



Date: 01/02/2021

For: Employees, volunteers, students, referrers, members

Safeguarding Children Policy

Introduction

- Safeguarding is defined as¹:
 - Protecting children from maltreatment;
 - Preventing impairment of children's health and development;
 - Ensuring that children grow up in circumstances consistent with the provision of safe and effective care and
 - Taking action to enable all children to have the best outcomes.
- Under the Children Acts 1989 and 2004 and the Safeguarding Vulnerable Groups Act 2006, The GH Group has a duty to safeguard and promote the welfare of children and young people in its care (hereinafter together referred to as "young people") by protecting them from physical, sexual and emotional abuse, and neglect.
- The GH Groups first priority must at all times be the protection and safety of young people in its care.
- The GH Group is based at Grove House Stables Equestrian Centre, their employees have a full and active part to play in protecting young people from harm.
- All employees should be able to recognise, and know how to act upon, evidence that a young person's health is, or may be being, impaired, especially when a young person is suffering or likely to suffer significant harm.
- This policy applies to all young people irrespective of race, gender, age, etc.

Objectives

The objectives of this policy are:

Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children (2015)



- To ensure The GH Group based at Grove House Stables Equestrian Centre employees are aware of the need to safeguard young people and of their responsibilities in identifying and reporting possible cases of abuse to other agencies.
- To develop a structured procedure that will be followed consistently by all employees in cases of suspected abuse.
- To support the development of young people in ways that will foster security, confidence and independence.
- To ensure that all employees, volunteers and Trustees have had their suitability checked so that they are able to work with young people.
- To ensure that all parents/carers are aware of how child protection issues will be dealt with.

It is not the responsibility of The GH Groups employees, volunteers or Trustees to investigate suspected or alleged abuse.

The GH Group CEO- Andrew Stennett

The GH Group CEO is a designated safeguarding lead and as such has day-to-day responsibility for child protection matters and will therefore:

- Act as a source of support, advice and expertise within The GH Group for any safeguarding matters that may arise;
- Have a working knowledge of Local Safeguarding Children Board procedures if a safeguarding issue is suspected;
- Refer cases of suspected abuse or allegations to the relevant investigating authorities;
- Ensure that written records of concern about a young person are kept, even if there is no need to make an immediate referral to the Nottinghamshire County Council Multi Agency Safeguarding Hub (“MASH”). These records will be kept confidentially and securely in the young person’s file and a reference to the written record of concern will be added to the Child Protection Incident Book;
- Ensure that all employees have induction training covering child protection and are able to recognise and report concerns as soon as they occur;
- Undertake relevant training every two years.



The GH Group CEO- Andrew Stennett

The GH Group CEO (Andrew Stennett) is a Designated Safeguarding Lead and has overall responsibility for the safe delivery of sessions and services, as such they must be made aware of all child protection issues and ensure staff react appropriately. The yard manager is Samantha Waites.

DBS checks and references

- All employees and volunteers must complete a satisfactory enhanced DBS check before they can work unsupervised with young people. Our DBS checks are renewed every three years.
- Satisfactory references for employees must be obtained before a post is offered and any gaps in an applicant's employment history will be investigated.
- Trustees must complete a satisfactory enhanced DBS check (renewable every three years) before they are appointed.

This information (together with safeguarding training records) will be stored online in a central register.

Procedures

Information disclosed to one of GH Group or Grove House Stables Equestrian Centre employees (either directly or indirectly) which concerns the welfare of a young person must be taken seriously.

The flow chart in the Appendix summarises the action to be taken in the event of any concerns about a young person's welfare.

Employees who suspect that a young person is being abused either through personal observation (e.g. a worrying change in the young person's behaviour or appearance), or through information passed to them (possibly from the young person concerned), must:

- First warn the young person that they cannot keep any information revealed by them confidential. Instead they will pass it on to the GH Group CEO or Yard Manager in accordance with the GH Group Safeguarding Children Policy.



