

# **LODGE HILL TRUST SAFEGUARDING & CHILD PROTECTION POLICY**

**COVERING LODGE HILL STAFF / PERIPETETIC &  
VOLUNTARY STAFF & GROUPS ATTENDING LODGE HILL  
WITH NO SAFEGUARDING & CHILD PROTECTION POLICY**

**Children & Young Peoples Services:**

***Emergency / Out of Hours***

**- 01903 694422**

**Children & Young Peoples Services [9am – 5pm]**

**- 01403 229900**

**Children & Young Peoples Services Website**

**- [www.westsussex.gov.uk](http://www.westsussex.gov.uk)**

**Police - Call handling centre**

**- 0845 60 70 999**

**Duty Manager**

**- 01798 839553**

**- 01798 831258**

**- Wardens Flat**

**[1<sup>st</sup> floor next to Music room]**

***\*All calls to Children & Young Peoples Services are handled centrally and where appropriate passed on to the Local Authority Designated officer (LADO).***

## **1. GUIDING PRINCIPLE**

The aim and purpose of the Lodge Hill Trust is “*the advancement of the education of young people by helping them so to develop their mental, physical and spiritual capacities that they may grow to full maturity as individuals and members of society and that their conditions of life may be improved*”.

The Lodge Hill Trust believes that:

Children are entitled to safeguarding & protection from physical sexual or emotional abuse, neglect and exploitation.

The Lodge Hill Trust works within the West Sussex Local Safeguarding Children Board Policies & Procedures.

## **2. LEGAL FRAMEWORK**

The Children Act 1989 defines a number of key principles and duties in respect of child protection.

### **PRINCIPLES**

- the child's welfare is the court's paramount consideration
- delay is likely to prejudice the welfare of the child
- the wishes and feelings of the child must be taken into consideration

## **3. RESPONSIBILITIES**

3.1 After initial approval by the Board of Trustees as a whole, the Staff team will thereafter be responsible for the implementation of the policy and its guidelines, both of which may be amended by the Trust where necessary, and reviewed annually.

3.2 The Trustees will delegate one or more of their number, who have an understanding of the subject and monitor its implementation.

3.3 The Centre Managers are the main contact for the day-to-day implementation of these procedures.

## **4. RECOGNITION OF AUTHORISED LEADERS & HELPERS**

4.1 The authorisation process will include a Criminal Records Bureau check and regular List 99 checks.

4.2 All documents and forms received, as part of the process of authorisation will remain confidential, to be kept in a secure place and not discussed outside of the authorisation process. Any incidents will be recorded by the Centre Managers and in conjunction with Children & Young Peoples Services.

4.3 Volunteers and young people [i.e. those under 18] may sometimes be used as helpers.

These helpers will be responsible to a named leader or helper and never be in a position where they are providing unsupervised care of children.

They will not be counted as a 'helper' when considering staffing ratios.

These opportunities to help are essential for the benefit of the individual young person to provide experience.

In these circumstances the procedure will be that the volunteer is never left unsupervised. A Criminal Records Bureau check would not normally be carried out.

## **5. RESPONSIBILITIES OF LEADERS AND HELPERS**

5.1 Each leader of a group will be responsible for ensuring:

- They can be contacted via radio [which is supplied by Lodge Hill Centre] and their mobile phone [if they possess one].
- That appropriate safeguarding & child protection procedures are in place including, as a minimum, the procedures and guidelines given in this statement.
- That no unauthorised individuals have unsupervised contact with the children or young people.
- That appropriate cover is available in their absence.
- That all invited guests having responsibility for the children and young people follow their own Safeguarding & Child Protection Policy, or have access to a copy of this statement and require them to adhere to it.

