



Safeguarding Children and Young People

WEST ALLOTMENT WIDLINGS CIC's strategy, policy and procedures for safeguarding the children and young people who use our services

Arrangement of sections

1. Safeguarding Strategy and Policy
2. Legal framework
3. Implementation
4. Role of the Designated Safeguarding Officer (DSO)
5. Useful contacts
6. Document details

1. Safeguarding Strategy and Policy

This policy applies to all staff, including employees, volunteers, at all levels within the organisation, and extends to sessional workers, agency staff, students or anyone working on behalf of WEST ALLOTMENT WIDLINGS CIC.

The purpose of our strategy and policy is...

- To protect children and young people who receive WEST ALLOTMENT WIDLINGS CIC's services. This includes the children of adults who use our services.
- To provide all staff with the overarching principles that guide our approach to safeguarding and child protection.

WEST ALLOTMENT WIDLINGS CIC 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.

This document is one of a series of 9 that detail WEST ALLOTMENT WIDLINGS CIC's strategy for protecting children and young people. The other documents are:

- SG2 - Code of Conduct for Adults working with Children and Young People
- SG3 - Code of Conduct for Young People
- SG4 - Anti-Bullying Policy and Procedures
- SG5 - Procedure for Protecting Children and Young People at possible risk of Abuse
- SG6 - Dealing with Allegations made against an Employee or Volunteer
- SG7 - Dealing with Allegations made against another Child
- SG8 - Guidelines for sharing Confidential Information
- SG9 - Guidelines on the Storage and Retention of Records

In addition to the above this policy should be read alongside our policies and procedures on:

- Acceptable Use of ICT
- Communications
- Complaints
- Confidentiality & Data Protection
- Disciplinary
- Equality & Diversity
- Health & Safety at Work
- Recruitment & Selection
- Staff Induction
- Support & Supervision of Staff
- Volunteers
- Whistleblowing

2. Legal framework

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- Data Protection Act 1998
- Human Rights Act 1998
- Sexual offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) code of practice: 0 to 25 years – Statutory guidance for organisations which work with and support children and young people who have special educational needs or disabilities; HM Government 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers; HM Government 2015

We recognise that:

- The welfare of the child is paramount, as enshrined in the Children Act 1989.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of 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.

3. Implementation

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them.

- Appointing a Designated Safeguarding Officer (DSO), a deputy and a lead board member for safeguarding.
- Adopting child protection and safeguarding practices through procedures and a Code of Conduct for staff and volunteers.
- Developing and implementing an effective e-safety policy and related procedures.
- Providing effective management for staff and volunteers through supervision, support, training and quality assurance measures.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made.
- Recording and storing information professionally and securely, and sharing information about safeguarding and good practice with children, their families, staff and volunteers via leaflets, poster, one-to-one discussions.
- Using our safeguarding procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately.
- Using our procedures to manage any allegations against staff and volunteers appropriately.
- Creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bulling that does arise.
- Ensuring that we have effective complaints and whistleblowing measures in place.
- Ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance.

4. Role of the Designated Safeguarding Officer (DSO)

Purpose of the role:

Strategic: To take the lead role in ensuring that appropriate arrangements are in place at WEST ALLOTMENT WIDLINGS CIC for keeping children and young people safe.

Operational: To promote the safety and welfare of children and young people using WEST ALLOTMENT WIDLINGS CIC's services.

Duties and responsibilities

1. Ensure that all issues concerning the safety and welfare of children and young people who attend WEST ALLOTMENT WIDLINGS CIC are properly dealt with through policies, procedures and administrative systems.
2. Make sure that all staff, volunteers are made aware of the procedures and what they should do if they have concerns about a child or children.
3. Receive and record information from anyone who has concerns about a child who attends WEST ALLOTMENT WIDLINGS CIC.
4. With support from management, take the lead on dealing with information that may constitute a child protection concern. This includes assessing and clarifying the information, and taking decisions where necessary in consultation with colleagues, the Chair of the Trustees and statutory child protection agencies.

5. Consult with, pass on information to and receive information from statutory child protection agencies, such as the local authority children's social care department and the police. This includes making formal referrals to these agencies when necessary.
6. Offer support to staff and volunteers who have been involved in a safeguarding matter.
7. Consult with the NSPCC Helpline when such support is needed.

8. Be familiar with and work within local inter-agency child protection procedures developed by the local safeguarding children board.
9. Be familiar with issues relating to child protection and abuse, and keep up-to-date with new developments in this area.
10. Attend training in issues relevant to safeguarding from time to time and share knowledge from that training with workers and Trustees.

Current Designated Safeguarding Officer

Stephen Johnson-Ramsey
07903315090
w.a.wildlings@gmail.com

Current Deputy Designated Safeguarding Officer

David Armstrong
dt_armstrong@hotmail.co.uk

5. Useful contacts

Local Police Emergency: 999
Non-emergency: 101

North Tyneside Council Office hours: 0345 2000 109
Front Door service Evenings and weekends: (0191) 200 6800

NSPCC Helpline 0800 800 5000
help@nspcc.org.uk

Childline 0800 1111
www.childline.org.uk

Child Exploitation and Online Protection Centre (CEOP) www.ceop.police.uk

6. Document details

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