

Alfreton Youngsters Umbrella Provisions (AYUP)



Safeguarding and Child Protection Policy

Name of organisation: Alfreton Youngsters Umbrella Provisions (AYUP)

Date of policy publication: November 2024

Date ratified by Trustees: 26.02.2025

Author of policy: Kerry Cliffe

The policy will be reviewed annually, as a minimum, unless lessons learnt or new legislation, National or local guidance suggests the need for an earlier date of review.

Policy review dates and changes

Review date	By whom	Summary of changes made	Date ratified by Trustees	Date implemented



Alfreton Youngsters Umbrella Provisions - Our Core Values, Vision and Ethos	3
Purpose of this Policy - Our Policy Statement	4
Our Policy	5
Definitions	6
Safer Recruitment	7
Induction	8
Ongoing supervision and training	8
Safeguarding Officer	8
Safeguarding and Child Protection Procedures for Alfreton Youngsters Umbrella Provisions (AYUP)	9
Disclosures from a Child	9
How Disclosure happens	10
Responding to Disclosures	10
Listening to the Child	11
Reporting a Concern	11
After a Concern is Reported	12
Information for Parents	12
Types of Abuse and other Key Statutory areas for Safeguarding and Child Protection	13
Recognising the Signs and Symptoms of Abuse	13
The Four Main Categories	13
Physical Abuse	13
Emotional Abuse	13
Sexual Abuse	14
Neglect	14
Emotional/Mental Health and Wellbeing	15
Managing Allegations made against a Child	15
Types of Allegations	16
Identifying Concerns	16
Responding to Concerns	16
Talking to a Child who tells you they have Behaved Abusively	16
Talking to a Child about Allegations Against Them	17
Responding to Incidents	17
Keeping Records	17
Deciding if a Concern is a Child Protection Issue	17
When an Allegation is a Child Protection Concern	17
Reporting Concerns	18
Safeguarding, Child Protection and Record Keeping	18
Types of Records	19
Keeping and Storing Records	19
Storage of Safeguarding and Child Protection Records	19
Safeguarding, Child Protection and Information Sharing	19
Do you Need Consent?	20
Five Safeguarding and Child Protection Reasons You May Share Information Without Consent:	20
How to Share Information	20
Report a Volunteer	21
Procedures for Managing Allegations and Concerns	21
Roles and Responsibilities	21



Whistleblowing	22
Responding to Concerns and Allegations	22
Resignations and 'Settlement Agreements'	22
Confidentiality and Support	22
Record Keeping	22
Duty to Refer	23
Important Safeguarding and Child Protection contact details for Alfreton Youngsters Umbrella Provisions (AYUP)	23
Important Contact Details for Outside Agencies	24
Derby and Derbyshire Safeguarding Children Partnership	24
Amber Valley Borough Council	24
Derbyshire Police	24
Starting Point	24
Children's Social Care URGENT Referrals (out of hours)	25
Children's Social Care URGENT Referrals (working hours)	25
Children's Social Care Non-Urgent	25
LADO	25
Prevent	25
Police	25
NSPCC	25
Appendix A	26
Physical Abuse	26
Emotional Abuse	26
Sexual Abuse	26
Neglect	26
Appendix B	27
Guidance for Volunteers	27
Appendix C	28
Reasonable Force	28
Appendix D	28
Safeguarding and Child Protection Complaints Procedure and Whistleblowing	28
Whistleblowing	29
Reporting a Concern	30



Alfreton Youngsters Umbrella Provisions - Our Core Values, Vision and Ethos

The objective of the organisation shall be to provide a safe and secure environment, where children aged 10-17 years (inclusive) can meet, build positive relationships, participate in activities and gain skills. It will help young people in Alfreton develop a positive attitude to their community and act as diversionary activity to discourage inclination to anti-social behaviour. Alfreton Youngsters Umbrella Provisions (AYUP) will encourage and support young people to accept leadership roles, take on responsibilities and guide the development and direction of the organisation.

Children face huge challenges in their day-to-day lives: from poverty to bereavement; social interaction difficulties or the challenges of being a young carer. Their time with Alfreton Youngsters Umbrella Provisions gives them the chance to try out new activities, explore new surroundings, make new friends and more importantly, enjoy being a child. The services we provide help to build children's confidence and independence: giving children the opportunity to enjoy new experiences and leave with lifelong memories of amazing childhood experiences.

Some of the wide range of social and economic reasons why children might need a safe space at Alfreton Youngsters Umbrella Provisions - AYUP are (but are not limited to):

- Financial difficulties for the family
- Single parent families needing respite
- Cared for children (children in foster care or the care of Social Services)
- Children living in the care of grandparents or older relatives
- Children whose parents/carers have a disability or severe illness
- Young carers and children with siblings with additional needs
- Children who have experienced the death of a parent or close family member
- Children struggling to interact with friends and peers
- Children whose family need some respite
- Children who have experienced domestic violence in the family or household
- Children whose school would like to reward their behaviour/performance despite difficult circumstances
- Children whose parents have recently separated
- Children who do not speak English as a first language, to encourage communication skills
- Children from large sibling groups

One of our aims at Alfreton Youngsters Umbrella Provisions is to give children the chance to try out something new, in a safe space. For many children, trying something new or different, playing sports, being in unfamiliar surroundings or turning up somewhere on their own is a massive experience. With sessions full of sports, crafts, music, expressive art, creative writing, games, fitness, personal training, poetry, singing, DJ-ing and much more, there's something to suit every personality and there are plenty of opportunities to try something different. We enable the children to have these opportunities while helping young people in Alfreton to develop a positive attitude towards their local community and act as diversionary activity to discourage inclination to anti-social behaviour, in a safe space.

Purpose of this Policy - Our Policy Statement

The purpose of this policy is to **Safeguard anyone** in contact with Alfreton Youngsters Umbrella Provisions (AYUP).

This policy applies to **anyone** working on behalf of, volunteering for or in contact with Alfreton Youngsters Umbrella Provisions, including (but not limited to): Children, The Trustee Board, Committee Members, Volunteers, Visitors and any Third-Party Organisations.

Safeguarding the Children and Volunteers is a **priority** of Alfreton Youngsters Umbrella Provisions.



Safeguarding and Child Protection is the responsibility of **anyone** who comes in contact with Alfreton Youngsters Umbrella Provisions.

Positive relationships and communication with our children and families are **vital** to ensuring effective Safeguarding and Child Protection. Volunteers have a sound knowledge of the issues affecting children and the wider community. Our Safeguarding Officer and the wider Safeguarding Team create links with local schools and support services to provide a multi-agency approach to all support offered, if required. Furthermore, we receive regular training and keep up to date with relevant legislation, guidance and policies.

A coordinated child centred approach is fundamental to Safeguarding and promoting the welfare of every child. Safeguarding is **everyone's responsibility**. Everyone who works with children has a responsibility for keeping them safe. No single person can have a full picture of a child's needs and circumstances and if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

Alfreton Youngsters Umbrella Provisions has implemented bespoke systems and procedures, in order to meet the needs of our children and families in our local community.

We Believe:

- That children **must always be protected** from harm.
- **Everyone** who works with children has a **responsibility** for keeping them safe.
- **Everyone** who comes into contact with children and families has a role to play in sharing information and identifying concerns.
- **Every child** should feel valued, safe and happy.

We want to make sure that children we have contact with know this and are empowered to tell us if they are suffering harm.

We want children who use or have contact with this organisation to enjoy our services **safely**.

