

# Doncaster Housing for Young People

## Child Safeguarding Policy



### Policy and Procedures Manual

Approved by: Board of Trustees

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## **1. INTRODUCTION**

Doncaster Housing for Young People (DHYP) recognises that the welfare of children and young people is of paramount importance and accepts its responsibility to ensure that the children and young people it works with remain safe regardless of race, colour, nationality, ethnic origin, sexual orientation, gender, religion, faith, disability, mental health history, HIV status, marital or parental status, age, geographical location, spent criminal convictions, or physical appearance.

DHYP believes that all children and young people deserve the opportunity to fulfil their unique potential and will work within procedures used in conjunction with Doncaster's Referral and Response Unit, Early Help Monitoring, the five outcomes of the Every Child Matters Agenda, the shared standards of the Hear by Right Framework and DHYP's shared values.

DHYP will take on board guidance from organisations such as the National Safeguarding Delivery Unit and the government's Department for Education in ensuring that its processes in relation to safeguarding are effective and will work within the Working Together for Safeguarding Children statutory guidance. DHYP will fully engage with serious case reviews when requested to do so. We will also take guidance from the Doncaster Children's Services Trust which came into being in October 2014 and has become the overseeing body for the Doncaster area.

This policy applies to all Board members, Staff, Host Providers, Volunteers, Students and Contractors working for DHYP.

## **2. AIMS & Objectives**

DHYP aims to safeguard and promote the welfare of children and young people in all aspects of its work and service delivery. All our staff promote an environment where children and young people can feel safe in a caring, stimulating and positive setting. We aim for all children and young people to feel safe and know what to do if they ever have concerns about any aspect of their physical or emotional safety.

### **Our Objectives are to do the following:**

- Raise awareness of the need for its staff, volunteers, Host Providers, members, and clients to take steps to protect children and young people in their care or who they work with. It does this by having open procedures for responding to concerns about children and young people.
- Ensure that effective procedures are openly available and will be reviewed annually or when changes come into force, in the light of new legislation and best practice. There will be a named person within the organisation to whom concerns can be reported. This information will be made available to all staff, volunteers, Host Providers, Board Members and clients through inductions.

- Ensure all staff, volunteers and Board Members will be expected to work to the Code of Conduct on Child Protection (Appendix 1).
- Align our practices with the local Children’s Trust and South Yorkshire’s Safeguarding Policies
- Ensure all staff and volunteers will receive appropriate Child Protection training. The level of their training will depend upon the level of their direct involvement with children and young people.
- Ensure that all staff follow DHYP’s Professional Boundaries Policy and Procedure at all times when working with children, young people and their families.
- Ensure that best practice, legislation and annual review will inform and amend the Safeguarding Young People, Safeguarding Young People, Child Protection Policy and Procedures.
- Ensure all staff, volunteers and Board Members will complete the ‘Absence from Conviction Declaration Form’ (Appendix 2). All staff, volunteers and Board Members will be required to have a fully enhanced Disclosure and Barring Service check before working alone with clients and will be recruited under DHYP’s safer recruitment processes. (Please refer to DHYP’s Recruitment and Selection Policy and Procedure).
- Ensure that the importance of safe guarding children and young people DHYP works with and the understanding of the Safeguarding Young People, Child Protection Policy, Procedure and Code of Conduct will form part of the induction process for new employees and volunteers to the organisation.
- Ensure that the non-reporting of concerns regarding the safety of children within DHYP will be treated as gross misconduct and will be subject to a full investigation with appropriate action taken according to DHYP’S disciplinary procedures.