- Then, if the young person wishes to talk, listen to them rather than directly questioning him/her, and support and respond to the young person as much as possible.
- Write a record of concern, taking care to record all the details set out below, and sign it. Put the written record of concern in the young person's file and note the concern in the Child Protection Incident Book.
- Inform the GH Group CEO or Yard Manager who will in turn, if (s)he considers it appropriate, involve the parent/carer, contact the young person's referrer, and/or make a referral to MASH. The GH Group CEO or Yard Manager will also inform the Designated Trustee or (if the Designated Trustee cannot be contacted) the Chief Executive.
- Confirm any referral to MASH in writing within 48 hours.
- Record all and any subsequent events in the written record of concern up to the time of seeking specialist advice from MASH.

If the GH Group CEO, Yard Manager or other staff member has serious concerns that the young person is being abused (s)he must inform MASH. It is not the GH Group's role to investigate such allegations, and inappropriate questioning in such circumstances may risk further harm to the young person or interfere with further investigations.

If the parent/carer is the possible perpetrator, **they must not be questioned**, but in all other circumstances must be involved. Where the parent/carer has been involved in the discussions, the GH Group CEO or Yard Manager will arrange to see the parent/carer to review together a written report of the incident, which must be signed by the parent/carer, and a copy given to the parent/carer.

If a volunteer or Trustee has any concerns about the welfare of a young person, they should raise them immediately with the GH Groups CEO or Yard Manager.

Written records of concern

All written records of concern are confidential and must be kept in locked files. A reference to a record of concern must be noted in the Child Protection Incident Book. Records of concern should be written as soon as possible after the observation or disclosure but in any event within 24 hours and should cover the following:-



General

- Time, date and place of observation or disclosure
- Name, address and age of young person
- Name of parent/carer
- Name of Employee/Volunteer/Trustee who had the concern
- Name of any other person present at the time

What took place?

- Source of information (e.g. direct or indirect disclosure)
- Exact words spoken by the young person as far as possible
- Observed behaviour/physical concerns

Action taken

- Have parents/carers been contacted?
- When was the concern reported to the GH Group CEO or Yard Manager and the Adviser group or Provision manager (time and date)?
- When was MASH contacted (time and date) and who was the contact?
- Was anyone else contacted? If so, who and when?

Allegations made against GH Group employees, Trustees and volunteers

No GH Group employee, volunteer or Trustee must ever be alone with a young person without another employee, volunteer or Trustee being aware. If working with a young person alone (for example conducting a review), another employee, volunteer or Trustee must be informed.

If an allegation of unacceptable behaviour or abuse is made against a GH Group employee, volunteer or Trustee by a young person or their parent/carer, the Chief Executive (or in the case of an allegation against the Chief Executive, the Designated Trustee) must be informed immediately. The Chief Executive (or the Designated Trustee) will immediately inform MASH and request them to carry out an independent investigation into the allegation. The GH Group will cooperate fully with any such investigation.

The employee/volunteer/Trustee will be suspended from all activities with I which involve any direct contact with young people until the investigation has been completed. This is not an indication of admission that the alleged incident has taken place, but to protect the employee/volunteer/Trustee concerned as well as young people and families throughout the process.



Parent/carer concerns

A parent or carer who has concerns about unacceptable behaviour or possible abuse by other young people should contact the GH Group CEO or Yard Manager in the first instance. The GH Group CEO, Yard Manager and the Designated Trustee will discuss the concerns with the parent/carer and make a written record of concern, and a note in the Child Protection Incident Book. The action taken will be recorded in the written record of concern and the parent/carer informed. If the parent/carer still has concerns they should contact the Chief Executive.

Racism and bullying

Our policies on racism and bullying by young people are set out in our Behaviour Policy. Repeated racist or bullying incidents may lead to consideration under this Safeguarding Children Policy.

Health and safety

Our Health and Safety Policy sets out the consideration we give to protecting young people in our care:

- Within the GH Group's Classroom;
- When being transported to and from the classroom
- When undertaking field trips.

Social networking

Our Social Networking Policy sets out the consideration we give to protecting GH Group members when using social networking applications.

Photographs

Photographs and videos of young people in our care may only be taken by GH Group employees, volunteers and Trustees or their authorised agents. Unless otherwise authorised by GH Group, photographs and videos may only be taken on a camera or other device owned by the GH Group. Such photographs and videos may be used on the GH Groups website and/or in printed material and by the media (including newspapers and broadcast media) for the promotion of GH Group and its activities, but may not be used for any other purpose, and only if we have received prior written permission from the young person's parents/carers.



