

<b>Policy Name</b>	<b>Child Protection and Safeguarding Policy</b>
<b>Policy Owner</b>	<b>Emma Jacquest</b>
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### Version Control

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9	07/02/2024	Julia Harrison	<ul style="list-style-type: none"> <li>Added to new Tarner template paper following name change</li> <li>Addition of Policy owner table and version control table</li> </ul>
9	21/02/2024	Julia Harrison	<ul style="list-style-type: none"> <li>Changed font to Arial 10 and 11</li> <li>Added page numbers and links to the contents page</li> <li>Guiding Principles – adapted and made more concise. Added section on equality and diversity. Added section on contextual risks.</li> <li>Reference to other policies</li> <li>Added legal framework and list of legislation</li> <li>Roles and responsibilities – clarified roles more clearly. Added Safeguarding Trustee Lead responsibilities. Added table of staff with contact details.</li> <li>Definitions – added some additional terms. Added intrafamilial, contextual and transitional safeguarding.</li> <li>In Supporting Children added section on other vulnerabilities, LGBTQ+, SEND, Social Care Involvement and TI approach, Mental Health and Safe Spaces</li> <li>Adapted section on logging concerns.</li> <li>Added sections on information for parents/carers and young people if they have concerns.</li> <li>Adapted confidentiality information.</li> <li>Added section on Retention, CCTV, Photo ID, mobile phones and moved section on Images of Children</li> <li>Adapted section on allegations to staff, and added section on allegations to other professionals.</li> </ul>
10	06/03/2024	Julia Harrison	<ul style="list-style-type: none"> <li>Safeguarding and Monitoring Concerns Form Updated</li> <li>Body Maps for Babies and Children/Young People updated</li> </ul>
10	12/03/2024	Julia Harrison	<ul style="list-style-type: none"> <li>Safeguarding Poster created as Appendix 6</li> </ul>

## **1.0 Guiding Principles**

At Tarner, we strive to be a place where children, young people, staff, helpers, volunteers, families, and other visitors are made welcome and comfortable and where we treat each other with respect. We believe that all children and young people have the right to protection from neglect and abuse and that their welfare is of paramount importance. Tarner is a place where personal development takes place in a climate of trust and confidence, where we value everyone's unique contribution to our community. This policy applies to all members of staff in our setting, including all permanent, temporary, bank or agency, trustees, and volunteers. Specifically:

- We recognise that safeguarding is the responsibility of everyone. Tarner members of staff (and all volunteers including Trustees) must seek to prevent the physical, emotional or sexual abuse or neglect of children and young people.
- They must report any incident or behaviour that causes concern with regards to the welfare of the child or young person to ensure that they are safe and protected and that the Pan – Sussex Child Protection Procedures are followed. **See Appendix 1 and 5**
- We are committed to safer recruitment and selection procedures to ensure that all staff and volunteers have been appropriately screened prior to appointment and to the provision of appropriate safeguarding training through the staff induction programme and within continuing professional development opportunities.
- These procedures apply to all children and young people regardless of their race, religion, first language or culture; age; gender or sexuality; health or disability; location or placement; care experience; political or immigration status or involvement in criminal behaviour, or contribution to society. Children and Young People can be more at risk of harm due to particular characteristics e.g. disabled people; those living away from home; those in the family home living with parental ill health, mental illness or substance misuse or domestic abuse; children from black, minority, ethnic groups or those whose first language is not English, and unaccompanied asylum seekers.
- Risks may also stem from contextual safeguarding influences whereby children can be vulnerable to multiple threats, including exploitation by criminal gangs and organised crime groups such as county lines; trafficking, online abuse; sexual exploitation and the influences of extremism leading to radicalisation.

Tarner also has in place a number of relevant policies and procedures that complement safeguarding Children and Young People. These include:

- Allegations Against Staff Policy
- CCTV Procedure
- Code of Conduct
- Complaints Policy
- Confidentiality Policy
- Data Protection Policy
- Equality and Diversity Policy
- Lone Working Policy
- Safer Recruitment Policy
- Whistleblowing Policy and Procedure

We will implement, maintain and regularly review all policies and procedures to prevent and be alert to abuse.