5.2 All group leaders and helpers must adhere to the policies, procedures and guidelines in this statement at all times.

## **6. WHAT IS CHILD ABUSE?**

*Recognition of suspected or actual child abuse is the responsibility not only of all personnel, but also the community, and should be acted on appropriately. For further information personnel should consult the West Sussex Local Safeguarding Children Board Policies & Procedures.*

### **6.1 Definition, Recognition and Awareness**

All personnel working with children and families should be alert to signs of stress affecting the care and parenting of children and should seek to prevent a situation escalating to a point where a child is at risk.

*An abused child is a boy or girl, 17 years or under, who has suffered from, or is believed to be, at significant risk of physical injury, neglect, emotional abuse or sexual abuse.*

*(Due to the length of time young people are at Lodge Hill we feel we are unlikely to see/identify symptoms of neglect or emotional abuse so have not covered their recognition in this policy).*

### **RECOGNITION**

Depends on:

- the child's welfare being the paramount consideration
- being fully aware of the signs and symptoms of child abuse
- being aware that abuse can occur in all social classes
- being always alert to the possibility of any injury being non-accidental or illness being avoidable
- strong suspicion when a pattern of injuries occur over a period of time and there is a lack of consistency between the injuries sustained and the explanation offered
- being aware that children who suffer from learning and physical difficulties are vulnerable to abuse
- being sensitive to changes in children's behaviour

### **PHYSICAL ABUSE**

*Actual or likely physical injury to a child, or failure to prevent physical injury (or suffering) to a child, including deliberate poisoning, suffocation and Munchausen's Syndrome by proxy.*

#### **Signs and Symptoms**

The first indication of physical abuse is not necessarily the presence of severe injury. Concern may be aroused by:

- unexplained bruises or marks on a child
- referrals made by a child, parents or friends

- observation of a child's behaviour
- indications that a family is under stress

***If you are worried about a child and see any signs and symptoms of physical abuse refer to the Duty Manager or Children & Young Peoples Services [tel: 01403 229900 / out of hours 01903 694422 ]***

## **BRUISES**

Children can sustain bruises accidentally, but any of the following bruises should be noted and Social Services informed:

- bruising in or around the mouth (particularly in small babies), to gum margin, the frenulum inside the upper lip or under the tongue
- fingertip bruising, e.g. grasp marks on arms, chest or face, indicating having been gripped tightly or possibly violently shaken
- variation in bruising colour, indicating differing timing of injuries
- two simultaneous black eyes, without bruising to the forehead, are rarely accidental. A single black eye may be the result of an accident or abuse
- bruising indicating belt marks, hand prints, or other edged implements
- bruising or tears, around or behind the earlobe(s), indicating injury by pulling or twisting
- repeated or multiple bruising on the head or other non-accidental injury sites

Bruises may disappear within 12 to 24 hours. Rapid action is essential.

Accidents produce one bruise on a single surface, usually on a bony protuberance, usually consistent with the explanation given.

## **BITE MARKS**

Bite marks can leave clear impressions of the teeth. Human bites are oval or crescent shaped.

## **BURNS / SCALDS**

- Burns with clear outlines are suspicious
- Circular burns from cigarettes
- Linear burns from hot metal rods or electric fire elements
- Burns of uniform depth over a large area
- Friction burns from being dragged across the floor
- Scalds producing a water line from immersion or pouring liquid
- Splash marks around the main burn area, caused by hot liquid being thrown
- Old scars indicating previous burns/scalds that did not receive medical treatment

## **SEXUAL ABUSE**

***Actual or likely sexual abuse/exploitation of a child or adolescent. Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. From observations and things the child has said.***

***The activities may involve physical contact, including penetrative and 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.***

## **RECOGNITION**

It is important to remember that boys and girls of all ages are abused.

This form of abuse can be identified from a direct statement by a child but is more often suspected as a result of a child's behaviour and physical signs.