Protecting children from harm is central to our culture at Alfreton Youngsters Umbrella Provisions.

If we discover or suspect a child is at risk of harm, or experiencing abuse or neglect, we will follow procedures outlined in this policy.

This Safeguarding and Child Protection Policy and our procedures apply to **all** volunteers, visitors, third party service providers and users of Alfreton Youngsters Umbrella Provisions.

This Policy will be reviewed, in November 2025, alongside any policy that is referenced within this policy, at least once a year, to make sure they are still relevant and effective.

We will achieve this by having effective Safeguarding and Child Protection procedures in place, following National and Local guidance; ['Working Together to Safeguard Children 2018' \(updated July 2022 Department for Education\)](#) and by following [Derby and Derbyshire Safeguarding Children Partnership Child Protection Procedures](#).

Our Policy

Alfreton Youngsters Umbrella Provisions (AYUP) fully recognises its need and the importance of Safeguarding and Child Protection, this policy sets out how the organisation will deliver these responsibilities. Failure to follow this Policy will be dealt with as a very serious matter.



This is an overarching policy.

This policy has been written based upon and should be read in conjunction with relevant legislation, policies and guidance, that seek to protect children:

- [Working Together to Safeguard Children 2018](#) (updated July 2022) which is statutory guidance to be read and followed by all those providing services for children and families.
- [The Children Act 1989](#).
- [The Children Act 2004](#).
- [What to do if you're Worried a Child is Being Abused 2015](#).

Definitions

Safeguarding is what we do to prevent harm, whereas **Child Protection** is how we respond, when we believe a child is at risk of harm or has been harmed.

Safeguarding is an umbrella term that relates to the action taken to promote the welfare of children and protect them from abuse or neglect.

Child as written in this policy, is anyone who is yet to reach their 18th birthday.

Volunteers as written in this policy, is anyone having contact with a child and extends to all adults, either volunteering for or employed by Alfreton Youngsters Umbrella Provisions, at any time.

Organisation as written in this policy, is Alfreton Youngsters Umbrella Provisions (AYUP).

Safeguarding Officer as written in this policy, refers to the person within the organisation who has overall responsibility for Safeguarding and Child Protection. They ensure any concerns about the protection or welfare of children are managed, in line with this policy and any other linking policy relating to Safeguarding. The Safeguarding Officer is the person who is the first point of contact for any issues needing urgent/immediate addressing. The Safeguarding Officer is responsible for writing and reviewing the Safeguarding Policies, decision making, overseeing and supporting the Safeguarding and Child Protection of AYUP.

Our Principles

Safeguarding and Child Protection is **everyone's responsibility**. All volunteers should play their full part in keeping children and adults safe. Safeguarding and Child Protection is paramount in all the work we do.

Safeguarding and Child Protection arrangements in this organisation are underpinned by these key principles:

- We are committed to protecting children, using Safeguarding and Child Protection Procedures.
- That **all** volunteers have a clear understanding regarding risk of harm, abuse and neglect in all forms; including how to identify, respond and report. This also includes knowledge in the process for allegations against other volunteers. Volunteers should feel confident that they can report all matters of Safeguarding and Child Protection in the organisation, where the information will be dealt with swiftly and securely, following the correct procedures with the safety and wellbeing of the children in mind at all times.
- We will aim to operate a child-centred approach: a clear understanding of the needs, wishes, views and voices of children and will actively seek out and promote this.



- [Working Together to Safeguard Children 2018](#) defines Safeguarding Children and Promoting their Welfare as: Protecting Children from Maltreatment.
- Taking action to enable **all** children to have the best outcomes.

This organisation will work in partnership with relevant agencies and will follow relevant local policies and procedures, as set out under the local Safeguarding and Child Protection arrangements.

We will ensure that our parents/carers know about:

- Our principles, vision, and ethos in Safeguarding and Child Protection.
- That we aim, as an organisation, to work with our volunteers, parents/carers and the local community to help keep children safe.

All volunteers who have contact with a child, including visitors and third party organisations have responsibility in this organisation for:

- Listening to, and seeking out, the views, wishes and feelings of children and can demonstrate this in their practice.
- Being alert to the signs of abuse, including specific issues in Safeguarding and Child Protection and the need to report any concerns and refer to the Safeguarding Officer.
- Knowing who the organisation's Safeguarding Officer is.
- Feeling able, in this organisation, to obtain feedback on all concerns reported to the Safeguarding Officer.
- Being aware of the 'Allegations Against Professionals' Local Authority Designated Officer (LADO) procedures and feeling confident in being able to report concerns about other volunteers and the organisation.
- Being aware of Safer Recruitment practices.
- Being aware of the organisation's Whistleblowing Procedures and where to obtain further information, advice, and support.
- Being aware of what Extremism is in all its forms, including ideologies and race hate. Therefore, understanding their duties when in the organisation, training for this will be undertaken by the Safeguarding Officer.
- Recognising that children can abuse other children or their peers. That this may constitute sexual violence and/or harassment and is a Safeguarding and Child Protection concern, requiring action and reporting.
- Recognising emotional and mental health needs in children when children are struggling.
- Using reasonable force (see Appendix C).
- Ensuring that their Safeguarding and Child Protection training is up to date and undertaking refresher/updated training, at least annually.

Safer Recruitment

Safer Recruitment is a set of practices to help make sure **all** of our volunteers are suitable to work with children. It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm. Safer Recruitment is a continuing process of improvement, for the organisation.

As an organisation we are committed to:



- Safeguarding and protecting **all** children by implementing robust Safer Recruitment practices.
- Identifying and rejecting applicants who are unsuitable to work with children.
- Responding to concerns about the suitability of applicants during the recruitment process.
- Responding to concerns about the suitability of volunteers once they have begun their role.
- Ensuring all new volunteers participate in an induction, which includes Safeguarding and Child Protection.

Induction

Having a consistent induction process will make sure everyone in our organisation fully understands and knows how to follow our Safeguarding and Child Protection Policies and Procedures.

As an organisation, we will endeavour to make sure **all Volunteers**:

- Have read and understand our Safeguarding and Child protection Policies and Procedures (this document).
- Know how to spot the signs that a child may be experiencing abuse.
- Know how to respond appropriately if a child makes a disclosure about abuse.
- Know what to do if they have concerns about a child's wellbeing.

Ongoing supervision and training

Supervision and training is regular and ongoing. This gives everyone a chance to reflect on and improve their Safeguarding and Child Protection practice and keeps Safeguarding at the front of their minds. As an organisation, AYUP will do their utmost to ensure everyone is kept up-to-date with any changes that are made to our Safeguarding and Child Protection Policies and Procedures.

Safeguarding Officer

The Safeguarding Officer refers to the person within the organisation who has overall responsibility for Safeguarding and Child Protection. This person will be a Trustee for the organisation. They will ensure any concerns about the protection or welfare of children are managed, in line with this policy and any other linking policy relating to Safeguarding. The Safeguarding Officer is the person who is the first point of contact for any issues needing urgent/immediate addressing. The Safeguarding Officer is responsible for decision making, overseeing and supporting the Safeguarding and Child Protection of AYUP.

