carer?</i>

Risk Assessment: <i>What risks have you identified? What action should be taken in order to address/manage them?</i>

ACTION: <i>What has already been done? What has been agreed, by who and when?</i>

Name of Volunteer:	
Reviewed By:	
Recorded on database date:	
Recorded on database by whom:	