## **PHYSICAL SIGNS**

### **Specific examples**

- Sexually transmitted disease
- Presence of semen on vagina, anus, external genitalia or clothing

### **Non-specific examples**

- Vaginal bleeding / irritation / soreness
- Pain on passing urine and recurrent urinary tract infections
- Abdominal pain

## **BEHAVIOURAL INDICATORS**

### **Specific examples**

- Displays more knowledge of sexual matters than is usual in children of comparable ages
- Engages in inappropriate sexualised play or behaviour with other children
- Sexually provocative relationship with adults

### **Non-specific examples**

- Hints at sexual activity or secrets through words, play or drawing
- Lack of trust in, or marked fear of, familiar adults
- Onset of bed wetting or soiling, severe sleep disturbance, change in pattern of behaviour/eating habits, social isolation and withdrawal
- Marked reluctance to participate in physical activity or to change clothes for physical education
- Self harm

*If anyone has concerns of sexual abuse of a child from observations then this should be discussed with the Duty Manager.*

*All concerns should be discussed/referred to the Children & Young Peoples Services [01403 229900 / out of hours 01903 694422].*

## **7. BULLYING/ ANTI—DISCRIMINATION POLICY**

Bullying and discrimination can be distressing and harmful to children. Bullying and any form of discrimination should be taken seriously by all. Details of incidents should be investigated and reported to the leader in charge of the group and try to prevent any reoccurrence. Ultimately any offenders may be asked to leave Lodge Hill.

All warnings of abuse should be taken seriously from whatever source, especially those emanating from children themselves.

## **8. GUIDELINES FOR RESPONDING TO CHILD ABUSE**

### **Duty Managers action**

If you see any child with any signs or symptoms of physical abuse refer to Children & Young Peoples Services [01403 229900 / out of hours 01903 694422]

A Lodge Hill Incident/Disclosure form must be completed.

If a child wants to talk about abuse, the leader should endeavour to have two adults present. It is important for the leader to firstly listen and keep on listening without prompting or using leading questions, then refer to the guidelines below.

However, if a child has physical injury, ask the child how the injury was sustained then, if appropriate, speak to the group leader and suggest medical attention and/or contact with Parent. If you become aware that parent is not wishing medical attention for their child, then the leader should discuss the situation with the Duty Manager and jointly decide on a further course of action.

### **If a child makes allegations of abuse:**

- Do not promise to keep a secret
- Listen to the child, keep calm, do not investigate, ask leading questions or push for information.
- Accept what is said, however unlikely the story may sound without passing judgement or looking shocked
- Complete a Lodge Hill Incident/Disclosure form
- Be aware the child may have been threatened
- Tell the child they are not to blame
- Do not fill in words, finish sentences or make suggestions
- Do not speak to the parents or guardians or any other person, until discussed with Line of Contact. You may need to discuss with Children & Young People Services and take advice whether parent/s can be contacted.
- If a written statement is necessary, the police will take this as part of their investigation.

### **Things to say:**

- I have got to tell somebody else
- "We will help you"
- Repeat the last few words the child said
- "You have done the right thing to tell me"

### **Things not to say:**

- "You should have told someone before"
- "I can't believe it, I'm shocked"
- "No not ....., he's/she's a friend of mine"
- "I won't tell anyone else"

### **At the end:**

- Finish on a positive note, reassure the child it was right to tell and assuring them they are not to blame for what they say has happened.
- Let them know what you are going to do next including that you will need to tell someone else i.e. Duty Manager.
- Immediately seek help from Duty Manager
- Make notes as soon as possible [within the hour is ideal], of what you and the child said, and record all dates and times mentioned.

## **9. INAPPROPRIATE BEHAVIOUR OR ALLEGATIONS OF ABUSE AGAINST LEADERS OR HELPERS**

All staff should take care not to place themselves in a vulnerable position with a child. It is always advisable for staff to be accompanied by other staff/helpers.

If an adult is observed acting in a way that is unsuitable or could be misinterpreted, they should be spoken to individually or reported to one of the Duty Managers, as appropriate.