## **2.0 The Legal Framework**

Every child and young person has a legal right to be safe from harm and has an equal right to protection. Tarner recognises our obligations under the following legislation, guidance and public bodies:

- Children Act 1989 and 2004
- The United Nations Convention on the Rights of the Child 1992
- The Human Rights Act 1998 & 2000
- Leaving Care Act 2000
- The Sexual Offences Act 2003
- Children Act s. 11 2004
- Safeguarding Vulnerable Groups Act 2006
- Children and Young Persons Act 2008 and 2014
- Borders, Citizenship and Immigration Act 2009
- Equality Act 2010
- Munro Report 2011
- Education Act 2002 and 2011
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Female Genital Mutilation Act 2003 and Serious Crime Act 2015
- Children and Social Work Act 2017 (intended to improve support for LAC and Care Leavers / promotes the welfare and safeguarding of children).
- Working Together to Safeguard Children 2023
- Data Protection Act 2018
- Pan Sussex Children Protection and Safeguarding Procedures Manual (updated 2023)
- Ofsted - Early Years Foundation Stage (ETFS) Statutory Framework (2024)
- Keeping Children Safe in Education 2023
- 'Revised Guidance for Safer Working Practice for Adults who Work with Children and Young People in Education (2019)' as well as the April 2020 update, that takes into account the 'Coronavirus outbreak'.
- The Care Act 2014 (Adults). S 42 is protective nature of this Act, which is based upon "self-determination"; but as in the Children Act 1989, consent can be breached in various circumstances.

## **3.0 Roles and Responsibilities**

### **3.1 Board of Trustees and Trustee Safeguarding Lead**

The Trustees are collectively responsible for ensuring that safeguarding arrangements are fully embedded in the ethos of Tarner and reflected in all strategic planning and developments. They will all undertake Safeguarding for Trustees bi-annually.

There is a **Trustee Safeguarding Lead** whose main responsibilities are to:

- Consider Tarner's strategic plan and make sure it reflects safeguarding legislation, Ofsted regulations, statutory guidance, and the safeguarding expectations of the Charities Commission.

- Work with the CEO regularly to review whether the procedures Tarner has put in place are creating a safer culture and keeping people safe.
- Check Tarner's risk register reflects safeguarding risks properly and plans sensible measures to take, including relevant insurance for trustees' liability.
- Support Tarner to be ready for Ofsted inspections and support the CEO following any reports and recommendations.
- Make sure there is space on the agenda for safeguarding reports and help trustees understand and challenge those reports.

### **3.2 Designated Safeguarding Lead (DSL).**

This function holds overall responsibility for safeguarding at Tarner. Their main responsibilities are:

- Driving the strategic direction of Tarner's safeguarding activity to develop a strong culture of safeguarding and consistent good operational practice.
- Report on safeguarding to the Tarner Board of Trustees on a bi-monthly basis.
- Ensure that there is a log of all Child and Adult Safeguarding reports and referrals.
- To lead on the reporting of and learning from serious incidents internally, externally and to auditors/regulators as required.
- Ensure that the policies and procedures adopted by the Board of Trustees are fully implemented and that sufficient resources and time are allocated to enable time staff teams to embed their safeguarding responsibilities into everyday operational practice.

### **3.3 Designated Safeguarding Officers (DSO)**

Tarner has two DSO's. One for the Childrens Project and one for the Youth Project. The main tasks of the DSO's are:

- Liaise with DSL regarding any safeguarding concerns.
- Follow Pan Sussex procedures for reporting any cases of suspected child abuse and/or neglect.
- Follow Tarner's internal reporting procedures for reporting safeguarding concerns.
- Support staff in their involvement and actions in individual cases.
- Liaise and refer with external agencies on matters relating to child protection and safeguarding.
- Raise awareness of safeguarding concerns with staff teams, including the provision of training to staff and volunteers on all related child and adult safeguarding issues to ensure that all staff know how to recognise signs and symptoms of abuse, how to respond to
- Liaise with Local Authority Designated Officers (LADOs) and support any investigation of any allegations, concerns and conduct made against staff, volunteers or Trustees of Tarner.
- Update Safeguarding Policies on a yearly basis.

