



Wessex Chalk Stream & Rivers Trust

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SAFEGUARDING POLICY AND PROCEDURES

July 2017

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1. INTRODUCTION

Wessex Chalk Stream and Rivers Trust (WCSRT) recognises that they have a duty of care towards children and young people under the age of eighteen if ever they are in our charge to protect them from physical, emotional and sexual abuse or harm and ensure their well-being. WCSRT seeks to comply with Hampshire Local Safeguarding Children Board in promoting good working practices that safeguard children and promote their welfare.

It is a requirement that any member of WCSRT staff or any volunteer working on behalf of the WCSRT has the responsibility to pass on information and concerns regarding a child or young person who may have been or is likely to be harmed or abused.

The Designated Safeguarding Officer (DSO) is: Veronika Moore – Education Officer

Tel no: 07908 800403
Email: education@wcsrt.org.uk

The Deputy Designated Safeguarding Officer is: Lee Bush – Administrator

Tel no: 07970 534674
Email: admin@wcsrt.org.uk

Safeguarding lead on Board of Trustees: George Seligman

Tel no: 07768 234042
Email: george@gvseligman.com

Veronika Moore (DSO) is responsible for:

- * Monitoring and recording concerns
- * Making referrals to Social Services without delay
- * Liaison with other agencies
- *

2. VETTING

All WCSRT staff are interviewed, referenced and undergo criminal record checks to a standard level under the Disclosure and Barring Service for roles that come into contact with children and young persons.

WCSRT has recruitment policies for both staff and volunteers, which seek to ensure that the well-being of children and young people is maintained.

WCSRT acknowledges and accepts the U.N. Convention on the Rights of the Child, the principles of the Children Act 1989 and the Human Rights Act 1998.

We will:

- * Treat all children with respect and celebrate their achievements
- * Carefully recruit and select all adults whether paid or voluntary
- * Respond to concerns and allegations appropriately

When any adult has concerns about the welfare of any child/young person then he/she is expected to share those concerns with the DSO. Please refer to Appendix A in the event of a disclosure.

3. CONFIDENTIALITY

In cases of disclosure of abuse, by either children or parents, we are obliged to share the information and refer our concerns to Social Services.

4. STAFF ALLEGATIONS

Concerns about the behaviour of adult/s in our organisation will be referred without delay to the DSO who will contact Social Services or the police as appropriate.

5. WHAT TO DO IN THE EVENT OF A DISCLOSURE

- Never guarantee absolute confidentiality, as a child/young person's protection will always have precedence over any other issues.
- Listen to the child/young person, rather than question him or her directly.
- Offer him/her reassurance without making promises, and take what the young person says seriously.
- Allow the child/young person to speak without interruption.
- Accept what is said – it is not your role to investigate or question.
- Do not overreact.
- Alleviate feelings of guilt and isolation, while passing no judgement.
- Advise that you will try to offer support, but that you must pass the information on.
- Explain what you have to do and whom you have to tell.
- Use the child/young person's words or explanations – do not translate into your own words, in case you have misconstrued what the child/young person was trying to say.

5.1 Record any discussion or actions taken within 24 hours. Details must include as far as practical:

- Name of child/young person
- Age
- Home address (if known)
- Date of Birth (if known)
- Name/s and address of parent/s with parental responsibility
- Telephone numbers if available
- Is the person making the report expressing their own concerns, or passing on those of somebody else? If so, record details.
- What has prompted the concerns? Include dates and times of any specific incidents.
- Has the child/young person been spoken to? If so, record details.
- Has anybody been alleged to be the abuser? If so, record details.
- Who has this been passed on to, in order that appropriate action is taken? E.g. DSO within the School or Social Services etc.
- Has anyone else been consulted? If so, record details.

All records, information and confidential notes should be kept in separate files in a locked drawer or filing cabinet. Only the designated persons will have access to these files.

The designated person/s will inform the relevant outside organisation of the incident:

**Hampshire County Council Children's Services Department,
Professional Line: 0300 555 1381**

**If it is an emergency and a child/young person is in immediate danger,
call 999**

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

This policy was last reviewed on: (date)

Signed

Safeguarding lead on board of trustees

Appendix A

1. RECORDS, REPORTING PROCESS AND MONITORING

1.1 If we are concerned about the welfare or safety of any child who has come into contact with our organisation, we will immediately contact the DSO or either Deputy.

1.2 The DSO or Deputy will report the matter to the **Hampshire County Council Children's Services Department - Professional Line: 0300 555 1381.**

1.3 If an allegation involves the DSO, the Deputy will be contacted. If the DSO or the Deputy are involved, the staff member or volunteer will liaise with the **Hampshire County Council Children's Services Department.**

1.4 Any information recorded will be kept in a separate named file and in a secure cabinet. These files will be the responsibility of the DSO and information will only be shared within the organisation on a need to know basis for the protection of the child.

1.5 Any safeguarding information will be kept in the file and will be added to. Copies of referrals will be stored in the file.

1.6 Reports of a concern to the DSO must be made in writing and signed and dated by the person with the concern.

2. ROLES AND RESPONSIBILITIES

2.1 DSO will liaise with Children's Services and other agencies where necessary, and make referrals to Children's Services.

2.2 Any concern for a child's safety or welfare will be recorded in writing and given to the DSO who will be responsible for ensuring that all staff members and volunteers are aware of our policy and the procedure they need to follow.

2.3 DSO will ensure that all staff and volunteers have received appropriate child protection information during induction.

2.4 DSO will ensure that a safeguarding policy is in place and is reviewed annually.

2.5 At all times the DSO will ensure that safer recruitment practices are followed.

2.6 Safer procedures ensure our recruitment practices are safe and compliant with statutory requirements.

2.7 We require evidence of any qualifications staff or volunteers hold. We do not accept testimonials and insist on taking up references as part of our appointment process. We will question the contents of application forms if we are unclear about them. We will undertake enhanced Disclosure and Barring Service checks and use any other means of ensuring we are recruiting and selecting the most suitable people to work with children. We will use the recruitment and selection process to deter and reject unsuitable candidates.

2.8 WCSRT undertakes to remedy without delay any weakness in regard to our safeguarding arrangements that are brought to our attention.