The Safeguarding Officer will support the development of, write, approve and regularly review the Safeguarding and Child Protection Policy, procedures and guidance. They are point of contact for the Trustee Board, Committee members and Volunteers, to go to for Safeguarding advice or if they have a Safeguarding concern. The Safeguarding Officer can escalate safeguarding concerns referred to the statutory authorities. The Safeguarding Officer will act as a source of support, advice and expertise for all Volunteers of Alfreton Youngsters Umbrella Provisions and will ensure that all policies and procedures relating to Safeguarding are completed as required and are being complied with. They are also responsible for raising awareness of Safeguarding and Child protection to all Volunteers. They will know how to contact the relevant local authority for advice or to report Safeguarding and Child Protection concerns and contact the police. They will know how to report any concerns, following the procedures laid out by the local authority, where the child resides/attends school or the police. (N.B. Urgent concerns should be reported immediately, by those aware of them. Even if the Safeguarding Officer is not available). They will act as a source of advice on all Safeguarding and Child Protection matters and seek further advice and guidance from local statutory agencies as needed and ensure that a record is kept, using the appropriate form, of any concerns about a child or adult and of any conversation or referrals to statutory agencies. They will conduct regular audit activity to ensure the organisation is working in line with current practice. The Safeguarding Officer will report to the organisation's Trustee Board and/or Management Committee about any Safeguarding issues.



We endeavour for this individual to be knowledgeable or have expertise/experience in the field of Safeguarding and Child Protection and have relevant training, such as: Designated Safeguarding Lead Training (Level 3 Safeguarding Children), Trustee Safeguarding Training, Safer Recruitment Training and Prevent Training. If the organisation does not have at least one person who already has these essential requirements in place, they should be given specialist training as quickly as possible to undertake the role.

Safeguarding and Child Protection Procedures for Alfreton Youngsters Umbrella Provisions (AYUP)

All volunteers will be carefully selected and vetted, making every effort to ensure they do not pose a risk to children (See Appendix B). Volunteers, as they are involved in activity with children, will be checked through the Disclosure and Barring Service (DBS). Individual risk assessments will be conducted on Volunteers in the event of a Alfreton Youngsters Umbrella Provisions DBS check that has not been fully processed prior to working with children and/or attending a session. As an organisation, we will ensure relevant members of the team will undertake Safer Recruitment training.

We, as an organisation, have a duty of care for the children we provide services for and all the volunteers who are part of the Alfreton Youngsters Umbrella Provision, therefore we will ensure that there will always be a minimum of two adults (aged 18+) in attendance at the AYUP Sports Club.

As an organisation, it is our duty to make referrals if necessary, a referral is information about a person. It tells the DBS of concerns that an individual may have harmed a child or vulnerable adult, or put a child or vulnerable adult at risk of harm. We have a duty to make a referral, if we: dismiss, remove or would have removed (had they not left), an individual, because of these concerns. Referrals must be made to the DBS, even if it's already been reported to the local safeguarding authority. If someone has applied to volunteer with Alfreton Youngsters Umbrella Provisions, who is barred or disqualified from working with children, we will report this to the police.

All volunteers will receive information and basic training in safe conduct when working with children and what to do if they have concerns about a child. This will include information on recognising when there are concerns about a child, where to get advice and how to report concerns within the organisation and to the appropriate agency.

We will endeavour to make this organisation a safe and caring and safe place for children to be.

By following the four simple safeguarding principles of: Recognise, Respond, Report and Record, anyone who comes in contact with children, who may be at risk of abuse, can keep them safe from harm.

- **Recognise** that a child is being harmed or is at risk of being harmed.
- **Respond** appropriately to what you are being told or what you see/hear.
- **Report** concerns that you have. If you are worried about a child and have a concern, even if you do not think it is important, you **must** report it.
- **Record** your concerns, which **must** be clear, accurate and comprehensive (verbatim is required).

Disclosures from a Child

When recording information about disclosures and concerns, these should be written down as soon as possible, to ensure that all the key information is documented:

- The report will be signed, time stamped and dated. It will be kept in a safe place, until the information can be passed on to the child's school.
- If a child or another adult has disclosed information to you, then you should keep a record of their **exact words (verbatim is required)**.
- It is important to ask the child to clarify if they use a term that you do not understand.



- The sooner you can write down information about what you heard and saw, the better your memory of the event will be.
- Language is important.
- **Don't** use judgement words like 'inappropriate' or 'problematic'.
- The longer you leave the recording process, the more hazy your memory is likely to be. You may forget details, confuse them or accidentally make details up. This is why it's **essential** to record your concerns sooner rather than later.

How Disclosure happens

Children and young people may disclose abuse in a variety of ways, including:

- Directly - making specific verbal statements about what's happened to them.
- Indirectly - making ambiguous verbal statements which suggest something is wrong.
- Behaviourally - displaying behaviour that signals something is wrong (this may or may not be deliberate).
- Non-verbally - writing letters, drawing pictures or trying to communicate in other ways.

Children may not always be aware that they are disclosing abuse through their actions and behaviour. Sometimes children make partial disclosures of abuse. This means they give some details about what they've experienced, but not the whole picture.

They may withhold some information because they:

- Are afraid they will get in trouble with or upset their family.
- Want to deflect blame in case of family difficulties, as a result of the disclosure.
- Feel ashamed and/or guilty.
- Need to protect themselves from having to relive traumatic events.

Responding to Disclosures

Three key interpersonal skills that help a child feel they are being listened to and taken seriously:

- Show you care, help them open up: Give your full attention to the child and keep your body language open and encouraging. Be compassionate, be understanding and reassure them their feelings are important. Phrases such as 'You've shown such courage today' help.
- Take your time, slow down: Respect pauses and don't interrupt the child, let them go at their own pace. Recognise and respond to their body language. Remember that it may take several conversations for them to share what's happened to them.
- Show you understand, reflect back: Make it clear you're interested in what the child is telling you. Reflect back what they've said to check your understanding and use their language to show it's their experience.

If a child tells you they are experiencing abuse, it's important to reassure them that they have done the right thing in telling you. Make sure they know that abuse is **never** their fault.

Never talk to the alleged person about the child's disclosure. This could make things a lot worse for the child.



As always, if in any doubt, if you require support or more information, please speak to the Safeguarding Officer.

If you are worried about a child and have a concern, even if you do not think it is important, you **must** report it. If in any doubt or you need help or support, please speak to the Safeguarding Officer.

Listening to the Child

If a child makes an allegation or discloses information which raises concern about significant harm, the initial response should be limited to listening carefully to what the child says to:

- Clarify the concerns
- Offer reassurance about how they will be kept safe

If a child is freely recalling events, the response should be to listen, rather than stop the child; however, it is important that the child should not be asked to repeat the information to someone else or asked to write the information down.

If the child has an injury, but no explanation is volunteered, it is acceptable to enquire how the injury was sustained. A body map diagram may be used, but it is not acceptable to take photographs. However, the child must not be pressed for information, led, or cross-examined or given false assurances of absolute confidentiality. Such well-intentioned actions could prejudice police investigations, especially in cases of Sexual Abuse. A factual record of all conversations, (including the timings, the setting, those present, as well as what was said by all parties) and actions must be kept. **There must be no opinion, only facts.** If the child can understand the significance and consequences of making a referral, they should be asked for their views by the referring person. Whilst the child's views should be considered, it remains the responsibility of the referring person to take whatever action is required to ensure the safety of that child and any other children.

Reporting a Concern

To report a concern, a report needs to be made to the Safeguarding Officer. As an organisation, we will pass on any information we can to the child's school at the earliest opportunity. If the child's school is not known, we will inform Social care and make a referral, if the child is in immediate danger we will inform the police.

There must be no opinion in the report, only facts (verbatim).