### 3. UNDERSTANDING WHAT CONSTITUTES ABUSE

Abuse and neglect are forms of maltreatment of a child/young person. There are many different forms of abuse. Examples are outlined below and should be used as a guide while working at DHYP:

- **Physical Abuse** could be pushing, hitting, punching, slapping, physically forcing someone, using inappropriate restraint or misusing medication
- **Sexual Abuse** involves forcing or enticing a child/young person into sexual activity when they do not, or are not able or are pressured into giving their consent; this includes rape and sexual assault (penetration or non-penetration acts), prostitution, involving children/young people in looking at or in the production of sexual images, watching sexual activity or encouraging children/young people to behave in sexually inappropriate ways

- **Emotional Abuse** includes shouting at, belittling, ridiculing or bullying a vulnerable child/young person, conveying to a child/young person that they are worthless and/or unloved
- **Neglect** is the persistent failure to meet a child/young person's basic, physical and/or psychological needs
- **Domestic Abuse** is any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) between adults who are or have been intimate partners or family members, regardless of gender or sexuality
- **Sexual Exploitation** is grooming a child for a sexual purpose. This might involve befriending the child, gaining their trust, giving them drugs, alcohol or gifts, asking them to perform sexual acts as a favour or in exchange for something
- **Financial Abuse** can include any of the following: theft of money or possessions; fraud; scamming; preventing a person from accessing their own money, benefits or assets; employees taking a loan from a person using the service; denying assistance to access benefits; someone moving into a person's home and living rent free without agreement or under duress; false representation, using another person's bank account, cards or documents
- **Modern slavery** is the trafficking of humans for profit, forced labour, domestic servitude, debt bondage which means a person is forced to work to pay off debts that realistically they never will be able to
- **Discriminatory abuse** is the unequal treatment based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation (known as 'protected characteristics' under the Equality Act 2010). It can include: verbal abuse, derogatory remarks or inappropriate use of language related to a protected characteristic, denying access to communication aids, not allowing access to an interpreter, signer or lip-reader; the harassment or deliberate exclusion on the grounds of a protected characteristic as well as giving substandard service provision relating to a protected characteristic.
- **Coercive control** is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten their victim.

#### 4. UNDERSTANDING SIGNIFICANT HARM

In order to fully understand and establish significant harm it is necessary for all employees, Hosts and volunteers of DHYP to consider:

- The nature of the harm, in terms of ill-treatment or failure to provide adequate care
- Risk of future harm
- The family context
- The child's development within the context of their family and wider social and cultural environment

- Any special needs, such as a medical condition, communication difficulty or disability that may affect the child/young person's development and care within the family
- The impact on the child/young person's health and development
- The adequacy of parental care

Following an assessment by REFERRAL AND RESPONSE TEAM - If the child/young person is found to be disabled or the assessment finds that their health and development is likely to suffer without local authority intervention, the child will be classed as in need, as defined by Section 17 of the Children Act 1989 (Reviewed 2004). This means that the local authority is now legally obliged to provide the necessary services and support.

If the assessment finds that the child has already suffered or is at risk of significant harm, the child protection team will convene a Strategy Discussion. This is a meeting between child protection staff and other relevant bodies such as the police, school, healthcare staff and any professional involved in the initial referral. The Strategy Discussion may then decide to launch a Section 47 enquiry. This means the local authority must investigate the case further. The outcome of a Section 47 enquiry can range from 'no further action necessary' through 'further monitoring needed' to the convening of a Child Protection Conference.

## **5. WHAT TO DO IF YOU ARE WORRIED THAT A CHILD OR YOUNG PERSON IS BEING ABUSED**

**Everyone working with children, young people and families at DHYP should:**

- Be familiar with and follow DHYP's procedures and protocols for promoting and safeguarding the welfare of children and young people you work with. Know who to contact within DHYP to express concerns about a child's or young person's welfare (Appendix 3).
- Remember that an allegation of child abuse or neglect may lead to a criminal investigation and therefore will not do anything that may jeopardise a police investigation such as asking a child a leading question or attempting to investigate the allegations of abuse.
- Not, under any circumstances, touch or tamper with physical evidence or approach the alleged perpetrator.
- Ensure that they refer any safeguarding concerns about child abuse or neglect to DHYP's CEO, REFERRAL AND RESPONSE TEAM and/or the Police.
- Consider and include any information you have on the child's/young person's developmental needs and their parents'/carers' ability to respond to these needs within the context of their wider family and environment when referring a child/young person to REFERRAL AND RESPONSE TEAM. Similarly, when contributing to an assessment or providing services, you should consider what contribution you are able to make in each of these three areas. Specialist assessments, in particular, are likely to provide information in a specific dimension, such as health, education or family functioning. This

information should be contained in the child/young person's referral, assessment and contact documents completed throughout the time of their support with DHYP. If an Early Help Monitoring Form has been completed then this should also be provided to REFERRAL AND RESPONSE TEAM.