### **3.4 Deputy Designated Safeguarding Officers (DDSO)**

The role of the DDSO is to deputise for the DSO's during sessions where the DSO is not present.

### 3.5 Contact details for Safeguarding Staff

#### Designated Safeguarding Lead

Emma Jacquest  
Chief Executive Officer  
Tarner, 6 Tilbury Place, Brighton, BN2 0GY  
Tel: 01273 679940 Mobile: 07853 338856  
Email: [emma@tarner.org.uk](mailto:emma@tarner.org.uk)

Designated Safeguarding Officers	
<b>Children's Project</b>  Natalie Russ Tel: 01273 679940 Email: <a href="mailto:Natalie@tarner.org.uk">Natalie@tarner.org.uk</a>	<b>Youth Project</b>  Amber Stepney Tel: 01273 679940 Email: <a href="mailto:Amber@tarner.org.uk">Amber@tarner.org.uk</a>
Deputy Designated Safeguarding Officer Tel: 01273 679940	Charlie Garibaldi Freya Thorpe Esme Jacquest Harley Offei

### 4.0 Safer Recruitment Practices

Tarner follows best practice in safer recruitment for all roles. Please refer to Safer Recruitment Policy, processes include:

- An Enhanced Disclosure and Barring Service (DBS) check.
- Use of only original documents to check proof of ID, right to work, and qualifications.
- Two independent references for applicants that will be verified. These should be professional references where applicable and should include the most recent employer.
- Gaps and inconsistencies will be identified by comparing the application with information provided by referees.
- Applicants will be asked if their employment history and datelines are comprehensive; seeking to identify voluntary or additional work that may have been undertaken yet is absent in their application process.
- Should concerns arise from a criminal record check, or an allegation, we will carry out a risk assessment, which must be signed off by the CEO. This should include any recommended safeguards to minimise risk; the risk assessment may also conclude that the offer of employment to the applicant should be withdrawn if risk cannot be adequately mitigated. These processes will be completed before unsupervised work with children and young people can commence.
- All interview panels must have one member who is Safer Recruitment trained.
- The Senior Management Team will work with HR ensuring that recruitment adheres to organisational policies and process relating to employment.

#### **4.1 Code of Conduct**

All staff are required to read and sign the Code of Conduct when they start and are expected to meet the Code's expectations. The following document sits alongside the Code, 'Managing Safeguarding Allegations, Concerns or Conduct Issues, against a Person in a Position of Trust'.

The Code of Conduct includes guidance on professional boundaries; personal relationships with service users and ex-service users; physical contact.

#### **5.0 Staff Induction, Training and Development**

- All new members of staff (including volunteers) will be given an induction which includes safeguarding training appropriate for their role and responsibilities.
- The DSL and DSOs will undertake Designated Safeguarding Lead training a minimum of every 2 years and a refresher safeguarding training course annually in the interim.
- Staff and volunteers who miss the refresher training sessions will be provided with the same training individually or in small groups.
- The DSO will keep updated on any changes to child protection legislation and procedures and relevant learning from local and national child and adult safeguarding case reviews.
- The Senior Managers will maintain accurate records of staff induction and training.
- New staff must complete essential safeguarding training during their induction period **before** they work alone with children and young people.