The report must be clear and requires the following information:

- The session name (Sports Club)
- Who is Reporting the Concern (Your Name)
- Child's Name
- Subject of Concern (E.g. Inappropriate Language, Disclosure, Injury, Signs of Neglect)
- Whether the Person Reporting the Concern is a AYUP Volunteer or Other
- Email Address of Person Reporting Concern
- Phone Number of Person Reporting Concern
- Date Concern Arose
- Time Concern Arose
- Details of Concern -
 - What the Concern is (using the 'Who, What, Where, When' Method)
 - Why You Are Concerned,
 - What Happened or What the Child Said or Did that gave you Cause for Concern, write down their **exact** words.



- Action Taken - Detail any action taken, in relation to the concern, including both immediate and subsequent actions. Where discussions take place, record the name of the individual that was consulted with.
- Person Completing Action
- Date of Action Taken
- Time of Action Taken

You should **never** wait until a child or young person tells you directly that they are being abused before taking action.

Ask the child if everything is OK or discuss your concerns with the Safeguarding Officer. You can also contact the NSPCC Helpline call [0808 800 5000](tel:0808 800 5000), email help@nspcc.org.uk.

Waiting for a child to be ready to speak about their experiences could mean that the abuse carries on and they or another child, are put at further risk of significant harm.

Not taking appropriate action quickly can also affect the child's mental health. They may feel despairing and hopeless and wonder why no-one is helping them. This may discourage them from seeking help in the future and make them distrust adults.

It's important to create an environment where children are comfortable about speaking out if anything is worrying them. They need to: Feel safe and supported, be able to recognise abuse and know it is wrong and importantly know it is not their fault and who they can talk to about it. The people they choose to disclose to need to: listen, understand and respond appropriately, so the child gets the help, support and protection they need.

After a Concern is Reported

After a concern is reported, the Safeguarding Officer will need to be notified that a concern has been reported. The Safeguarding Officer will promptly assess the concern. If it **is an immediate concern**, the Safeguarding Officer will promptly refer to the relevant Safeguarding Service or the Police. The Safeguarding Officer will update the report as necessary, with action taken. If the concern **is not immediate**, the Safeguarding Officer will update the report accordingly, with action taken and will share the information with the relevant Safeguarding Service or the Child's School. The Safeguarding Officer will then update the report accordingly, with action taken.

Information for Parents

We want this organisation to be a safe place for children. We have Safeguarding and Child Protection Policy and Procedures in place. Below is a brief summary of the key points.

We aim to keep children safe by:

- Ensuring Safeguarding the Children and Volunteers is a **priority** of Alfreton Youngsters Umbrella Provisions.
- Knowing and promoting Safeguarding and Child Protection is the responsibility of **anyone** who comes in contact with Alfreton Youngsters Umbrella Provisions.
- Having a Safeguarding Officer, responsible for Safeguarding and Child Protection.
- Ensuring **all volunteers** are properly checked and vetted, including DBS checks carried out.
- **All** Trustees to complete Trustee Safeguarding training.
- The Safeguarding Officer to be a trained Designated Safeguarding Lead (DSL) and will be trained in Prevent.
- As an organisation, we will ensure relevant members of the team will undertake Safer Recruitment training.
- Reviewing and renewing Safeguarding training regularly.
- Making sure all our activities are suitably planned, risk assessed and safe.



- Ensuring that **all volunteers** know what to do if they have concerns about a child and how to report them.
- Following National and Local Child Protection Procedures.

Please see the rest of the policy for further information.

Please contact one of our team, if you have any concerns about any child or the behaviour of any individual involved in the organisation - Alfreton Youngsters Umbrella Provisions. [Safeguarding Contacts can be found on page 26.](#)

Types of Abuse and other Key Statutory areas for Safeguarding and Child Protection

Recognising the Signs and Symptoms of Abuse

We acknowledge that there are four types of child abuse, as defined in The Department for Education '[Working Together to Safeguard Children 2018](#)' (updated July 2022).

This organisation understands that there are indicators of child abuse; however, these should **not** be considered as a definitive list, but used when considering the possibility of abuse in children. This organisation understands that there are Safeguarding and Child Protection issues, which we will ensure **all** volunteers will be trained to understand, identify, report and monitor.

All children, regardless of: age, disability, gender, race, religion, beliefs or sexual orientation, have an equal right to protection from all types of harm or abuse. Some children are additionally vulnerable because of the impact of past experiences, past traumas, their level of dependency, communication needs or other issues. Extra safeguards may be required to keep children, who are additionally vulnerable, safe from harm.

There is no clear dividing line between one type of abuse and another. The following section is divided into four areas, to help categorise what may be seen or heard. Children may show symptoms from one or all of the categories. This should **not** be used as a checklist. Volunteers should be aware of anything unusual displayed by the child.

The Four Main Categories

Physical Abuse

Most children will collect cuts, bruises and injuries, and these should always be interpreted in the context of the child's medical/social history, developmental stage and the explanation given. Most accidental bruises are seen over bony parts of the body, e.g. elbows, knees and shins, and are often on the front of the body. Some children, however, will have bruising that is more than likely inflicted rather than accidental.

Important indicators of physical abuse are bruises or injuries that are either unexplained or inconsistent with the explanation given; these can often be visible on the 'soft' parts of the body where accidental injuries are unlikely, e.g. cheeks, abdomen, back and buttocks. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern. 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 fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

Emotional abuse can be difficult to identify, as there are often no outward physical signs. Indications may be a developmental delay, due to a failure to thrive and grow, however, children who appear well-cared for may nevertheless be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention



from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix or play with other children. Emotional abuse is the persistent emotional maltreatment 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 insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), 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 maltreatment of a child, though it may also occur alone.

Sexual Abuse

Sexual abuse involves forcing or enticing a child 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).

It is recognised that there is underreporting of sexual abuse within the family. All volunteers should play a crucial role in identifying / reporting any concerns that they may have through, for example, the observation and play of younger children and understanding the indicators of behaviour in older children which may be underlining of such abuse.

All volunteers should be aware that adults, who may be men or women, or other children, who use children to meet their own sexual needs abuse both girls and boys of all ages. Indications of sexual abuse may be physical or from the child's behaviour. In all cases, children who make disclosures about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

Neglect

It can be difficult to recognise neglect, however its effects can be long term and damaging for 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 involve a parent or carer failing to (but not limited 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 caregivers). Ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

See (Appendix A) for the Signs of the four Main Categories of Abuse.

This organisation understands that there are other key statutory areas/potential risks for Safeguarding and Child Protection issues, which we will endeavour for the Safeguarding Officer to be trained to understand, identify, report and monitor.

These include, but are **not** limited to:

- Child-on-child Abuse
- Bullying (including cyber bullying and cyber crime) and Harassment
- Children at risk of sexual harassment, abuse, including child sexual abuse within the family and exploitation
- Criminal exploitation
- Compromised parenting, particularly in relation to babies and very young children
- Domestic Abuse and teenage relationship abuse



- Fabricated or induced illness
- Faith abuse, Forced marriage, Female Genital Mutilation (FGM) and breast ironing
- Gangs, youth violence and human trafficking
- Gender based violence/Violence against women and girls (VAWG)
- Hate including race hate, discrimination, including LGBTQIA+
- Mental Health and Self-neglect
- Missing children from education and home
- Online or Cyber abuse/Sexting/harassment
- Private Fostering
- Extremism and radicalisation
- Substance and alcohol abuse
- A charity's culture, which may allow poor behaviour and poor accountability
- People abusing a position of trust they hold within a charity
- Health and safety
- Modern Slavery
- Commercial exploitation
- Discrimination on any of the grounds in the Equality Act 2010
- People targeting the charity
- Data breaches, including those under General Data Protection Regulations (GDPR)
- Negligent treatment

Emotional/Mental Health and Wellbeing

All Volunteers should also be aware that mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation.

