



Noah's Ark Children's Venture

Safeguarding Policy

Safeguarding Policy Statement

Noah's Ark Children's Venture (NACV) is a registered charity (no. 1061676) and a company limited by guarantee (reg. no. 03325597).

Its core activity is the provision of facilities for the recreation and other leisure time occupation for children being facilities of which children and others have need by reason of their youth, disability, poverty, or social and economic circumstances.

The Board of Trustees acknowledge a responsibility to promote the welfare and protect from harm the children visiting the centre or otherwise under its temporary care. It also acknowledges that good safeguarding policies and procedures are of benefit to everyone involved with the Board's work, including staff.

The Board is committed to adhering to practices and procedures that protects all children from harm.

All staff having access to or contact with children are required to

- i) recognise and accept their responsibilities
- ii) develop awareness of the issues which can cause children harm
- iii) report concerns following the procedure below
- iv) have an enhanced DBS check

The Board believes that it is always unacceptable for a child or young person to experience abuse of any kind and recognises its responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them.

The Board recognise that:

- safeguarding is everyone's responsibility
- the welfare of the child/young person is paramount
- all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity have the right to equal protection from all types of harm or abuse (Equalities Act 2010)
- Some children, young people and young adults are additionally vulnerable due to the impact of previous experiences, their level of dependency, communication needs or other issues.
- working in partnership with children, young people, their parents, carers, and other agencies is essential in promoting young people's welfare

The purpose of the policy is:

- To provide protection for the children and young people who receive NACV's services, including the children of adult members or users.

- To provide staff and volunteers with guidance on procedures they should adopt if they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy applies to all staff and volunteers, including senior managers and Board of Trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of NACV.

We will endeavour to safeguard children and young people by:

- valuing them, listening to, and respecting them
- Appointing a Designated Safeguarding Lead and a Lead Trustee for safeguarding
- adopting safeguarding guidelines through procedures and a code of conduct for staff and volunteers
- recruiting staff and volunteers safely ensuring all necessary checks are made
- sharing information about safeguarding and good practice with children, parents, staff, and volunteers
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately
- providing effective management for staff and volunteers through supervision, support, and training
- Creating and maintaining an anti-bullying environment and ensuring that we have policies in place in relation to dealing with bullying behaviour effectively.
- ensuring that no child or group of children are treated any less favourably than others in being able to access services which meet their needs
- Recording and storing information professionally and securely.

This policy should be read in conjunction with other relevant policies including those relating to Recruitment, Health and Safety, and Equal Opportunities.

This policy is reviewed, approved, and endorsed by the board of trustees annually or when legislation changes.

Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children, young people, and young adults in the UK. Noah's Ark Children's Venture uses the Children Act 2004 as the basis for how we safeguard children and young people and young adults who use our services. The principles we follow are:

- **Paramount:** The child's welfare is paramount – this is the most important consideration.
- **Parental responsibility:** Parents have a duty of care for their child and meet their needs.

- Partnership: Professionals and families are to work together for the welfare of children.
- Participation: Children's wishes, and feelings should be ascertained so that they can contribute appropriately.
- Prevention and provision of services: Services may be necessary to safeguard and promote the welfare of a child.
- Protection: a child must be protected from serious harm. The Local Authority has a duty to investigate any report that a child is suffering, or is likely to suffer, significant harm.

The duties and procedures used to inform the Safeguarding Policy are:

- Children Act 1989
- Working Together to Safeguard Children 2018
- Mental Capacity Act 2005
- Keeping Children Safe in Education
- UN Convention on the Rights of the Child
- Care Act 2014

Code of Practice

NACV expects that all staff will be aware of this Code of Practice and adhere to its principles in their approach to all children.

All staff must

- have relevant safeguarding training
- treat all children and young people with respect
- provide an example of good conduct you wish others to follow
- ensure that whenever possible there is more than one adult present during activities with children and young people, or at least that you are within sight or hearing of others
- respect a young person's right to personal privacy/encourage young people and adults to feel comfortable and caring enough to point out attitudes or behaviour they do not like
- remember that someone else might misinterpret your actions, no matter how well intentioned
- be aware that although routine physical contact with a child or young person, particularly in relation to reassurance and comforting distressed individuals is acceptable, discretion is required
- recognise that special caution is required when you are discussing sensitive issues with children or young people
- operate within NACV's principles and guidance and any specific procedures
- challenge unacceptable behaviour and report allegations/suspicions of abuse.

