



INCLUDE INVOLVE INSPIRE

Safeguarding Policy

Parasol believes that children have the right to be completely secure from both the fear and reality of abuse and neglect, and we are committed to safeguarding all the children in our care from harm.

This policy has been developed in accordance with the Oxfordshire Safeguarding Children Board guidelines

Safeguarding is a permanent agenda item for all staff meetings to underline this commitment.

PARASOL has in place a Designated Safeguarding Lead (DSL) who has suitable experience, training and expertise; they are responsible for liaising with Social Care, the Oxfordshire Children's Safeguarding Board and Ofsted in any child protection matter.

Currently, the **Director of Children's Service, Imran Mirza** is trained as the Designated Safeguarding Lead. PARASOL's Child Protection Procedures comply with all relevant legislation and other guidance or advice from the Oxfordshire Safeguarding Children Board (OSCB). The Chair of the Board of Trustees, Dan Wadsworth, is also contactable with a displayed phone number, should any concern involve the Director of each service.

The role of the Executive Director, Daniel Norey, is to ensure the DSL has full resources and support in order to discharge their safeguarding duty. This includes the training time required and costs of additional training above minimum requirements, as well as the overall responsibility for PARASOL's Safeguarding commitment.

Recognising Child Abuse and Neglect

Child abuse manifests itself in a variety of different ways, some overt and others much less so. A person may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children and young people may be abused in a family or in an institution or community setting; by those known to them or, more rarely by a stranger.

1. Physical Abuse

Hitting, shaking, throwing, burning, suffocating or any other physical harm. Deliberately causing a child's ill health also constitutes physical abuse.

2. Sexual Abuse

Forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. Showing children pornographic materials, sexual activities, or encouraging children to behave in sexually inappropriate ways also constitutes sexual abuse.

3. Emotional abuse

Varying degrees of emotional abuse are present in virtually all safeguarding incidents, but can also constitute abuse in its own right. Emotional abuse involves persistent or severe emotional ill treatment or torture causing, or likely to cause, severe adverse effects on the emotional stability of a child. Such behaviour may involve conveying to a child that they are worthless, unloved, or inadequate, or making them feel unnecessarily frightened or vulnerable.

4. Neglect

Persistent failure to meet a child's basic physical, emotional or psychological needs and may have a severe impact on their health, development or emotional stability. Neglect may involve failing to provide adequate food, shelter or clothing for a child, or failing to adequately protect them from physical harm/ill health. Neglect can also manifest itself in a failure to meet a child's basic emotional needs.

The PREVENT Duty

The Prevent Duty Guidance defines extremism as “vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

We are committed to upholding the values as laid out in the PREVENT Duty. If a staff member becomes aware of any such activity they must report it immediately to the Designated Safeguarding Lead (DSL). If, for any reason the staff member feels they cannot raise the issue with the DSL they must report it to the board of trustees. If that is not possible they must report the concern to the local authority by calling the MASH number: **0345 0507666**

Child Sexual Exploitation (CSE)

The sexual exploitation of children and young people under 18 involves exploitative situations, contexts and relationships where young people, (or a third person or persons) receive something, (e.g. food, accommodation, drugs, alcohol, cigarettes, affections, gifts, money) as a result of them performing and/or others performing on them, sexual activities.

Parasol staff must adhere to the following good practice

- Recognise the symptoms and distinguish them from other forms of abuse
- Treat the child/young person as a victim of abuse
- Understand the perspective/behaviour of the child and be patient with them
- Collate as much information as possible
- Share information with other agencies and seek advice / refer to Social Care or to the MASH

Female Genital Mutilation (FGM)

FGM is an illegal and extremely harmful practice and a form of child abuse and violence against women and girls.

If any child (under 18) discloses to a regulated professional that they have had FGM, or if a professional observes that she has had FGM, they must report to the police, using the 101 non-emergency number.

If you suspect a child (or vulnerable adult) may have FGM or is at serious or imminent risk of FGM having considered their family history or other relevant factors, you should act in accordance with your local safeguarding procedures, which would normally be a referral by the DSL for the service, as is the procedure with all other instances of child abuse. This referral is to the Multi-Agency Safeguarding Hub (MASH)

What to do if a child/young person discloses

The Designated Safeguarding Lead for PARASOL is Imran Mirza

Tel: 01865 742816 Email: imran@parasolproject.org

Chair of Trustees: Dan Wadsworth 07881707216 Email: danielw@jessopandcook.co.uk

All staff and adult volunteers are required to read and understand the Safeguarding Policy (this document) and the PARASOL Whistleblowing Policy (supplied at application). All are expected to sign a Declaration to say so before beginning work with us.

On Dealing with a Disclosure:

- **Receive**
 - Always stop and listen straight away to someone who wants to tell you about incidents or suspicions of abuse. Listen quietly and actively, giving your undivided attention. Allow silences when needed. Do not show shock or disbelief but take what is said seriously.
- **Reassure**
 - Stay calm, no judgements, empathise. **Never make a promise that you can keep what a child has said a secret.** Give reassurance that only those who need to know will be told. Reassure the young person that they were right to tell you.
- **React**
 - React to the child only as far as is necessary for you to establish whether or not you need to refer this matter, but don't interrogate for full details.
 - Don't ask leading questions – keep the open questions e.g. 'is there anything else you want to say?'
 - Do not criticise the perpetrator; the child may have affection for him/her.
 - Explain what you will do next – make a referral.
- **Record**
 - If possible make brief notes about what they are actually telling you at the time. Keep these notes, however rough they are. If you are unable to make notes at the time write down what was said as soon as you can.

- Try to record what was actually said by the child rather than your interpretation of what they are telling you.
- Record the date, time, place and any noticeable nonverbal behaviour.