Volunteers are well placed to observe children for the duration of the Alfreton Youngsters Umbrella Provisions led activity and identify those whose behaviour may suggest that they may be experiencing a mental health problem or be at risk of developing one.

Where children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences (ACES), this can have a lasting impact throughout childhood, adolescence and into adulthood. It is key that we endeavour for volunteers to be aware of how these children's experiences can impact on their mental health and behaviour. We acknowledge many children will have periods of feeling anxious, afraid and upset and can develop phobias. However, some children will experience this more frequently.

Remember - Signs and symptoms can appear in a cluster, but also many of the indicators above may be caused by other factors, if in doubt or for further information, please consult with the Safeguarding Officer.

Managing Allegations made against a Child

Every organisation that works with children must have procedures about how to respond to allegations of abuse made against a child and concerns that a child or young person may pose a risk to others.

The information will help you to:

- Ensure children, who have been impacted by the abuse, are given appropriate support.



- Provide the child or young person, who is alleged to have displayed abusive behaviour, with the appropriate help.
- Manage any risks to children's safety and take appropriate steps to keep **all** children safe.
- Make sure your organisation's response to any allegations is proportionate, fair and consistent.

Types of Allegations

There are different ways that a child or young person may be abusive towards others, and they might not realise they are doing so:

- Bullying or cyberbullying
- Emotional abuse
- Online abuse
- Physical abuse
- Sexting
- Sexual abuse.

When a child abuses another child, it is sometimes called 'peer-on-peer' or 'child-on-child' abuse. Peer-on-peer abuse refers to abuse that takes place between children of a similar age, whereas child-on-child refers to abuse between children of any age. Sometimes children might also display abusive behaviour towards adults.

Identifying Concerns

There are a range of ways concerns might be raised.

- A child or adult might make a direct allegation of abuse by a child or young person.
- A child or adult might tell you they're uncomfortable with a child or young person's behaviour. They may not realise the behaviour is abusive.
- A volunteer might observe behaviour that gives cause for concern and make a report following our organisation's safeguarding procedures.
- Our organisation may be informed that a child or young person is the subject of an investigation.
- A child or young person might tell you they have harmed someone else or are at risk of doing so.

Responding to Concerns

When responding to an allegation of abuse made against a child, it's important to consider the needs of everyone involved. This can be reported to the Organisations Safeguarding Officer.

Talking to a Child who tells you they have Behaved Abusively

Sometimes a child may tell you directly that they have behaved abusively towards someone else.

You should talk to them calmly and remember that they need support.

- Reassure the child that they've done the right thing by telling you about it.
- Listen carefully to the child and let them tell their whole story. Don't try to investigate or quiz the child, but make sure you understand what they're saying.



- Use non-judgmental language.
- Tell them that you now have to do what you can to keep them and the other children involved safe.
- Never promise to keep what a child tells you a secret. Explain that you will need to speak to other people who can help.
- Reassure the child that they can get help to change their behaviour and move forward with their life.
- You may want to suggest the child contacts [Childline](#) for support.

Talking to a Child about Allegations Against Them

If allegations have been made against a child you should speak to the Safeguarding Officer, who can advise you on the best way to proceed. If you talk to the child about the allegations before taking advice, it may make the situation worse.

Responding to Incidents

Sometimes you might see a child behaving inappropriately and decide to talk to them about this immediately, in order to manage the behaviour. Remember that they may not realise their behaviour is unacceptable. Talk to them calmly and explain why their behaviour is unsuitable and what they can do to improve it.

It's helpful to refer to the organisation's code of conduct, which everyone in your organisation agrees to, and which you can refer to when managing behaviour.

Keeping Records

It is important to keep accurate and detailed notes on any concerns you have about a child's behaviour. You should share this record with the Safeguarding Officer.

Include:

- The child's details (name, age)
- The date and time of the incident
- What was happening before the incident took place
- What the child said or did that gave you cause for concern (write down their exact words if possible)
- Whether the behaviour appeared spontaneous or premeditated.

Deciding if a Concern is a Child Protection Issue

If a child or young person displays inappropriate or harmful behaviour, you should inform the Safeguarding Officer.

Alfreton Youngsters Umbrella Provisions (AYUP) Safeguarding Officer should decide what action to take, in consultation with:

- The person who is responsible for the supervision or pastoral care of the child or children involved.
- Any other agencies you know are working with the child
- The local Child Protection Services, as necessary

When an Allegation is a Child Protection Concern

An allegation becomes a Child Protection Concern when:

- The behaviour involves sexual assault or physical assault.



- The child who has experienced the abusive behaviour has suffered significant harm.
- The behaviour forms part of a pattern of concerning behaviour by the child or young person who is being abusive.
- The child carrying out the abuse is displaying sexualised behaviour.
- You are concerned that the child carrying out the abuse may be doing so because they have experienced abuse themselves.

It is also a child protection concern when there's a significant difference of power between the child who is displaying abusive behaviour and the person being abused, for example when:

- There's an age difference of more than two years.
- There's a significant difference in terms of size or level of ability.
- The child displaying abusive behaviour holds a position of power (such as being a helper, volunteer or informal leader).
- The child being abused is significantly more vulnerable than the other child or young person.

If a young person in your organisation has been involved in sexting (sharing nude images), there are extra factors to consider.

When You're Not Sure

Please Speak to the Safeguarding Officer.

If you aren't sure whether you need to have a child protection response, you can contact the NSPCC helpline on 0800 800 5000 or by emailing help@nspcc.org.uk. Their trained professionals will talk through your concerns with you, give you expert advice and take action to protect the child as appropriate. This may include making a referral to the local authority.

You can also discuss the matter with your Local Authority Child Protection Services.

Reporting Concerns

If you think a child is in immediate danger, contact the police on 999. If you're worried about a child, but they are not in immediate danger, you should share your concerns.

Follow the organisational Child Protection procedures.

Report to the police as appropriate, for example, if an allegation of physical or sexual assault or a sexual offence is made. This should happen alongside making a referral to Children's Social Care, following Local Authority guidelines. Contact your local Child Protection Services. Their contact details can be found on the website for the Local Authority the child lives in. Some local service contact details can be found later in this document.

Safeguarding, Child Protection and Record Keeping

The organisation is required to keep records about any Safeguarding and Child Protection concerns. We may keep paper records or use electronic storage. These are secure, and no-one else outside our organisation has access to them, unless we are sharing relevant information, on a need to know basis, regarding the safety of the child.



Accurate and up-to-date Records of Safeguarding and Child Protection Concerns are essential for a number of reasons:

- They can help you identify concerns at an early stage.
- They can help you identify patterns of concern.
- They can enable you to record seemingly minor issues to build a more complete picture of what a person may be experiencing.
- They help you monitor and manage Safeguarding and Child Protection practices, including decision making, actions taken and agreed joint strategies with other agencies.
- They can provide you with evidence to support actions both within your organisation and when working with external agencies.
- They can support you to demonstrate action taken to reduce the impact of harm.
- They can provide continuity when staff or volunteers change or are unavailable.

Types of Records

Records do not have to be complex, a simple report will be created.