#### **6.0 Definitions**

##### **6.1 Child**

The Children Act 2004 defines children to mean those aged 0-18. Additionally, for the purposes of the Children's Commissioner's functions, a reference to a child includes:

- A person aged 18 or over for whom an EHC plan is maintained by a local authority.
- A person aged 18 or over and under 25 to whom a local authority in England has provided services under any of sections 23C to 24D of the Children Act 1989 at any time after reaching the age of 16.
- A person aged 18 or over and under 25 who has been looked after by a local authority (in Wales, Scotland or Northern Ireland) at any time after reaching the age of 16.

The Department for Education, 2018a, recognises that any child of 16 or 17 years is still legally a child and must therefore be given the same protection and entitlements as any other child, regardless of whether or not they are: living independently, in further education, in the armed forces, in hospital, or in custody in the secure estate.

Throughout this policy we use the term 'children and young people' or child or 'young person' because this is the language preferred by young people themselves. The use of 'young person' throughout this policy does not mean that older children should be treated as young adults – young people who are under 18 are children and must be considered and treated as such for the purposes of safeguarding.

##### **6.2 Significant Harm**

The Children Act 1989 introduced the concept of 'significant harm' as the threshold that justifies compulsory intervention in family life in the best interests of children. The Local Authority is under a statutory duty to

**Ofsted Number: EY471335.**

**Registered Charity Number: 1152321.**

**Registered Office: 6 Tilbury Place, Brighton, East Sussex, BN2 0GY**

**Principal Address: Tarner Park, Sussex Street, Brighton, East Sussex, BN2 9HS**

initiate enquiries where it has reasonable cause to suspect that a child is suffering or likely to suffer significant harm (Section 47 the Children Act 1989). Where Section 47 enquiries are made the assessment should concentrate on the harm that has occurred or is likely to occur to the child as a result of maltreatment in order to determine intervention required. The Act is based upon the ‘balance of probability’.

### **6.3 Types of Abuse**

Throughout their day-to-day contact with children, young people and their families, Tarner staff have a crucial role to play in noticing indicators of possible abuse or neglect and referring those concerns to the appropriate investigative agencies (Children Social Care and Police).

The four main categories of abuse, which are detailed further in the guidelines in Appendix 1, attached to this policy, are:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

### **6.4 Intra-familial, or ‘within the family’**

Intra-familial abuse is a term that relates to abuse that happens within the family. Please refer to Appendix 1 for more information on the types of abuse that are categorised as intra-familial’.

### **6.5 Contextual Safeguarding**

Contextual safeguarding relates to significant harm external to, or beyond the family/home environment. Contextual safeguarding focusses on time that CYP spend outside the home and the influence of peers, wider community and neighbourhoods and society in general, on their development and safety. For examples see appendix 1.

### **6.6 Transitional Safeguarding**

‘Transitional safeguarding’ is a response required to address the specific developmental, social and contextual needs of adolescents and young adults aged between 15 and 25 years old. Currently young people entering adulthood can experience difficulties accessing service support, often because of the different thresholds which govern children and adult safeguarding responses and eligibility. We must consider how we develop an approach which not only protects, but also prepares young people for their adulthood.

Transitional safeguarding approaches can also be applied to any significant transitions within a children or young person’s life, including moving house, moving school, moving to new services, etc.

### **7.0 Supporting Children and Young People**

We recognise that children and young people who are abused or witness violence are likely to have low self-esteem and may find it difficult to develop a sense of self-worth. They may feel helpless, humiliated and some sense of blame. At the Club we offer a stable, secure, and predictable element in their lives.

We accept that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn. Tarner will support all children and young people by:

- Taking a child centred approach to all aspects of our work.

- Ensuring every child and young person feels safe and can recognise when they do not feel safe and identify who they might or can talk to.
- Encouraging the development of self-esteem and self-assertiveness while not condoning aggression or bullying.
- Ensuring that all staff and volunteers are aware of the early help process, and understand their role in it, including acting as the lead professional where appropriate.
- Liaising and working together with other support services and those agencies involved in safeguarding children.
- Monitoring children who have been identified as having welfare or protection concerns and providing appropriate support.
- Ensuring that all staff have a clear understanding of the needs of the children and young people they are working with and understand that whilst all children need to be protected some groups of children are potentially at greater risk of harm through additional vulnerabilities or circumstances.

