

The Friends of Kett's Heights

Child Safeguarding Policy

Statement of Purpose

1. Kett's Heights is a public open space owned by Norwich City Council. It was restored in the 1980s as an attractive local amenity but, subsequently, became overgrown and little used. The Friends of Kett's Heights was set up at the end of 2015 to rejuvenate Kett's Heights and encourage greater public access and use through managing the trees and plant life and developing a public events programme.
2. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity, have the right to protection from abuse. The Friends of Kett's Heights is determined to ensure that all necessary steps are taken to protect from harm, those children and young people who participate in activities or events organised by the Friends.
3. This policy establishes the Friends of Kett's Heights' position, role and responsibilities, and clarifies what is expected from everybody involved with the Friends.
4. A child is defined as a person under the age of 18 (The Children Act 1989). Definitions of abuse and neglect can be viewed in Appendix 1 to this document.
5. The Friends of Kett's Heights will ensure that:
 - the welfare of children and young people will be considered in the planning of all activities and events;
 - all members and volunteers are made aware of the need to report concerns to the designated safeguarding officer.
6. The Friends of Kett's Heights, through its Executive Committee, will take responsibility for:
 - respecting and promoting the rights, wishes and feelings of children and young people;
 - training and supervising volunteers to adopt best practice to safeguard and protect children and young people from abuse;
 - compliance with the policies and procedures set out in Appendix 2 to this document;
 - taking seriously all suspicions and allegations of abuse and responding to them swiftly and appropriately;
 - using the DBS to assess volunteers' suitability for positions of trust.
[<https://www.gov.uk/government/news/use-the-dbs-website-to-answer-your-query>]
The Friends of Kett's Heights complies fully with the DBS Code of Practice and undertakes to treat all fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or any other information revealed;
 - having a designated child safeguarding officer who has received appropriate training and support for this role;
 - keeping written records of concerns about children, even where there is no need to refer the matter immediately;

- ensure all records are kept securely and in a locked location;
- developing and then following procedures where an allegation is made against a member or volunteer;
- reviewing this policy annually.

Policy adopted on: 14 March 2016

Signed (on behalf of the committee): *John Trevelyan* (Chair)

Last reviewed on: 15 March 2017

Signed (on behalf of the committee): *John Trevelyan* (Chair)

Contacts

Designated safeguarding children member

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Multi Agency Safeguarding Hub (MASH): 0344 800 8020

Police emergency number: 999

Police non-emergency number: 101

Appendix 1: definitions of abuse & neglect

What is abuse and neglect?

It is a form of mistreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Abuse may take place in a family, 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.

Physical abuse

Is 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

Emotional abuse is involved in all types of maltreatment of a child, though it may occur alone. It is the persistent emotional mistreatment of a child that can cause severe and persistent adverse effects on the child's emotional development, such as:

- feeling worthless, unloved, inadequate, or valued only insofar as they meet the needs of another person;
- opportunities to express their views deliberately prevented. Silencing them or 'making fun' of what they say or how they communicate;
- imposing inappropriate expectations that are beyond a child's developmental capability;
- overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction;
- seeing or hearing the ill-treatment of another;
- serious bullying (including cyber bullying), causing a child to frequently feel frightened or in danger, or the exploitation or corruption of children.

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

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? 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.

Appendix 2 : Good practice and procedure

Promoting good practice

Child abuse, particularly sexual abuse, can arouse strong emotions in those facing such a situation. It is important volunteers understand these feelings and not allow them to interfere with their judgement about the appropriate action to take.

There may be some people in the organisation who will have regular contact with children and young people and provide an important link in identifying cases where they need protection. All suspicious cases of poor practice should be reported to the organisation's designated child safeguarding officer and the guidelines in this policy should be followed.

Good practice means:

- always working in an open environment, where possible, avoiding private or unobserved situations and encouraging open communication;
- treating all young people equally with respect and dignity;
- always putting the welfare of each child or young person first;
- maintaining a safe and appropriate distance with service users (e.g. it is not appropriate for members or volunteers to have an intimate relationship with a child);
- building balanced relationships based on mutual trust and empowering children to share in decision making;
- involving children/young people/ parents/carers wherever possible;
- keeping up to date with training, qualifications and insurance;
- recognising the developmental needs and capacity of young people, including any special educational needs or learning disabilities;
- securing parental consent in writing to act in loco parentis, if the need arises to administer emergency first aid and or other medical treatment;
- keeping a written record of any injury that occurs, along with the details of any treatment given;
- requesting written parental consent if club officials are required to transport young people in their cars;

The procedure - what you should do if a young person reports abuse to you

If someone discloses that they are being abused, then upon receiving the information you should:

- react calmly;
- reassure the child that they were right to tell and that they are not to blame, and take what the child says seriously;
- keep questions to an absolute minimum to ensure a clear and accurate understanding of what has been said. Don't ask about explicit details;
- reassure but do not promise confidentiality, which might not be feasible in the light of subsequent developments;
- inform the child/young person what you will do next;

- make a full and written record of what has been said / heard as soon as possible and don't delay in passing on the information as soon as possible to the designated officer

The written record should include the following:

- the child's name, age and date of birth;
- the child's home address and telephone number;
- whether or not the person making the report is expressing their own concerns or those of someone else;
- the nature of the allegation, including dates, times and special factors and other relevant information. Include quotes where relevant;
- a clear distinction between what is fact, opinion or hearsay;
- a description of any visible bruising or other injuries. Also any indirect signs, such as behavioural changes;
- details of witnesses to the incidents.

What the Friends of Kett's Heights will do next

Where a child or young person is at risk of immediate harm, immediate action should be taken to protect the child or young person by calling the police on 999.

A direct call to the police on the non-urgent number 101 is appropriate if the child or young person wishes to talk to the police at that time, and/or there is evidence to preserve and/or the alleged perpetrator of the offence may return before you can act to protect the child or young person.

It is not our responsibility to decide whether abuse has taken place or not. A written report will be passed by the designated officer to the appropriate authority; the Multi Agency Safeguarding Hub (MASH) on 0344 800 8020. Partner members of the MASH have a statutory duty under the Children Act 1989 to ensure the welfare of a child is paramount. When a child protection referral is made, they have a legal responsibility to investigate and all agencies have a duty to co-operate with those investigations. This may involve talking to the child and their family, and gathering information from other people who know the child. Enquiries may be carried out jointly with the police. Concerns about children must not be taken lightly.

The involved child or young person, or the person informing of the abuse should be informed about what the action you have taken, so they can be reassured about what to expect. Ensure that the child or young person subject to the alleged abuse is safe and supported before proceeding with any other action.