Keeping and Storing Records

There is no one way to set up Safeguarding and Child Protection records, but there are key things that should be in place:

- They should be started as soon as you become aware of any concern.
- Use clear and straightforward language.
- Be concise and accurate, so they can be understood by anyone not familiar with the case.
- Clearly differentiate between facts, opinions and judgements.
- Make sure they're up to date and preferably in chronological order.

Storage of Safeguarding and Child Protection Records

Keeping in line with guidance, as an organisation we will:

- Keep them secure and separate, from any general records.
- Separate each person.
- Only keep them for as long as necessary.
- Make sure they are only accessible to relevant volunteers.

Safeguarding, Child Protection and Information Sharing

To keep children and adults safe, information needs to be shared, so that decisions can be made about how to protect them.

The law recognises that sharing information is a part of day-to-day Safeguarding and Child Protection practice.

It's covered in a range of laws including:



- [The common law duty of confidentiality](#)
- [Data Protection Act 2018](#)
- [Human Rights Act 1998](#)
- [Crime and Disorder Act 1998](#)
- [Care Act 2014](#)

Sharing information is an important part of Safeguarding and Child Protection. If the information is confidential, but there is a Safeguarding and Child Protection concern, sharing information is allowed both within and between organisations, in certain circumstances, outlined below.

Do you Need Consent?

You should always seek consent from a child to share information they have given about themselves or others. However, if consent is not given, you can and should still share information with relevant professionals, if you are protecting a child from significant harm. Therefore, wherever possible, we always seek consent from the person involved in the concern. We are open and honest with the person about why, what, how and with whom, their information will be shared. If we decide to share information after the person refuses permission, we will explain to them why we have made the decision to share without their permission.

You can refer to the United Nations Convention on the Rights of the Child (UNCRC). This is an international agreement that protects the rights of children and provides a child centred framework for the development of services to children. The UK Government ratified the UNCRC in 1991 and, by doing so, recognised children's rights to expression and receiving information. See here [United Nations Convention on the Rights of the Child](#)

Five Safeguarding and Child Protection Reasons You May Share Information Without Consent:

- If you think a person is at serious risk of harm or abuse, including harming themselves.
- If you receive information which indicates that a serious crime has been or is going to be committed.
- If you are required to by law, for example, for some professions, any suspicion of forced marriage or female genital mutilation (FGM).
- If you think the person lacks the mental capacity to decide and have agreed with another DSL it would be in the individual's best interest.
- If an individual gives information which indicates a possible terrorist threat.

How to Share Information

- If you are referring to another organisation or Social Services, they may have a form to use. Try to use this, as it helps the organisation to process information quickly.
- Use specific language and describe the situation in factual detail. Different teams and agencies may use different terminology, so make sure you use clear language.
- Keep it secure. If you are sending personal or sensitive information, keep it secure. If you don't have an encrypted email, password protect any documents or consider other methods of keeping information safe.
- Record what you have shared.

Any information shared, whether verbally or by writing **must** be recorded.

Managing Allegations Against or Concerns about People who Work or Volunteer with Children



Any allegation or concern that a volunteer has behaved in a way that has harmed, or may have harmed, a child **must** be taken seriously and dealt with sensitively and promptly, regardless of where the alleged incident took place.

Depending on the situation, an appropriate response may involve:

- The police are investigating it as a possible criminal offence.
- Your local Child Protection Services making enquiries and/or assessing whether a child is in need of support.
- This organisation follows the relevant disciplinary procedures with individuals concerned.

You should also make sure any children involved are given appropriate support.

Report a Volunteer

Where there are any concerns about the suitability of a Volunteer or adult, these must be acted on **immediately**.

If there are **immediate concerns**, these need to be reported promptly and directly to the Safeguarding Officer or by calling the Emergency Services.

When the concern has been reported promptly and directly (as above) then record the concern.

If the **concern is not immediate**, please inform the Safeguarding Officer.

If there are concerns about a Volunteer or other adult and it is felt inappropriate to report these via the concerns form or the Safeguarding Officer, these concerns must be raised **immediately** with one of the following:

The Chairperson for Alfreton Youngsters Umbrella Provisions (AYUP) - Paul Fox.

In situations where it is felt inappropriate to report internally, a Volunteer should follow the AYUP Whistleblowing Policy, for more guidance.

Procedures for Managing Allegations and Concerns

As an organisation that provides services for or work with children, we have clear procedures for dealing with allegations of abuse, complaints or concerns about a volunteer, as part of our overarching Safeguarding and Child Protection Policies and Procedures.

This includes third party organisations and visitors, who are working or volunteering with the children.

All volunteers should read and understand our policies and procedures for managing allegations.

Roles and Responsibilities

As an organisation, we have a senior member of the Board, who is responsible for dealing with allegations or suspicions of abuse, about someone who works and/or volunteers with children. This is the Safeguarding Officer, who has overall responsibility for Safeguarding at Alfreton Youngsters Umbrella Provisions (AYUP). The Safeguarding Officer is fully trained in managing allegations against or concerns about abuse by a volunteer. They know who to contact, if any concerns are raised, such as the Police or local child protection services.

As an organisation, we ensure that **all** volunteers know who the Safeguarding Officer is and how to contact them.

If there is a concern about the Safeguarding Officer, it should be reported to the Chairperson of the Board.

In England, this includes the Local Authority's Designated Officer (sometimes called the **LADO** or DOLA) who manages allegations against people who work with children.



Whistleblowing

Volunteers should feel confident about challenging the behaviour of others and voicing concerns. They should also know who to contact if they feel unable to report an incident within the organisation. They can make a report to the police or local child protection services, or by contacting the NSPCC Whistleblowing Advice Line: [0800 028 0285](tel:08000280285) or email help@nspcc.org.uk.

Responding to Concerns and Allegations

As an organisation, we take any concerns raised about volunteers seriously, regardless of who the person is, how long they've been involved with the organisation, or whether they are a visitor or third party organisation.

We will not attempt to investigate the matter, but we will gather the facts of the case and keep written records.

If an allegation is made that a volunteer has:

- Behaved in a way that has harmed, or may have harmed a child.
- Possibly committed a criminal offence against, or related to, a child.
- Behaved towards a child or children in a way that indicates they may pose a risk of harm to children.
- Behaved in a way that indicates they may not be suitable to work with children.

We will report this immediately to the relevant agencies (for example the [NSPCC helpline](https://www.nspcc.org.uk/what-we-do/our-services/helpline/) on 0808 800 5000, our local child protection services or the Police). We will liaise with our local child protection services and the Police to ensure that we are responding appropriately. If the allegation is against someone we do not employ directly, then the organisation they work or volunteer for should be involved in the investigation.

In England, each Local Authority must have one or more Designated Officers whose role is to manage and oversee investigations of allegations against people who work with children (Department for Education, 2018c).

Resignations and 'Settlement Agreements'

If someone resigns from their post or refuses to cooperate with the process, this must not prevent an allegation being followed up. 'Settlement Agreements' (where a person agrees to resign and the employer agrees not to pursue disciplinary action) must not be used in cases of alleged abuse.

Confidentiality and Support

As an organisation, we will make every effort to maintain the confidentiality of all parties, while an allegation or concern is being investigated. We will ensure everyone involved in the investigation understands this. We will consider how best to support the children involved, their parents or carers, and individuals who have had an allegation made against them.

This includes:

- Telling parents or carers and the employee or volunteer concerned about the allegation, as soon as possible (as long as this does not place any children at further risk of harm).
- Telling them how we are going to manage the allegation.
- Keeping everyone informed about the progress and outcomes of the case.