- Communicate with the child/young person in a way that is appropriate to their age, understanding and preference. This is especially important for disabled children/young people and for children/young people whose preferred language is not English. Where concerns arise as a result of information given by a child/young person, it is important to reassure the child but not to promise confidentiality.
- Record full information about the child/young person including name(s), address(es), gender, date of birth, name(s) of person(s) with parental responsibility (for consent purposes) and primary carer(s), if different, and keep this information up to date.
- Record all concerns, discussions about the child/young person, decisions made, and the reasons for those decisions.

**Any Breach of this Policy and Procedure will result in DHYP initiating its disciplinary procedures**

**If you have concerns about a child/young person's welfare while working at DHYP you should:**

- Discuss the concerns and any differences of opinion with your line manager, or the CEO. If you still have concerns, you or your manager could also, without necessarily identifying the child in question, discuss your concerns with your peers, senior colleagues or a Board Member. This may be an important way of you developing an understanding of the reasons for your concerns about the child/young person's welfare.
- If, after this discussion, you still have concerns, and consider the child/young person would benefit from further services consider to which agency, including another part of your own, you should make a referral.
- If you consider the child/young person is or may be a child in need, you should refer the child and, where relevant, the family to REFERRAL AND RESPONSE TEAM online - <http://www.doncasterchildrenstrust.co.uk/>. This may include a child whom you believe is, or may be at risk of, suffering significant harm. Concerns about significant harm may also arise with children/young people who are already known to REFERRAL AND RESPONSE TEAM. Information about these children/young people should be given to the allocated Social Worker within REFERRAL AND RESPONSE TEAM. In addition to REFERRAL AND RESPONSE TEAM, the Police and the NSPCC have powers to intervene in these circumstances. If Early Help Monitoring is in place this should also to be sent along with the referral.
- In general, seek to discuss your concerns with the child/young person and as appropriate to their age and understanding, with their parents if appropriate and seek their agreement to making a referral to REFERRAL AND RESPONSE TEAM unless you

consider such a discussion would place the child/young person at risk of significant harm.

- When you make your referral; agree with the recipient of the referral what the child/young person and parents, where appropriate, will be told, by whom and when.
- Make your referral online to <http://www.doncasterchildrenstrust.co.uk/>, confirm it in writing within 24hours. REFERRAL AND RESPONSE TEAM should acknowledge your written referral within one working day of receiving it, so if you have not heard back within 3 working days, contact REFERRAL AND RESPONSE TEAM again. Until REFERRAL AND RESPONSE TEAM contacts and advises that the assessment process has begun, DHYP will remain responsible for ensuring that information relating to the safety of the child/young person is passed onto REFERRAL AND RESPONSE TEAM.
- Most clients of DHYP are estranged from their families and they may not wish for their families to be involved, however in cases of serious harm the families may need to be contacted and involved. You should refer to the child/young person's file and liaise with REFERRAL AND RESPONSE TEAM regarding family involvement.

## **6. WHISTLEBLOWING**

In the event of an allegation being made against a member of staff, Host Provider or volunteer DHYP will:

- Seek advice whether to suspend from duty
- Where required suspend immediately
- Advise the employee that an allegation of abuse has been made against them which needs to be investigated
- Report the allegation to REFERRAL AND RESPONSE TEAM
- Offer appropriate support to the person making the allegation
- Conduct a full investigation alongside REFERRAL AND RESPONSE TEAM and any other professional bodies such as the Police

If the allegation is upheld DHYP will:

- Terminate the employee for gross misconduct in line with its grievance and disciplinary procedures
- Offer appropriate support to the person making the allegation
- Fully assist REFERRAL AND RESPONSE TEAM and the Police with any information they require