If a worker has an allegation of abuse made against them, the Duty Manager should be contacted within one hour. If the matter cannot be resolved, or it is substantiated, then the matter should be referred to Children & Young People Services and the Police, followed by suspension until an investigation is completed.

If an allegation is made against a member of staff it will be important that not all Managers and Trustees are informed. If an allegation leads to disciplinary proceedings evidence may need to be heard by Managers and Trustees who have not been previously involved. The Chief Executive and Chairman **would** need to know.

If the Duty Manager is in question the Chief Executive or a nominated Trustee should be contacted.

Suspension of a member of staff following an allegation needs careful consideration by the Managers, Chief Executive and Trustees.

Should an allegation be made against the Managers or Chief Executive then the Trustees will make a decision on suspension.

## **10. LINES OF CONTACT**

If abuse is suspected, discovered or disclosed the Duty Manager must be contacted without delay. The role of the Duty Manager will be to:

- If necessary, contact Children & Young People Services (01403 229900 / out of hours 01903 694422) or the Police (0845 60 70 999) and ask for the Call-handling Centre and follow it up in writing. Whilst people are often concerned about what they will be putting in motion if they take this step - Children's Social Care are there to help and unfounded fears should not prevent appropriate action. The Duty Manager should only speak to the parent if advised to do so.
- *Under no circumstances attempt to carry out any investigation into the allegation or suspicions of abuse.* The role of the Duty Manager is to collect and clarify the precise details of the allegation or suspicion and to provide this information to Children's Social Care, whose task it is to investigate the matter under Section 47 of The Children Act 1989.
- Make clear notes of all conversations and actions taken. Keep original documentation in a secure place. Reference must be made in and to the log book.

Whilst allegations or suspicions of sexual abuse will normally immediately be reported to the Duty Manager during the activity, if the Duty Manager is unavailable this should not delay immediate referral to Children's Social Care. If sexual intercourse is alleged to have occurred very recently, then the course leader should contact the police immediately so that evidence is preserved. Where sexual abuse is suspected, never speak to the parents, but refer the case to Children & Young People Services.

**The Duty Manager should only share any information in a strictly limited way on a need to know basis.**

## **11. WHISTLE BLOWING POLICY**

All staff should be aware of their duty to raise concerns, where they exist, of any form of child abuse which may include attitude or actions of colleagues. They should contact either of the Managers in confidence. If they are unhappy contacting either Manager they should contact the Chief Executive or one of the Trustees with delegated responsibility for this policy. Any suspicions will be investigated and any appropriate action implemented.

If a member of staff believes that a reported allegation or concern is not being dealt with appropriately they should report the matter to Children & Young People Services.

# LODGE HILL TRUST

## SAFEGUARDING & CHILD PROTECTION POLICY

### STATEMENT

The following Policy was agreed and signed at the Trustees Meeting held on: 28/06/11

- ❖ We believe that all young people should be safeguarded.
- ❖ We believe that children are entitled to protection from abuse, neglect and exploitation.
- ❖ We are committed to the nurturing, safeguarding and protection of all, especially the young and vulnerable.
- ❖ We recognise that child protection is everybody's responsibility.
- ❖ We are committed to following the West Sussex Local Safeguarding Children Board Policies & Procedures and following statutory, and specialist guidelines.
- ❖ We review this policy annually.

If you have any concerns for a child or in relation to any child protection matter, then speak to one of the following, who have been approved as safeguarding & child protection co-ordinators for this organisation.

Paul McNeill  
Chief Executive

Hilary Riddell  
Trustee

Martin Troy  
Trustee

Paul Catt  
Operations Manager

Nick Turner  
Activities Manager

A copy of the full policy can be seen on request.

Signed on behalf of the Trustees:

Richard Eves  
Chair

Hilary Riddell  
Trustee

Martin Troy  
Trustee

Paul McNeill  
Chief Executive

Date: **June 2011**

Review date: **June 2012**