Record Keeping

It's important to keep a clear and comprehensive summary of:

- All allegations that have been made.



- Details of how allegations have been followed up and investigated.
- Decisions made about the allegation and actions taken.

Duty to Refer

Legal duty to Refer Unsuitable People to Criminal Records Agencies or other

As we provide regulated activities or work for children, we have a legal duty to refer anyone who has either:

- Left the organisation
- Or moved to a role which does not involved regulated activity

Because they harmed or might have been at risk of harming a child.

Regardless of whether the person was dismissed, moved roles, or left of their own accord, a referral should be made to the relevant disclosure and barring agency. Failure to do this is a criminal offence. **This must be reported to DBS even if it has already been reported to local authority safeguarding teams.**

If someone has applied who is barred or disqualified from working with children. **This must be reported to the police.**

If an applicant is a member of a professional body and Alfreton Youngsters Umbrella Provisions has reason to believe they are in breach of the standards required by this body, **this should be referred to the DBS or relevant criminal record agency.**

Anyone about whom we have significant concerns. **This must be reported to the appropriate authority, which could be the LADO, Local Safeguarding Board, Police, DBS or a combination of these.**

If an applicant has provided false information as part of their application, Alfreton Youngsters Umbrella Provisions **must** investigate this further and refer to the appropriate authority if there are concerns.

A report to other appropriate regulatory bodies might also be made.

These could include:

- Regulators for our organisation (for example the Charity Commission in England, Northern Ireland and Wales or the Charity Regulator in Scotland).
- Regulators for particular professions (for example the Teaching Regulation Agency in England and Wales or the General Teaching Council in Northern Ireland and Scotland).

Important Safeguarding and Child Protection contact details for Alfreton Youngsters Umbrella Provisions (AYUP)

Alfreton Youngsters Umbrella Provisions Safeguarding and Child Protection Team Contacts:

Alfreton Youngsters Umbrella Provisions Safeguarding Officers/Designated Safeguarding Leads:

Kerry Cliffe

kcliffe22@gmail.com

07950378821



Mary Kerry

maryk3_@hotmail.co.uk

07805399801

If you have any queries or concerns about the welfare of any child in relation to Alfreton Youngsters Umbrella Provisions activity, please do not hesitate to contact one of our team, at the earliest opportunity.

Important Contact Details for Outside Agencies

Who and How to Contact if you are Worried About A Child:

Derby and Derbyshire Safeguarding Children Partnership

[Website](#)

Email: ddscp@derby.gov.uk

184 Kedleston Road,

Derby,

DE22 1GT

For concerns regarding children, visit the website of the [Derbyshire Safeguarding Children Board](#).

Amber Valley Borough Council

If you believe that any child is in danger ring Call Derbyshire on 01629 533190 choosing the option for urgent child protection calls at any time or contact the police by ringing their call centre number 101 (24 hours).

Contacting our community safety team directly

Our community safety team can be contacted directly on 01773 570222 ext 1652, or emailed at

communitysafety@ambervalley.gov.uk. Please note that the extension number and email inbox is only monitored during our [office opening hours](#).

Derbyshire Police

If you believe that a child or an adult is at immediate risk of harm and in need of protection then you should call the Police - 999, straight away.

Alternatively if you want advice from the Police and the child or adult is not in immediate need of protection, you can call the Police on the telephone number 101.

Starting Point

Derbyshire – Starting Point Consultation Service: 01629 535353

Derbyshire Call Derbyshire (Starting Point): Tel: 01629 533190 24/7, 365 days per year

All other requests for support for children and their families use an on-line referral form

www.derbyshire.gov.uk/startingpoint

City First Contact Team Tel: 01332 641172

Derby City – Children’s Services Consultation Line: 07812 300329

Children’s Social Care URGENT Referrals (out of hours)

Derbyshire – Call Derbyshire – 01629 532 600

Derby City – Careline – 01332 786 968 / DCCCarelinesecure@derby.gov.uk

Children’s Social Care URGENT Referrals (working hours)

Derbyshire – Starting Point: 01629 533 190

Derby City – First Contact Team: 01332 641 172



Children's Social Care Non-Urgent

Derbyshire-

<https://www.derbyshire.gov.uk/social-health/children-and-families/support-for-families/starting-point-referral-form/starting-point-request-for-support-form.aspx>

Derby City – https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child

LADO

LADO Derby & Derbyshire (Local Authority Designated Officer- allegations against staff, volunteers, carers)

Derbyshire – 01629 533190 / professional.allegations@derbyshire.gov.uk

Professional.Allegations@derbyshire.gov.uk

Prevent

You can call the national police Prevent advice line [0800 011 3764](tel:08000113764), in confidence, to share your concerns with our specially trained officers.

If it's an emergency, please call [999](tel:999).

If you see online material promoting terrorism or extremism, you can [report it online](#).

Making a Prevent referral Derby & Derbyshire

www.saferderbyshire.gov.uk/preventreferral

Derbyshire Prevent Team: 0300 122 8694

Contact the lead officer for Prevent at Derbyshire County Council

DCC Prevent Lead: 01629 538473

Police

Emergency: [999](tel:999)

Non-emergency: 101

NSPCC

National Helpline: [0808 800 5000](tel:08088005000)

Childline: 0800 11 11

Email help@nspcc.org.uk.

Due to an increase in demand across our service, our voice Helpline is currently operating between the hours of 10am-4pm on Monday to Friday.

However, you can [email help@nspcc.org.uk](mailto:email.help@nspcc.org.uk) at any time. It's free and you don't have to say who you are.

If you think a child is in immediate danger, please call the police on [999](tel:999) straight away.

As an organisation, we are committed to reviewing our Safeguarding and Child Protection Policy and good practice annually, by adapting to changes at a national and local level, made by the Department for Education (DfE) and Derby and Derbyshire Safeguarding Children Partnership.

Appendix A

Physical Abuse

The physical signs of abuse may include (but not limited to):



Unexplained bruising, marks, or injuries on any part of the body, Multiple bruises - in clusters, often on the upper arm, outside of the thigh, Cigarette burns, Human bite marks, Broken bones, Scalds, with upward splash marks, Multiple burns with a clearly demarcated edge.

Changes in behaviour that can also indicate physical abuse (but not limited to):

Fear of parents being approached for an explanation, Aggressive behaviour or severe temper outbursts, Flinching when approached or touched, Reluctance to get changed, for example in hot weather, Depression, Withdrawn behaviour, Running away from home.

Emotional Abuse

Changes in behaviour which can indicate emotional abuse include (but not limited to):

Neurotic behaviour e.g. sulking, hair twisting, rocking, Being unable to play, Fear of making mistakes, Sudden speech disorders, Self-harm, Fear of parents being approached regarding their behaviour, Developmental delay in terms of emotional progress.

Sexual Abuse

The physical signs of sexual abuse may include (but not limited to):

Pain or itching in the genital area, Bruising or bleeding near genital area, Sexually transmitted disease, Vaginal discharge or infection, Stomach pains, Discomfort when walking or sitting down, Pregnancy.

Changes in behaviour which can also indicate sexual abuse include (but not limited to):

Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn, Fear of being left with a specific person or group of people, Having nightmares, Running away from home, Sexual knowledge which is beyond their age, or developmental level, Sexual drawings or language, Bedwetting, Eating problems such as overeating or anorexia, Self-harm or mutilation, sometimes leading to suicide attempts, Saying they have secrets they cannot tell anyone about, Substance or drug abuse, Suddenly having unexplained sources of money, Not allowed to have friends (particularly in adolescence), Acting in a sexually explicit way towards adults.