If the allegation is not upheld DHYP will:

- Re-instate the staff member, Host Provider or volunteer after the outcome of a full investigation
- Fully support the person back into work
- If the allegation is made by a client and is not upheld and the allegation is found to be malicious, accommodation and/or support service may be revoked to protect staff, Hosts volunteers and other clients of future potential allegations. If the allegation is not upheld and not found to be malicious DHYP will continue to offer a service and offer to refer to alternative support providers if appropriate



As part of DHYP's commitment we encourage anyone with serious concerns about any aspect of our work to come forward and express those concerns to any member of the team. In some cases, DHYP recognises that this will need to be done on a confidential basis. DHYP's Whistleblowing and Code of Conduct Policies and Procedures make it clear that they can do so without fear of reprisal or victimisation. DHYP also actively promotes its complaints Policy and Procedure in all client and Host welcome packs and staff and volunteer handbooks.

## **7. MINIMISING RISK**

Occasions may arise where DHYP is asked to accommodate/support individuals that have been convicted of offences against children. When these situations occur DHYP is committed to ensuring that the risk is measured and controlled appropriately and will work with appropriate agencies, such as the local Probation, MAPP and or YOS to ensure there is a joined up, multi-agency approach to managing such situations. If DHYP is unable to control or minimise risks to children/young people accommodation/support services may be refused on these grounds.

## **8. POLICY REVIEW**

Clients, staff, Hosts, volunteers, Board members and external partners have all taken part in reviewing this policy and will do so on an annual basis. The Board of Trustees is responsible for reviewing safeguarding cases that arise, and proposing policy or procedural changes to the CEO, as and when the need arises.

The CEO has overall responsibility for the implementation of the policy to ensure it is implemented effectively.

## Appendix 1

### DONCASTER HOUSING FOR YOUNG PEOPLE

#### Safeguarding Young People Child Protection Code of Conduct

Doncaster Housing for Young People (DHYP) is committed to practices which protect children and young people from harm. DHYP staff and volunteers accept, recognise and respond to DHYP's responsibilities.

#### **YOU MUST:**

- Treat all children and young people with respect
- Ensure that DHYP's Lone Working Policy and Procedure is adhered to during one-to-one work with all children/young people
- Respects the child's/young person's right to personal privacy and encourage them to feel comfortable enough to point out attitudes or behaviours they do not like
- Remember that someone else might misinterpret your actions, no matter how well intentioned
- Be aware that physical contact with a child or young person may be misinterpreted
- Recognise that special caution is required when you are discussing sensitive issues with children or young people
- Operate within DHYP principles and guidance, policies and procedures
- Challenge unacceptable behaviour and report all allegations/suspensions of abuse

#### **YOU MUST NOT:**

- Have inappropriate physical or verbal contact with children or young people or show favouritism to any individual
- Allow yourself to be drawn into inappropriate behaviour or make suggestive or derogatory remarks or gestures
- Either exaggerate or trivialise child abuse issues or reach conclusions without full information or referring to REFERRAL AND RESPONSE TEAM
- Rely on DHYP's good name to protect you should you be found to be the perpetrator of abuse
- Work outside DHYP's policies and procedures

**Any breach of this Policy and Procedure will result in DHYP initiating its disciplinary procedures**

## Appendix 2

### Recruitment & Selection of Workers or Volunteers

Employees and volunteers of DHYP working directly or indirectly with children and young people should be asked to sign this form. Forms should be kept until the person has left the employment of the organisation.

#### ABSENCE FROM CONVICTION

#### DECLARATION FORM

Name:

Address:  
(Block Capitals Please)

I accept and understand that DHYP's policy is to safeguard the welfare of children and young people by protecting them from all forms of abuse.

I declare that I have not at any time, within the United Kingdom, its dependencies, or in another country, been found guilty by a court of any offence concerning children or young people, nor bound over, placed on probation, cautioned, or discharged conditionally or absolutely in relation to such offences.

I understand that because of my work with DHYP may involve substantial contact with children and young people, any conviction involving minors which would be regarded as 'spent' for other purposes, must also be disclosed.