Additional vulnerabilities and circumstances can include:

- Care experience children; both those currently being looked after and previous looked after children.
- Children who have a mental health need
- Children who are young carers
- Children showing signs of being drawn in to anti-social or criminal behaviour, including gang involvement and association with organised crime groups or county lines
- Children frequently going missing from care or from home.
- Children at risk of modern slavery, trafficking, sexual or criminal exploitation.
- Children in a family circumstance presenting challenges for the child, such as drug and alcohol misuse, adult mental health issues or domestic abuse.
- Children with a family member in prison, or who are affected by parental offending.
- Children at risk of 'honour'-based abuse such as Female Genital Mutilation or Forced Marriage.
- Children misusing drugs or alcohol themselves.
- Children who have returned home to their family from care.
- Children showing early signs of abuse and, or neglect.
- Children at risk of being radicalised.
- Privately fostered children.
- Children who are absent from education for prolonged periods and/or on repeat occasions.
- Children or a young people who identify as lesbian, gay, bi or trans (LGBTQ+), or who are perceived by other children to be LGBTQ+ (whether they are or not).

### **7.0.1 LGBTQ+**

Being LGBT, or perceived to be, is not in itself an inherent risk factor for harm, but this group can be targeted by others. Risks can be compounded where children who are LGBTQ+ lack a trusted adult with whom they can be open, so Tarner will endeavour to reduce any additional barriers faced and provide a safe space for them to speak out or share their concerns with members of staff.

### **7.0.2 SEND**

Children with special educational needs or disabilities (SEND) or certain health conditions can face additional safeguarding challenges and additional barriers can exist when recognising abuse and



neglect in this group of children (whether or not they have a statutory Education, Health and Care Plan). These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration.
- Being more prone to peer group isolation or bullying and cyberbullying (including prejudice-based bullying) than other children.
- The potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.
- Communication barriers and difficulties in managing or reporting these challenges.
- Cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content and or behaviours in schools or colleges without understanding the consequences of doing so.

### **7.0.3 Social Care Involvement**

Children who have a social worker due to safeguarding or welfare needs may be vulnerable to further harm due to experiences of adversity and trauma, as well as educationally disadvantaged in facing barriers to attendance, learning, behaviour and positive mental health. Tarner will identify the additional needs of these children and provide extra monitoring and support to mitigate these additional barriers. We recognise that even when social care intervention has ended, these additional barriers may persist, therefore so too will our additional monitoring and support.

Tarner takes a trauma informed approach to supporting children, considering their lived experience, and factoring this into how we can best support them with their welfare and engagement.

### **7.0.4 Mental Health**

Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. Where it is known that children have suffered abuse and neglect, or other potentially traumatic adverse childhood experiences, this can impact on their mental health, behaviour and engagement. Tarner will identify the additional needs of these children and young people and provide extra monitoring and support to mitigate these additional barriers. Where necessary, referrals will be made to mental health professionals for further support.

### **7.1 Safe Spaces**

Tarner has safe spaces where children and/or young people impacted by a safeguarding intervention can:

- reflect on the events that led up to the intervention.
- give their version of what has happened.
- say what they want to happen in future.
- feel listened to.
- understand what is happening and what will happen next and in the future.

Safe spaces must be private, sound proofed, and accessible, and are usually furnished in a homely, comfortable style, with age-appropriate visual art and fixtures and fittings.

## **8.0 Information for staff who have a concern**

Staff are required to report all safeguarding concerns to the DSO who will decide whether the concern is of a level where an intervention from a statutory service is required (Children/Adult Social Care, Police, Ambulance, or Child and Adult Mental Health Services).