Staff must not:

- have inappropriate physical or verbal contact with children or young people
- allow themselves to be drawn into inappropriate attention-seeking behaviour/make suggestive or derogatory remarks or gestures in front of children or young people
- jump to conclusions about others without checking facts
- either exaggerate or trivialise child abuse issues
- show favouritism to any individual
- rely on your good name or that of the organisation to protect you
- believe “it could never happen to me”
- take a chance when common sense, policy or practice suggests another more prudent approach.

Role and Responsibilities of the Designated Safeguarding Officer (DSO)

NACV has appointed a designated safeguarding officer who is responsible for dealing with any concerns about the protection of children. This person is Mark Smyth (NACV Business Lead & Secretary) he can be contacted via the centre on **01367 850356** or by email marksmyth@macaroniwood.org.uk. In the absence of the DSO contact the **Trustees Lead for Safeguarding**, Caroline Newton on **07881 760889**.

- In circumstances where there is a concern, but the DSO is uncertain how to proceed they should contact the Gloucestershire Multi-Agency Safeguarding Hub (MASH) & Community Social Work Team on **01452 426565 option 3** and ask to speak to a social work practitioner or email childrenshelpdesk@gloucestershire.gov.uk.
- Out of office hours contact the Emergency Duty Team on **01452 614194** or **101**.
- Reporting concern about professional working with children (Allegations Management) Local Authority (Glos.) Designated Officer (LADO) on **01452 426994** Nigel Hatton, nigel.hatten@gloucestershire.gov.uk or Jenny Kadodia, on **01452 426320**.

Other useful contacts

- Childline for advice **0800 1111** www.childline.org.uk
- Safeguarding adults service **01452 427556**
- Adults Helpdesk to report concerns **01452 426868**.
- **Gloucestershire Safeguarding Children Board** www.gscb.org.uk **01452 583629**.
- The police at any time on **101**

The role and responsibility of the designated person is to:

Role

- Establish contact with the senior member of social services staff responsible for child protection in the NACV's catchment area.
- provide information and advice on child protection within the NACV.
- ensure that the organisation's safeguarding policy and procedures are implemented and followed and particularly to inform social services/health board of relevant concerns about individual children.
- be aware of the Gloucestershire Safeguarding Children Partnership (GSCP) and be familiar with local procedures.
- ensure that appropriate information is available at the time of referral and that the referral is confirmed in writing, under confidential cover as quickly as possible (e.g., within a working day)
- liaise with children's service authorities and other agencies, as appropriate.
- keep relevant people within NACV, particularly the Chair and Centre Manager, informed of any action taken and any further action required, for example, disciplinary action against a member/s of staff.
- ensure that an individual case record is maintained of the action taken by the organisation, the liaison with other agencies and the outcome.
- advise NACV staff of child protection training needs.
- deal with the aftermath of an incident in the organisation

Responsibility

The designated person is responsible for acting as a source of advice on safeguarding matters, for co-coordinating action within NACV and for liaising with health, children's services, and other agencies about suspected or actual cases of child abuse.

Procedure for Reporting Concerns

NACV staff could have their suspicion or concern raised in several ways, the most likely of which are:

1. The conduct of another adult or young person.
2. A child or young person 'disclosing' abuse.
3. Bruising or evidence of physical hurt, which may or may not be accompanied by.
4. Unusual behaviour by a child or young person.

If a member of NACV staff has such concerns, they should be reported to the Designated Safeguarding Officer (DSO).

Concerns about a specific child should be reported immediately to the DSO and confirmed in writing within 24 hours using the form available from the DSO. In the

absence of the DSO, escalate to the **Trustees Lead for Safeguarding**, Caroline Newton on **07881 760889**. Delay could prejudice the welfare of a child. If the concerns relate to the conduct of any member of staff these should be reported by phone to the DSO at the earliest opportunity. The DSO will then consider the report and either refer this immediately to the authorities, or, after taking appropriate advice (which may include discussing the circumstances on a confidential basis with the NSPCC), decide not to refer the concerns to the authorities but keep a full record of the concerns.