Support for the GH Groups employees

We recognise that employees and volunteers who have become involved with a young person who has, or appears to have, suffered harm may find the situation stressful and upsetting. We will support such employees and volunteers by providing the opportunity for regular supervision with their line manager (or in the case of volunteers, with the Yard Manager) to talk through their anxieties and to seek further support as appropriate, in accordance with our Stress Policy.

Training and awareness

A copy of this policy will be shown to all employees and volunteers, and each must sign the list attached to the original to indicate they have read and understood it. It will also be made available to all referrers and members and/or their parents/carers, and shown to all students undergoing training with the GH Group.

A breach of this policy by an employee will be regarded as misconduct that could lead to disciplinary proceedings.

Employees will be trained in child protection matters as appropriate to their roles at the GH Group based at Grove House Stables Equestrian Centre. Such training is designed to ensure employees are able to recognise the signs of abuse and that they know the procedures for reporting and recording their concerns.

Approval and review

This Safeguarding Children Policy was approved at a Board Meeting of the Trustees. It will be reviewed each year thereafter, or more frequently if appropriate.

Signed.....

Name.....

Date.....

Contacts and services

Nottinghamshire county Council Multi Agency Safeguarding Hub (MASH).....

0300 500 80 90

Children's Emergency Social Work Team Out of hours.....01908 265545

National Society for the Prevention of Cruelty to Children.....0808 800 5000

Samaritans.....01908 667777

Child Line..... 0800 1111

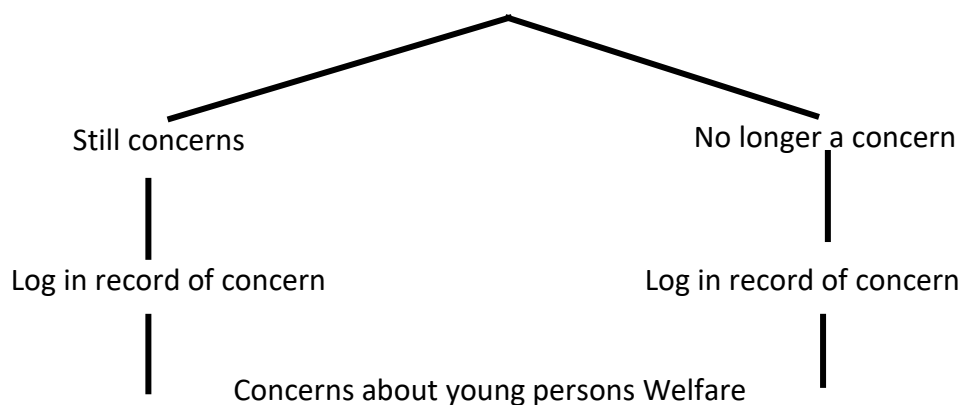


Bassetlaw General Hospital..... 01909 500990
 Family Counselling Service..... 01908 231131
 The GH Group CEO (Andrew Stennett)..... 07434 779032
 Grove House Stables Equestrian Centre Yard Manager (Samantha Waites)...01427 890 802

References

Every Child Matters: Change for Children (Dept for Education, November 2004) What to do if you're worried a child is being abused (HM Government) (2006)

APPENDIX 1



Concern about young person's welfare
 Discuss with the GH Group CEO, Yard Manager and/or Designated Trustee.
 Discuss with the Children's Manager, Yard Manager and/or Designated Trustee. Write a record of concern and make a note in the child protection incident book.

- GH Group CEO
- No further CP
- Action and /or Yard manager
- Assesses and if appropriate
- Refers to MASH and follow up in writing within 48 hours

In either case, the issue should be referred to the young person's referrer, even if no further action is taken.

note in Child Protection Incident Book



Children's Manager

No further CP

action and/or Yard Manager

assesses and if appropriate

refers to MASH and follow up in writing within

48 hours.

In either case, the issue should be referred to the young person's referrer,
even if no further action is taken.