All information about any child protection and or other safeguarding concerns will be recorded on a **Safeguarding and Monitoring Concern Form** as soon as possible after the event. **Please see Appendix 3.** The record should include:

- Date of the disclosure, or the incident, or the observation causing concern
- Date and time at which the record was made.
- Name and date of birth of the child/young person involved.
- A factual report of what happened. If recording a disclosure, you must use the child's own words.
- Name, signature, and job title of the person making the record.
- Incident Forms for the Youth Project are kept within the young person's case records.
- Records relating to children up to the age of 11 are stored on the secure Family CRM.

## **9.0 Information for parents/carers who suspect abuse**

Parents and carers may suspect or have knowledge of the abuse of a child or young person. Where this is the case, parents can contact:

- The member of staff providing the service, or leading an event or group, or the DSL or DSO's.
- Brighton and Hove Multi Agency Safeguarding Hub (Front Door for Families) 01273 290400  
[FrontDoorForFamilies@brighton-hove.gov.uk](mailto:FrontDoorForFamilies@brighton-hove.gov.uk)
- NSPCC Helpline on 0808 800 5000 or via the website at [www.nspcc.org.uk](http://www.nspcc.org.uk) or [www.childline.org.uk](http://www.childline.org.uk)
- Call 999 if a child is in immediate danger.

Any parent or carer who has concerns specifically about a staff member or volunteer as the perpetrator of the abuse may take the same actions as set out above.

## **10.0 Information for children and young people who suspect abuse**

Children or young people may suspect or have knowledge of potential or actual abuse of a child or young person who uses our services. Where this is the case the child or young person may contact:

- The member of staff supporting them, leading an event or group or any other member of staff on duty
- The Multi Agency Safeguarding Hub (MASH) or equivalent within their Local Authority
- The NSPCC Child Line Service on 0800 1111 or via their Childline website [www.childline.org.uk](http://www.childline.org.uk)
- The Police on 101
- If there is immediate danger, call 999.

## **11.0 Sharing concerns, consent and confidentiality**

All staff must complete mandatory data protection training in line with Tarner's Data Protection Policy. Tarner also has an Information Sharing policy which sets out that sharing information is vital for early intervention to ensure that children and young people with additional needs get the service that they require. It is also essential to protect CYP from suffering harm.

It is good practice to explain to children, young people and families at the start of any intervention how information will, or could be, shared and why, and to seek their consent (if safe to do so). It is also essential that information sharing discussions take place on a regular basis, and/or at the beginning of defined processes (counselling, key work etc). It is not sufficient to rely on a 'one off' explanation at the start of an intervention journey with the child or young person.

When there is a safeguarding concern, staff should consider the age and understanding of the child / young person as well as the exposed risk of harm that could be caused by seeking their consent. In these rare circumstances, consent is not essential before reporting (this must be a management decision).

### **11.1 Record Retention**

In line with our Data Protection Policy and The Data Protection Act 2018, safeguarding records will be kept securely, and with restricted access, for a period of 35 years after which they will be securely deleted/destroyed.

Tarner also has a process for ensuring client or staff records that are related to a safeguarding report, are kept securely for 35 years. This is to allow for subject access requests relating to historical abuse or allegations of abuse.

### **11.2 CCTV**

CCTV is installed at Tarner covering communal areas and entrances/exits, in order to:

- Help protect staff, clients, customers and members of the public
- Assist in the prevention of crime on the premises

The use and management of CCTV equipment and images to ensure that we comply with the Data Protection Act 2018 and the Human Rights Act 1998 is set out in the organisation's CCTV Policy and Procedure.

### **11.3 Photo ID**

Staff are required to visibly wear their Tarner photo ID badge, when working in any Tarner service or premises. Staff are responsible for ensuring their ID badge is in date and displays the correct job title. It is important that staff can be easily identified as such by children and young people, parents, visitors, and external agencies (for example emergency services).

### **11.4 Use of phones**

All of the Senior Management Team are issued with work mobile phones and may use them to call or text service users; phone use is set out in the Mobile Phone Policy. This includes text messaging: staff may text service users provided their phone is only accessed by them. Sensitive and/or personal information will not be provided via text message.