Where the DSO is the subject of the allegation the reports should be made to **the NACV Trustees Lead for Safeguarding**, Caroline Newton on **07881 760889**.

Responding Appropriately to a Child Making an Allegation of Abuse

All concerns and allegations of abuse will be taken seriously by trustees, staff and volunteers and responded to appropriately.

1. Stay calm.
2. Listen carefully to what is said.
3. Find an appropriate early opportunity to explain that it is likely that the information will need to be shared with others – do not promise to keep secrets.
4. Tell the child that the matter will only be disclosed to those who need to know about it.
5. Allow the child to continue at her/his own pace.
6. Ask questions for clarification only, and always avoid asking questions that suggest a particular answer.
7. Reassure the child that they have done the right thing in telling you.
8. Tell them what you will do next, and with whom the information will be shared.
9. Record in writing what was said, using the child's own words as soon as possible – note the date, time, any names mentioned, to whom the information was given and ensure that the record is signed and dated.
10. Contact the designated person.

It is important to remember that the person who first encounters a case of alleged abuse is not responsible for deciding whether abuse has occurred. That is a task for the professional safeguarding agencies, following a referral from the NACV DSO.

Definitions of abuse

What are abuse and neglect?

a) Physical abuse

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.

Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

b) Emotional abuse

Emotional abuse is the persistent emotional ill-treatment 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 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 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 ill-treatment of a child, though it may occur alone.

c) Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts.

They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/or females, by adults and by other young people. This includes people from all different walks of life.

d) Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. Once a

child is born, neglect may involve a parent or carer failing to provide adequate food and clothing, shelter including exclusion from home or danger, failure to ensure adequate supervision including the use of adequate caretakers, or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

It is accepted that in all forms of abuse there are elements of emotional abuse, and that some children are subjected to more than one form of abuse at any one time. These four definitions do not minimise other forms of maltreatment.

e) Child Sexual Exploitation

Child sexual exploitation is a type of sexual abuse. Children in exploitative situations and relationships receive something such as gifts, money, or affection because of performing sexual activities or others performing sexual activities on them. This can occur using technology without the child's immediate recognition.

f) Modern Slavery

Modern Slavery encompasses slavery, servitude, forced or compulsory labour and human trafficking. Criminals coerce, deceive and force individuals against their will into a life of abuse, servitude, and inhuman treatment.

g) Radicalisation

Radicalisation is defined as the process by which people come to support terrorism and violent extremism and, in some cases, to then participate in terrorist groups. There is no obvious profile of a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas. Children and young people are vulnerable to exposure to or involvement with groups or individuals who advocate violence to a political or ideological end. The following behavioural signs may indicate radicalisation:

- Use of inappropriate language
- Possession of violent extremist literature
- Behavioural changes
- Expression of extremist views
- Advocating violent actions and means
- Association with known extremists
- Seeking to recruit others to an extremist ideology

h) Discriminatory abuse

Discriminatory abuse is when someone picks on or treats someone unfairly because something about them is different; for example, it may be:

- Their clothes

- Their weight or physical size
- Their race or skin colour
- Their religion or culture
- Being a man or a woman
- Being a gay or lesbian, or bisexual, or transgender person.
- Their age
- Their health or disability
- An atypical appearance or visual difference

i) Photography policy

NACV staff will sometimes use the images of users of the Centre, including images of children and young people, to publicise and promote our work. In so doing NACV staff will

- Avoid using children's names (first name or surname) in photograph captions.
- Request that group leaders inform NACV staff on arrival if a child or young person in their care does not have consent or does not wish to be photographed/videoed.
- Only use images of children in suitable dress to reduce the risk of inappropriate use.

j) Self-Neglect (applicable to vulnerable adults)

Self-neglect is defined as 'the inability (intentional or non-intentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of the self-neglecters and perhaps even to their community.

k) Financial/Material Abuse (applicable to vulnerable adults)

This involves the individual's resources being inappropriately used or manipulated to the advantage of another person. It includes the withholding of money or inappropriate or unauthorised use of a person's money or property to the disadvantage of the individual to whom it belongs. It can include but is not limited to, theft, fraud, forgery, embezzlement, exploitation, misuse of funds, property, or possessions.

