

## Safeguarding Policy – Children (0-18 years)

### Our Safeguarding Policy

This Safeguarding Policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Huntingdonshire Volunteer Centre.

The purpose of this policy is:

- To protect children and young people who receive Huntingdonshire Volunteer Centre's Services. This includes the children of adults who use our services.
- To provide staff and volunteers with the overarching principles that guide our approach to safeguarding and child protection.

Huntingdonshire Volunteer Centre believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practise in a way that protects them.

We will review our Safeguarding Policy – Children (0-18 years) annually to ensure that it complies with current legislation and best practice guidelines.

We will ensure that all volunteers, trustees and staff have read and understood our Safeguarding Policy – Children (0-18 years) upon joining Huntingdonshire Volunteer Centre and will re-circulate on an annual basis.

Our Safeguarding Policy – Children (0-18 years) will be available to view publicly on our website [www.huntsvc.org.uk](http://www.huntsvc.org.uk)

#### **Designated Safeguarding Officer (DSO)**

Name: Debbie Windsor      Phone: 07718 272524      e-mail: [info@huntsvc.org.uk](mailto:info@huntsvc.org.uk)

#### **Senior Lead for Safeguarding**

Name: Mike Baker      Phone: 07885 585950 or home: 01480 896586

#### **Cambridgeshire Multi Agency Safeguarding:**

0345 045 5203 (office hours)

01733 234 724 (out of hours)

Email: [referralcentre.children@cambridgeshire.gov.uk](mailto:referralcentre.children@cambridgeshire.gov.uk)

For out of Hours (Emergency Duty Team) Tel: 01733 234724

**Call 999** if a child or young person is at immediate risk of harm [www.ceop.police.uk](http://www.ceop.police.uk)

**NSPCC Helpline:** 0808 800 5000

We are committed to reviewing our policy and good practice annually. The last policy was reviewed on 31<sup>st</sup> October 2023 by Mike Baker (Chair) Senior Lead for Safeguarding

## **SIGNS OF ABUSE**

*Possible Signs of Physical Abuse:*

- Unexplained injuries or burns, particularly if they are recurrent
- Refusal to discuss, or improbable explanations for, injuries
- Untreated injuries or lingering illnesses not attended to
- Shrinking from physical contact
- Fear of returning home
- Aggression/bullying
- A 'watchful attitude' or over-compliant behaviour

*Possible Signs of Emotional Abuse:*

- Fear of new situations
- Continual self-deprecation
- Inappropriate emotional responses to painful situations
- Self-harm or mutilation
- Neurotic behaviour – obsessive rocking, thumb-sucking etc
- Air of detachment – 'don't care' attitude
- Social isolation
- Desperate attention-seeking behaviour
- Depression, withdrawal

*Possible Signs of Neglect:*

- Poor personal hygiene
- Inappropriate clothing
- Constant tiredness
- Constant hunger
- Low self esteem and poor social relationships

*Possible Signs of Sexual Abuse:*

- Bruises, scratches, burns or bite marks on the body
- Self-injury, self destructive behaviour

## **Procedure if you suspect abuse**

- Don't keep it to yourself – discuss it with the designated officer or your manager immediately but **never contact the alleged abuser.**
- Complete a written record of your concerns – see Appendix 1 Incident Report Form