Neglect

The physical signs of neglect may include (but not limited to):

Being constantly dirty or 'smelly', Constant hunger, sometimes stealing food from other children, Losing weight or being constantly underweight, Inappropriate or dirty clothing.

Neglect may be indicated by changes in behaviour which may include (but not limited to):

Mentioning being left alone or unsupervised, Not having many friends, Complaining of being tired all the time, Not requesting medical assistance and/or failing to attend appointments.



Appendix B

Guidance for Volunteers

This organisation believes that **everyone** has a responsibility to Safeguard children from harm. Please read this guidance carefully. It will tell you what you need to know to safeguard children.

All volunteers are expected to follow this guidance.

Please read:

- This guidance.
- ['What To Do If You're Worried A Child Is Being Abused: Advice for Practitioners 2015' \(Dept of Education\)](#)

You **must** follow the advice given in the documents above.

If there is anything that you do not understand or feel unable to comply with, please talk to the Safeguarding Officer, at the earliest opportunity.

Please attend any training and activity planning meetings that you are invited to.

All Volunteers **must** inform the Safeguarding Officer if they are:

- Charged with a criminal offence involving a child, violence, breach of trust or a criminal offence relevant to their duties, for example driving offence if they are driving as part of their duties.
- Have been or are being investigated by any authority due to concerns that you may have had involvement in causing harm to a child.
- Diagnosed with any medical condition that may affect your ability to carry out your role with children safely, for example psychotic illness.

Make sure you know what to do if a child makes a disclosure or you suspect that they are being harmed.

Key points are:

DO NOT

- Carry out your own investigation by talking to parents or carers etc...
- Put words in any child's mouth, by asking direct questions such as "Did your dad do it?"
- Inform parents/carers before consulting with the Safeguarding Officer.
- Ignore your worry.

Please remember - It could always happen here.

DO

- Ask open-ended questions, to clarify your concern e.g. "What happened to your arm?"
- Listen to the child.
- Take action, by reporting the concern to the Safeguarding Officer at the earliest and safest opportunity.



Please remember even something you think might be nothing or a small concern, report it. They all help to build a bigger picture of the child's life.

At Alfreton Youngsters Umbrella Provisions, everything we do is with the child's best interests at heart.

Appendix C

Reasonable Force

When using reasonable force, this is in line with national guidelines (*see below*) and considers individual children's needs and risk management, including knowledge gained from previous encounters.

[Human Rights Framework - Restraint](#)

"Children - When a decision is being made on whether and how to restrain a child:

- 1) Their best interests must be a primary consideration. This does not mean that the child's best interests automatically take precedence over competing considerations, such as other people's rights, but they must be given due weight in the decision to restrain.*
- 2) Children are developing physically and psychologically which makes them particularly vulnerable to harm. The potentially serious impact of restraint on them will require weighty justification.*
- 3) Techniques intended to inflict pain as a means of control must not be used.*

A person entrusted with the care of a young child may be required to restrict the child's action to ensure their welfare and safety. If the restraint is consistent with ordinary acceptable parental restrictions upon the movements of a child of that age and understanding this will generally be lawful."

[Use of Reasonable Force Advice](#)

Appendix D

Safeguarding and Child Protection Complaints Procedure and Whistleblowing

The person responsible for managing complaints is the Alfreton Youngsters Umbrella Provisions Trustee Board. In the event of the complaint being against a Trustee Board Member, then complaints will be managed without that individual's involvement.

A complaint leads to any suspicion that a criminal offence may have been committed against a child, the complaint should be referred to Derby City Council / County Council Children's Services, LADO and the police.

A complaint that leads to a suspicion of abuse of a child, that does not seem to be a criminal offence, should be referred to Derby City Council / County Council Children's Service LADO, and they will refer to the Police if needed.

The LADO procedures should be followed by all organisations providing services for children, carers or volunteers who work with or care for children.

Common sense and judgement should be applied when dealing with allegations. Full details of the local arrangement about managing allegations are set out in the Derby and Derbyshire Safeguarding Children Procedures, located at: www.derbyshirescb.org.uk.

Every Local Authority has a statutory responsibility to have a Local Authority Designated Officer (LADO) who is responsible for coordinating the response to concerns that an adult who works with children may have caused them harm.



Note: If it is an extremely serious allegation (E.g. current injury, risk of losing forensic evidence, imminent danger to child/public/staff, crime ongoing etc.) First contact the Police and then the LADO.

Other matters may need to be referred to the local police station, theft for example.

Once the complaint has been investigated, the responsible officer will meet with the complainant to tell them the outcome of the complaint and what action, if any, is open to them, if they do not agree with the outcome.

Whistleblowing

Whistleblowing is when someone reports wrongdoing on the basis that it is in the public interest for the wrongdoing to be brought to light. This is usually something they've seen at work but not always. The wrongdoing might have happened in the past, be happening now, or be something the whistleblower is concerned may happen in the near future (Gov.uk, 2019).

The NSPCC Whistleblowing Advice Line offers free advice and support to professionals with concerns about how child protection issues are being handled in their own or another organisation. You can contact the Whistleblowing Advice Line on: [0800 028 0285](tel:08000280285) or help@nspcc.org.uk

Contact the Whistleblowing Advice Line if:

- Your or another organisation doesn't have clear safeguarding procedures to follow.
- Concerns aren't dealt with properly or may be covered up.
- A concern that was raised hasn't been acted upon.
- You are worried that repercussions are likely to arise if you raise a concern.

This applies to incidents that happened in the past, are happening now, or may happen in the future.

Reporting a Concern

To report a concern, a report needs to be made to the Safeguarding Officer. As an organisation, we will pass on any information we can to the child's school at the earliest opportunity. If the child's school is not known, we will inform Social care and make a referral, if the child is in immediate danger we will inform the police.

There must be no opinion in the report, only facts (verbatim).

The report must be clear and requires the following information:

- The session name (Youth Club)
- Who is Reporting the Concern (Your Name)
- Child's Name
- Subject of Concern (E.g. Inappropriate Language, Disclosure, Injury, Signs of Neglect)
- Whether the Person Reporting the Concern is a AYUP Volunteer or Other
- Email Address of Person Reporting Concern
- Phone Number of Person Reporting Concern
- Date Concern Arose
- Time Concern Arose
- Details of Concern -
 - What the Concern is (using the 'Who, What, Where, When' Method)



- Why You Are Concerned,
- What Happened or What the Child Said or Did that gave you Cause for Concern, write down their **exact** words.
- Action Taken - Detail any action taken, in relation to the concern, Including both immediate and subsequent actions. Where discussions take place, record the name of the individual that was consulted with.
- Person Completing Action
- Date of Action Taken
- Time of Action Taken

You should **never** wait until a child or young person tells you directly that they are being abused before taking action.

Ask the child if everything is OK or discuss your concerns with the Safeguarding Officer. You can also contact the NSPCC Helpline call [0808 800 5000](tel:08088005000), email help@nspcc.org.uk.



Safeguarding Concern Reporting Form

Session Name:	
Your Name:	
Your Role: AYUP Volunteer or Other?	
Your Email Address:	
Your Phone number:	
Child's Name:	
Subject of Concern:	
Date of Concern:	
Time of Concern:	
Details of Concern:	
Action Taken:	