Signature:

Print Name:

Date:

## Appendix 3

### Nominated Responsible Person for DHYP:

Name: Stuart Shore  
Job/Role/Title: Chief Executive Officer  
Address: C/O Doncaster Foyer, Chequer Road, Doncaster DN1 2AA  
Telephone no: 01302 738198  
Email: stuart@dhyp.org.uk

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Name: Aimee McKenzie  
Job/Role/Title: Project Worker – Child Protection Lead Worker  
Address: C/O Doncaster Foyer, Chequer Road, Doncaster DN1 2AA  
Telephone no: 01302 738198  
Email: aimee@dhyp.org.uk

### Appropriate contacts outside the organisation:

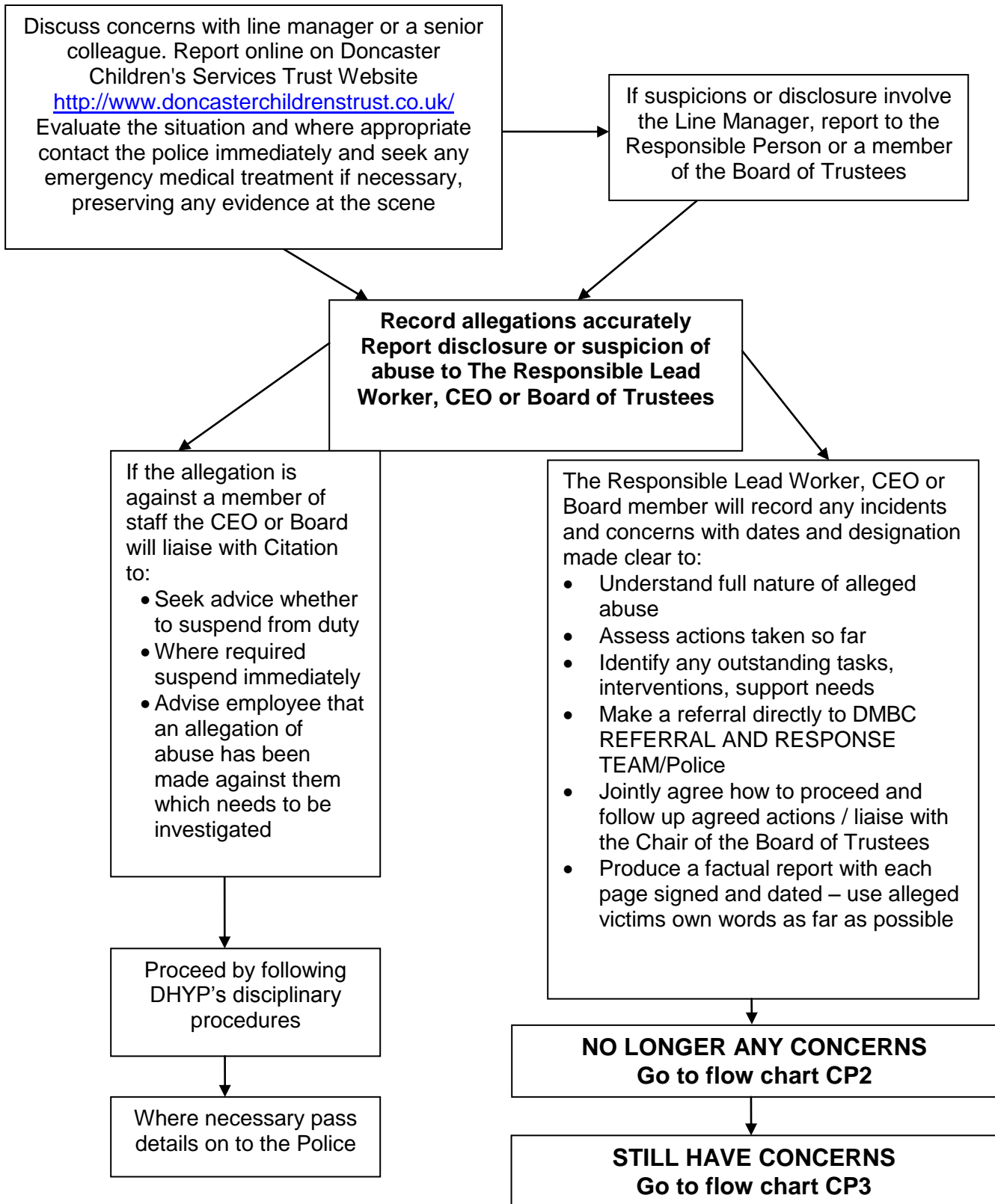
#### REFERRAL AND RESPONSE TEAM:

Mary Wollett Centre, Danum Road, Bennetthorpe, Doncaster:

Telephone: 01302 736636 Fax 01302 735872  
Out of hours no: Emergency REFERRAL AND RESPONSE TEAM 5pm – 8.30 am 01302 796000  
Telephone no: Duty Child Care Social Worker 01302 737777  
To report concerns: <http://www.doncasterchildrenstrust.co.uk/>  
For general inquiries DCS Trust 01302 734100  
Police Station: South Yorkshire Police  
Telephone no: 101  
Emergency services: 999

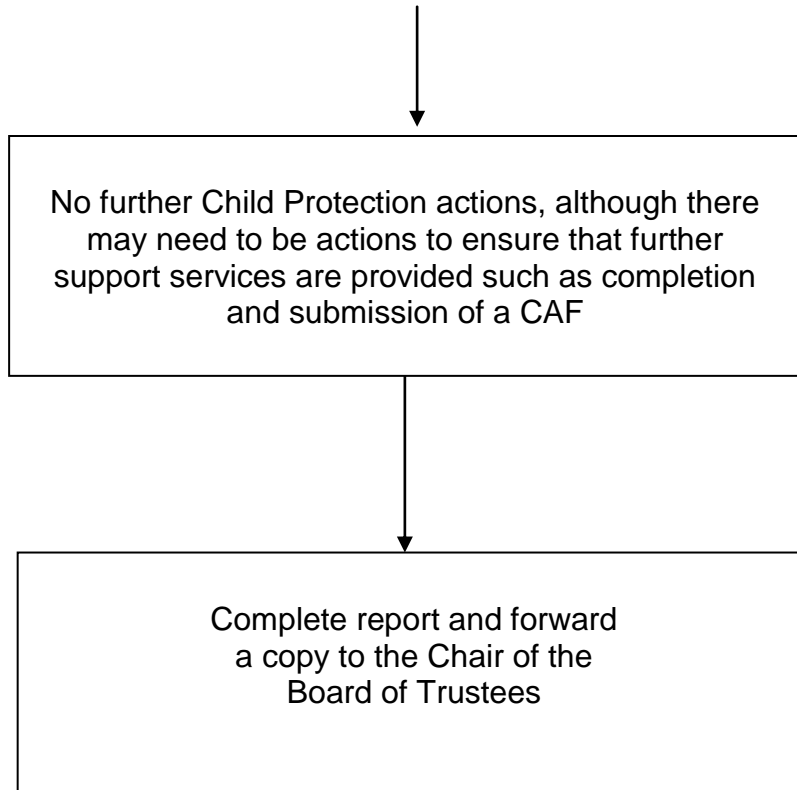
**Appendix 5**

**FLOWCHART CP1 TO INFORM COURSE OF ACTION IF YOU SUSPECT THAT A CHILD/YOUNG PERSON IS BEING ABUSED OR IS A CHILD IN NEED**



**Appendix 5**

**FLOWCHART CP2 TO INFORM COURSE OF ACTION IF YOU NO LONGER HAVE CONCERNS THAT A CHILD/YOUNG PERSON IS BEING ABUSED OR IS A CHILD IN NEED**



## Appendix 6

### FLOWCHART CP3 TO INFORM COURSE OF ACTION IF YOU STILL HAVE CONCERNS THAT A CHILD/YOUNG PERSON IS BEING ABUSED OR IS A CHILD IN NEED