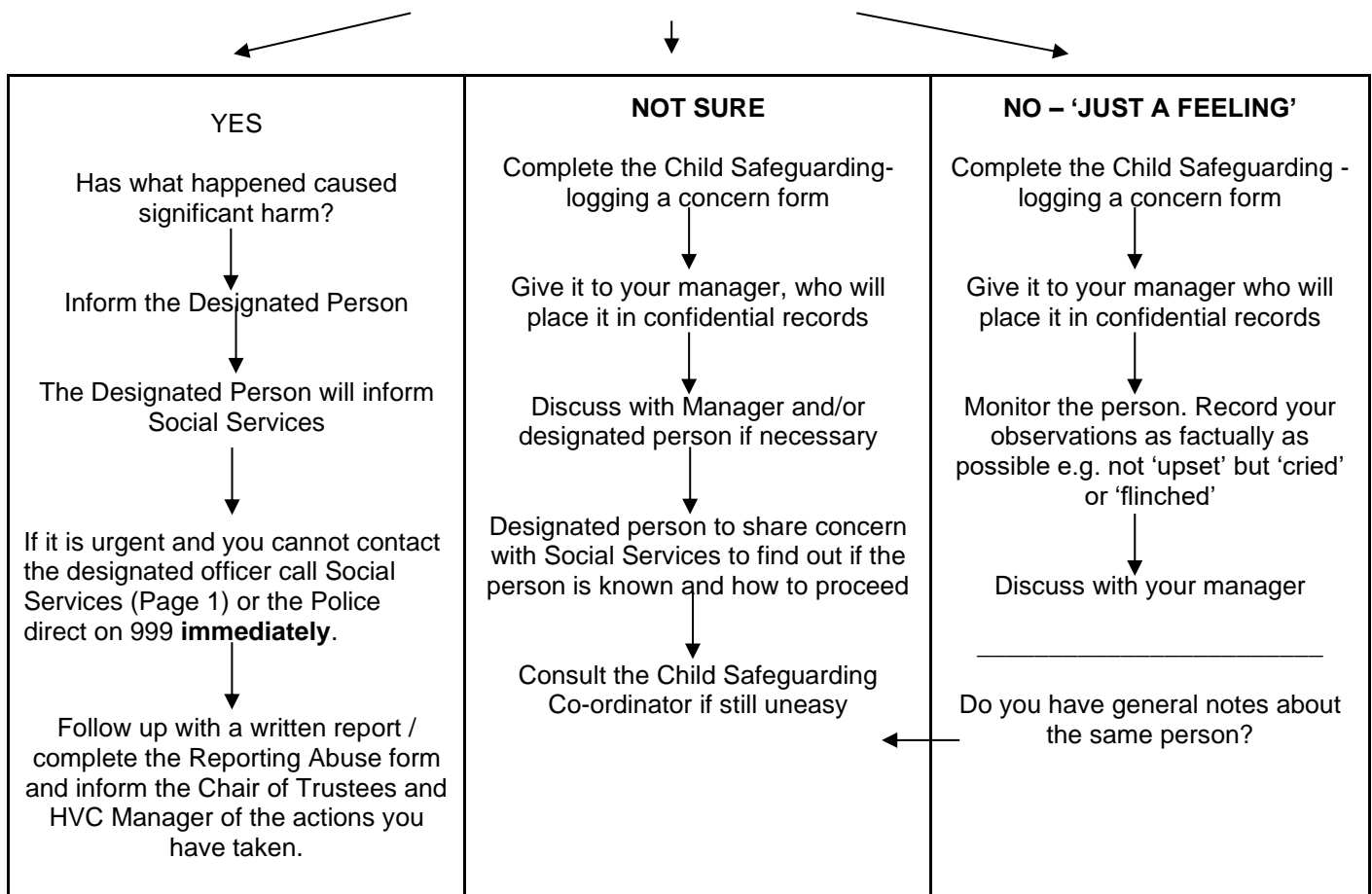
- The record should include reasons for concern, a summary of any discussions, decisions made and reasons for those decisions. As abuse can often be a culmination of events it is important to maintain appropriate records of concerns whether or not further action is taken at the time.
- If it is urgent and you cannot contact the designated officer call the Safeguarding Officer at Social Services or the Police **immediately**- not the next day.

**\*Please inform Huntingdonshire Volunteer Centre if you have reported a concern directly to Social Services or Police\***

This flow chart will help you follow the correct procedure:

## ***Something is wrong. What should I do?***

***Has something actually happened?***



## What do you do if an allegation is made against a member of staff or volunteer from the Huntingdonshire Volunteer Centre?

- Allegations against workers are dealt with by the Management Committee and may run parallel with Child Safeguarding procedures if applicable. We appreciate that staff need support through such incidences and will endeavour to keep the individual member of staff informed and offer sources of support for them.
- If an allegation is made to you about a colleague you must listen, make notes and inform the designated officer immediately.
- The chair of the board of Trustees must also be informed immediately.
- The reporting process does not alter from that outlined above. Keep an open mind even if the allegation is made about a colleague you know professionally or even socially.

*This policy was approved by the Trustees of Huntingdonshire Volunteer Centre*

Signed: *Mike Baker* Chairman

Date: *31st October 2023*

Date of next Review: *31/10/2024*



## APPENDIX 1:

### Form for Logging a concern/Reporting abuse

#### Part 1

Name of referrer:

Role:

Date:

Time:

#### *Child's Details:*

Name

Date of Birth/Age:

Address:

Tel No:

Any relevant information about the child's family or carers and home circumstances?

Any involvement with other agencies that you are aware of?

#### **Details of Disclosure/Concern**

Describe why you are concerned. If a disclosure has been made, record the actual words spoken by the child/young person where possible.

**Informed the Chair of Trustees & HVC Manager of the action you have taken**

**Date:**