Possible Indicators of Financial Abuse

- Signatures on cheques that do not resemble the vulnerable adult's signature, or signed when the vulnerable adult cannot write
- Sudden changes in bank accounts, including unexplained withdrawals of large sums of money by a person accompanying the vulnerable adult
- The inclusion of additional names on a vulnerable adult's bank account

- Numerous unpaid bills, or overdue rent, when someone else is supposed to be paying the bills
- Abrupt changes to, or the sudden establishment of, wills
- The sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable adult's affairs or possessions
- The unexplained sudden transfer of assets to a family member or someone outside the family
- Unusual concern by someone that an excessive amount of money is being expended on the care of the vulnerable adult
- Power of Attorney obtained when person is unable to comprehend
- Person lacks belongings or services, which they can clearly afford
- The unexplained disappearance of funds or valuable possessions such as art, silverware, or jewellery
- Deliberate isolation of a vulnerable adult from friends and family, resulting in the caregiver alone having total control

l) Domestic Abuse (applicable to vulnerable adults)

Domestic Abuse is a pattern of controlling and aggressive behaviours from one adult towards another within the context of an intimate relationship. It can be physical, sexual, psychological, or emotional abuse. Financial abuse and social isolation are also common features. The violence and abuse can be actual or threatened and can happen once every so often or on a regular basis. It can happen to anyone, and in all kinds of relationships, whether these relationships are heterosexual, lesbian, gay, bisexual, or transgender. People suffer domestic violence regardless of their gender, social group, class, age, race, disability, sexuality, or lifestyle. The abuse can begin at any time: in new relationships or long-term relationships.

m) Institutional Abuse (applicable to vulnerable adults)

Institutional abuse is the mistreatment, abuse, or neglect of an adult at risk by a regime or individuals. It can take place within settings and services that adults at risk live in or use, and it violates the person's dignity, resulting in a lack of respect for their human rights. Institutional abuse occurs when the routines, systems and regimes of an institution result in poor or inadequate standards of care and poor practice. It can take the form of an organisation failing to respond to or address examples of poor practice brought to their attention. It can take place in day care, care homes, hostels, supported housing, hospitals and sheltered and supported housing. It can be difficult to identify the difference between a poor service and institutional abuse.

n) Harassment (applicable to vulnerable adults)

Harassment covers a wide range of offensive behaviour. It is commonly understood as behaviour intended to disturb or upset. In the legal sense, it is behaviour which is found threatening or disturbing.

eSafety

Our online safety statement

This policy provides guidance on how our organisation uses the internet and social media, and the procedures for doing so. It also outlines how we expect the staff who work for us, and the children who use our facilities at our organisation, to behave online.

As an organisation, we commit to implementing this policy and addressing any concerns quickly and within these guidelines.

Aims

The aims of our online safety policy are:

- to protect all children involved with our organisation and who make use of technology (such as mobile phones, games consoles and the internet) while in our care
- to provide staff with policy and procedure information regarding online safety and inform them how to respond to incidents
- to ensure our organisation is operating in line with our values and within the law regarding how we behave online

Understanding the online world

As part of using the internet and social media, our organisation will:

- assess and manage the safety aspects – including what is acceptable and unacceptable behaviour for staff and children when using websites, social media including Facebook, TikTok, Instagram, Twitter or Snapchat, apps and video conferencing platforms including Zoom or Skype
- be aware of how staff in our organisation and the children they work with use social media both inside and outside of our setting
- ensure that we adhere to relevant legislation and good practice guidelines when using social media or video conferencing platforms
- provide training for the staff responsible for managing our organisation's online presence
- regularly review existing safeguarding policies and procedures to ensure that online safeguarding issues are fully integrated, including:
 - making sure concerns of abuse or disclosures that take place online are written into our reporting procedures
 - incorporating online bullying ('cyberbullying') in our anti-bullying policy

Managing our online presence

Our online presence through our website or social media platforms will adhere to the following guidelines:

- all social media accounts will be password-protected, and at least 2 members of staff will have access to each account and password