- **Report**

If there are serious concerns and immediate advice is needed the registered /lead practitioner for safeguarding will contact the MASH (Multi Agency Safeguarding Hub)

If you are unsure whether to make a referral

You can contact the Locality and Community Support Service (LCSS) and request a '**no names' consultation** (meaning you don't give the child's name). You can then discuss the situation with them and they will advise you on what to do next. If a referral needs to be made they will advise you of this.

- **LCSS Central: 0345 241 2705**
- **LCSS North (including Banbury, Witney, Bicester, Carterton and Woodstock):
0345 241 2703**
- **LCSS South (including Abingdon, Faringdon, Wantage, Thame, Didcot and Henley): 0345 241 2608**

The Multi-Agency Safeguarding Hub (MASH) is the front door to Children's Social Care for all child protection and immediate safeguarding concerns. If there is an immediate safeguarding concern, for example:

- * Allegations/concerns that the child has been sexually/physically abused
- * Concerns that the child is suffering from severe neglect or other severe health risks
- * Concern that a child is living in or will be returned to a situation that may place him/her at immediate risk
- * The child is frightened to return home
- * The child has been abandoned or parent is absent

You should call the MASH immediately **Tel: 0345 050 7666** (This number will take you through to Customer Services who will ask a series of questions and triage into MASH where safeguarding concerns are raised).

A No Names Consultation should **not** be used for the above scenarios.

Emergency Duty Team (outside office hours): **0800 833 408**

Third Party Information

Third party information is when anyone (other than those directly involved with PARASOL) passes on information or expresses their concerns. Information from a third party regarding suspicions of child abuse cannot be ignored. If the person imparting the information has concerns, they should be encouraged to contact Social Care. If they do not wish to do so, it should be explained to them that PARASOL is obligated to. The concerns should be logged and any action taken recorded fully.

Allegations against Members of Staff or Volunteers

If an allegation of any form of child abuse or neglect is made against any adult the matter must be reported to the Manager in the first instance. This information will then be passed onto the Local Authority Designated Officer (LADO) and Ofsted. The LADO will advise if other external/internal agencies (e.g. police) should be informed, and we will act upon the advice given to ensure that any investigation is not jeopardized. In the case where it is inappropriate to report to the Manager the worker must contact the Chair of Trustees:

Local Authority Designated Officer (LADO): Alison Beasley 07833 436649 / 01865 815956
email: Alison.beasley@oxfordshire.gov.uk

Chair of Trustees: Dan Wadsworth 07881707216 email: danielw@jessopandcook.co.uk

If that is inappropriate due to involvement, cover-up or unable to contact, then contact the MASH team on **0345 0507666**

PARASOL will display and follow the Allegation of abuse made against an adult in a childcare setting procedure. If an allegation is made against a member of staff, it will be factually recorded and the chair of the trustees will be informed. Any actions taken will be logged on our Central Record. It may be necessary for PARASOL to refer to its Staff disciplinary procedure regarding suspensions and exclusions following advice sought from the LADO.

Playworkers Support and Training

PARASOL is committed to ensuring that it meets its responsibilities in respect of safeguarding through the provision of support and training to workers. Therefore, PARASOL will ensure that:

- All staff have access to safeguarding training and will be vigilant to signs and evidence of physical, sexual and emotional abuse or neglect.
- All staff and volunteers are carefully recruited, have verified references and have full and up to date enhanced DBS checks before having unsupervised access to children or young people. On our Central Record allows us to check when a staff member's DBS is soon to lapse, and the staff member informed, and new training is then booked
- All staff and volunteers are given a copy of the Safeguarding Policy, Whistleblowing policy and the Childcare Register Requirements during their induction, and have its implications explained to them. All staff must sign a declaration to say they have read and understood said policies.
- All staff and volunteers receive regular training and supervision in child protection issues and are provided with any relevant information and guidance.
- All staff are provided with supervision and management support commensurate with their responsibilities in relation to child protection, and their requirement to maintain caring and safe relationships with children.
- All staff are aware of the main indicators of child abuse.

- All staff and volunteers are aware of their statutory requirements in respect of the disclosure or discovery of child abuse and the procedure for doing so.
- PARASOL will take appropriate action in relation to the findings of any investigation into allegations of abuse or neglect, consistent with its duties to protect the safety of children and uphold fair processes for staff and volunteers.
- Any member of staff or volunteer under investigation for the alleged abuse of a child, will be subject to the provisions of the Staff Disciplinary Procedures.
- PARASOL will display and follow the 'What to do if you're worried a Child Is Being Abused or Neglected' information.

Safe Caring

All Playworkers follow PARASOL's Safeguarding procedures and have had access to appropriate training and guidance in the principles of safeguarding. To this end:

- Every effort will be made to avoid times when Playworkers, students or volunteers are left alone with a child. If Playworkers are left alone with a child, the door of the room should be kept open and another member of Playworker staff should be informed.
- If a child makes inappropriate physical contact with a Playworker or volunteer, this will be recorded.
- In accordance with our Intimate Care Policy workers will never carry out an intimate care task for children that they can do for themselves. Where this is essential, workers will help a child whilst being accompanied by a colleague. Where possible children will be supported by staff of the same gender unless a child has a particular need, a member of staff should not accompany children into the toilet. Members of staff are made aware that this and other similar activities could be misconstrued. At the same time, all staff must have constant awareness if more than one child is in the toilet facility area to prevent inappropriate behaviour between children and young people.
- Staff will be mindful of how and where they touch children, given their age and emotional understanding. Unnecessary or potentially inappropriate physical contact will be avoided.

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Date of review:	09/06/2019
Date of next review:	09/06/2020
Designated Safeguarding Lead:	
Manager Signature:	