Staff are prohibited from using their personal phones for contact with service users; if a staff member is found to have provided to a service user their personal phone number, then they may be subject to disciplinary action.

### **11.5 Images of Children and Young People**

At Tarner we believe that images of children are an important record of club's daily life.

We have a Photography and Video Policy and procedure for the use of images of children which is reinforced at any of Tarner's events. This procedure is reviewed annually by the designated members of staff with child protection responsibility and cross checked with the guidance on safeguarding children.

We collect parental permissions for taking and using photographic and video images of children when registration is completed.

Only the club camera will be used to take photographs of children and young people, except with the express permission of the manager. Neither staff nor children may use their personal mobile phones to take photographs. Staff must adhere to the Mobile Phone Policy.

### **12.0 Allegations Against Staff**

All Tarner staff, trustees and or volunteers are in a 'Position of Trust'. At Tarner we believe that all service users are entitled to receive care and protection from harm. We will not accept inappropriate behaviour towards children, young people or staff and we will ensure that any concerns or allegations of impropriety are dealt with quickly, fairly, and sensitively.

Any allegation made against a member of staff, trustee or volunteer will be taken extremely seriously and the DSO's will follow the Allegations Against Staff Policy seeking advice from the LADO with immediate effect (ideally within 24 hours).

The CEO and Board of Trustees are informed of all referrals to the LADO. Investigations may lead to the instigation of disciplinary procedures and/or referrals to other statutory services. e.g. Police, Local Authority, accrediting bodies etc. (as outlined by the organisation's Code of Conduct).

We may also report to the Charity Commission where people have come to harm or the organisation is brought into disrepute as a result of the allegation. We not only consider if a child/young person is suffering or is likely to suffer significant harm, but also if the alleged perpetrator is unsuitable to work with children or young people either in their present capacity or in rare cases, at any point in the future.

The organisation recognises that close working relationships, or management hierarchy may be a disincentive to report and will endeavour to ensure that investigations are managed sensitively and supportively to reduce any negative impact on professional relationships, or fear of future reprisal. Please refer to Tarner's Whistleblowing Policy.

At the end of the investigation, where appropriate, allegations will also be referred to the Disclosure and Barring Service (DBS) and, where required, OFSTED or other regulatory bodies.

### **13.0 Allegations Against Other Professionals**

There may be concerns about reporting an allegation or inappropriate behaviour in relation to an external professional or volunteer for fear of damaging working relationships or even jeopardising contracts. Staff must always prioritise the safety of children and/or young people and should discuss any concerns or disclosures with their Line Manager and the DSO. They will then support members of staff and/or service users to appropriately formalise their concerns/allegations externally.

#### **14.0 Working with External Agencies**

Recruitment and vetting checks and Disclosure and Barring Service (DBS) are carried out on all external services who work at Tarner whether in a voluntary or paid capacity and includes trustees. A single Central Register is maintained of all those who have been cleared to work at Tarner.

New DBS checks will be carried out if there is:

- A change of contract leading to increased, relevant responsibilities
- The need arises as a result of an internal situation.
- A change in current government legislation and for good practice

The types of external agencies are:

- Regular – Contracts. These people must have a cleared with DBS check and include office staff.
- Regular – Planned. These people must have a cleared DBS check. They include maintenance staff and providers of clubs.
- Supervised. These people should not be in contact with children and must be supervised at all times, and in most cases this will be one of the management team. They do not need to have a DBS check. They include builders and utility meter readers.

Please also see Tarner's Visitor's Policy.

#### **15.0 Appendices to this Policy and Guidance**

Appendix 1: Definitions, Local Authority Contacts

Appendix 2: Safeguarding Flowchart

Appendix 3: Safeguarding and Monitoring Concerns Form

Appendix 4: Body Maps

Appendix 5: Helpful Websites and Further Reading

Appendix 6: Safeguarding Poster