- the account will be monitored by at least two designated members of staff to provide transparency, who will have been appointed by the organisations committee
- the designated staff managing our online presence will seek advice from our designated safeguarding lead to give advice on safeguarding requirements
- designated staff will remove inappropriate posts by children or staff, explaining why, and informing anyone who may be affected (as well as the parents of any children involved)
- we'll make sure children are aware of who manages our social media accounts and who to contact if they have any concerns about something that's happened online
- our account, page and event settings will be set to 'private' so that only invited members can see their content
- identifying details such as a child's home address, school name or telephone number shouldn't be posted on social media platforms
- any posts or correspondence will be consistent with our aims and tone as an organisation
- parents will be asked to give their approval for us to communicate with their children through social media, via video conferencing platforms or by any other means of communication
- children's representative organisations will need to give permission for photographs or videos³ of their child to be posted on social media
- video conferencing sessions will be password protected in order to maintain children's privacy and prevent exposure to inappropriate or harmful content by third parties

What we expect of our staff

- staff should be aware of this policy and behave in accordance with it
- staff should seek the advice of the designated safeguarding lead if they have any concerns about the use of the internet or social media
- staff should communicate any messages they wish to send out to children to the designated staff responsible for the organisation's online presence
- staff should not communicate with children via personal accounts
- staff should not 'friend' or 'follow' children from personal accounts on social media and maintain the same professional boundaries online as they would in person when using organisation accounts
- staff should make sure any content posted on public personal accounts is accurate and appropriate, as children may 'follow' them on social media
- rather than communicating with parents through personal social media accounts, staff should choose a more formal means of communication, such as face-to-face, in an email or in writing, or use an organisational account or website
- staff should avoid communicating with children via email or organisational social media outside of normal office hours
- emails or messages should maintain the organisations tone and be written in a professional manner, e.g. in the same way you would communicate with

fellow professionals, avoiding kisses (X's) or using slang or inappropriate language

- staff should not delete any messages or communications sent to or from organisation accounts
- staff should undertake all online safety training offered and gain a basic knowledge of the platform's children use and how to report or remove inappropriate content online
- any concerns reported through social media should be dealt with in the same way as a face-to-face disclosure, according to our reporting procedures
- any delivery of activities to children via video conferencing platforms will be supported by an additional member of staff (even if they're not actively delivering) to ensure transparency
- staff and children must not engage in 'sexting' or send pictures to anyone that are obscene

What we expect of children

- children should be aware of this online safety policy and agree to its terms
- we expect children's behaviour online to be consistent with the guidelines set out in our acceptable use statement
- children should follow the guidelines set out in our acceptable use statement on all digital devices, including smart phones, tablets, and consoles

What we expect of parents

parents should be aware of this online safety policy and agree to its terms

parents should protect all children's privacy online and think carefully about what content they share about our sport online, where they share it and who they're sharing it with

we expect parents' behaviour online to be consistent with the guidelines set out in our acceptable use statement and in our codes of conduct for parents and spectators

Using mobile phones or other digital technology to communicate

When using mobile phones (or other devices) to communicate by voice, video, or text (including texting, email, and instant messaging such as WhatsApp or Facebook Messenger), we'll take the following precautions to ensure children's safety:

- staff will avoid having children's personal mobile numbers and will instead seek contact through a parent or representative organisation
- we'll seek permission from the child's representative organisation on each occasion we need to contact children directly; the purpose for each contact will be clearly identified and agreed up on a method of accountability will be arranged, such as copies of texts, messages or emails also being sent to another member of staff or to parents
- smartphone users should respect the private lives of others and not take or distribute pictures of other people if it could invade their privacy
- staff should have a separate phone from their personal one for any contact with parents or children

- texts, emails, or messages will be used for communicating information – such as reminding children or young people about upcoming events, which kit to bring or practice timings – and not to engage in conversation
- if a child misinterprets such communication and tries to engage a staff member in conversation, the member of staff will take the following steps:
 - end the conversation or stop replying
 - suggest discussing the subject further at the next practice or event
 - inform the organisations lead safeguarding officer in the interest of transparency
 - if concerned about the child, provide contact details for the organisations designated safeguarding lead or appropriate agencies and report any concerns using the organisations reporting procedures

Further information for parents about keeping children safe online

NSPCC

The NSPCC's guidance for parents on online safety

nspcc.org.uk/keeping-children-safe/online-safety

Child Exploitation and Online Protection Centre (CEOP) Child Exploitation and Online Protection Demand's website ceop.police.uk

The UK Safer Internet Centre

Safer Internet Centre's advice for parents and children

saferinternet.org.uk

This policy is based on the advice and information outlined in the government inter-agency statutory guidance - **Working together to safeguard children 2018**.

Noah's Ark Children's Venture

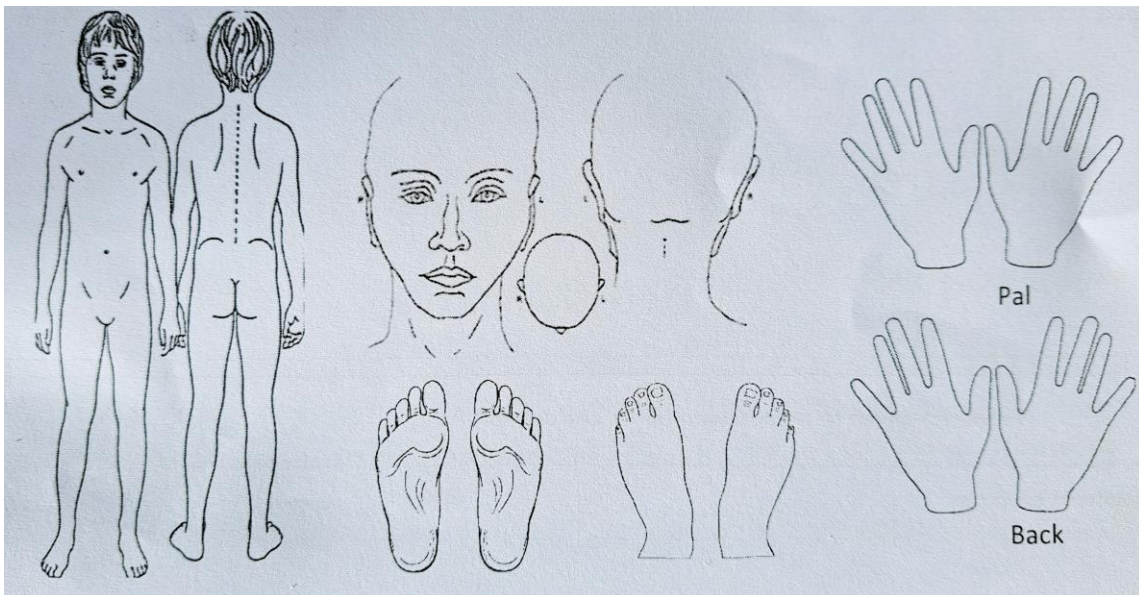
Child Welfare Concern Form Part A

Part A is to be completed by the adult who first has a concern and reported to the Designated Safeguarding Officer (DSO) without delay.
The DSO will complete Part B

Child's name			
Date of Birth			
Address			
Name of member of staff reporting the concern		PRINT NAME	
		Signature	
Role			
Date DD/MM/YYYY		Time	

Concern – Use the body-map below to show marks or injuries.		
Additional form used?	Yes/No	Page of

Children must not be undressed, or photographs taken of any marks or injuries



This form should be placed in a sealed envelope and passed immediately to Mark Smyth (DSO) or Caroline Newton (Safeguarding Trustee Lead)

Noah's Ark Children's Venture Child Welfare Concern Form Part B

To be completed by NACV's Designated Safeguarding Officer (DSO)

Child's status with Early Help or Children's Social Care.				
Tick and add name where known at time of initial report (if known)				
None	CAF	Child in Need	Child Protection Plan	Previous Social Care involvement
Name of allocated worker				

Name of DSO reviewing the concern		
Name of the person taking actions	Actions – include whether concerns were shared with parents/carers, MASH and if not outline reasons why	Date

Feedback given to person who raised the concern?	Y/N
Feedback given by	Date

This form should be placed in a sealed envelope and passed immediately to Mark Smyth (DSO) or Caroline Newton (Safeguarding Trustee Lead)

This policy was reviewed by Noah's Ark Children's Venture Board of Trustees

21st February 2023



Signed by

Caroline Newton
Chair of Trustees
Trustees Safeguarding Lead

