



Clapton Park URC / Old School Rooms Safeguarding Policy

Please note that although part of Clapton Park URC / Old Setting Rooms, our early years Nursery provision has its own distinct Safeguarding Policy.

Version	2
Developed by	Joe Walker
Date developed	1 November 2019
Ratified by	Elders/Trustees
Ratified on	21 st November 2019
Review date	

Key Setting Information

Name of Setting	Round Chapel. Old School Rooms (Clapton Park URC)
Setting Main Phone Number	020 8533 9676
Setting Main Email	info@theroundchapel.org.uk
Setting Address	2, Powerscroft Road. London. E5 0PU
Designated Safeguarding Lead	Joe Walker: Centre Manager
Deputy Designated Safeguarding Lead	Fiona McAllister: Families Manager Alison Davy: Drop-in Manager
Named Person for Allegations against staff & volunteers (ASV)	Rev. John Campbell
Chair of Trustees	Rev. John Campbell
Safeguarding Lead	Abi Kingston: Trustee

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Purpose & Scope

Our Commitment to Safeguarding

We believe that all children have a right to be safe and should be protected from all forms of abuse and neglect.

Although reporting concerns can be uncomfortable for staff, and be unpleasant for families, as a setting, we recognise that it is better to help children, young people and their families early, before issues escalate and become more damaging.

Because safeguarding is everyone's responsibility, all staff are committed to recognising and reporting all concerns relating to child safety, wellbeing and in particular are vigilant to spot signs of abuse and maltreatment. The whole building community – staff, parents, elders, volunteers and visitors have a legal and moral duty to ensure that all children are protected from harm or abuse. We will also seek to play a role in the wider local community in line with our safeguarding mission to ensure all children are protected.

As such, we seek to:

- Be observant and alert to signs of abuse
- Be curious and question explanations given by parents / children / staff
- Be compassionate, honest and clear
- Ask for support when we feel at the limit of our experience / patience / skills
- Understand and follow setting policies and procedures
- Work together with other agencies when appropriate to make sure that support for children, young people and families is effective and helps improve outcomes.

Children and young people learn and thrive best when they are healthy, safe and secure, when their individual needs are met, and when they have positive relationships with the adults caring for them.

Clapton Park URC / Old School Rooms aims to offer an environment where children feel welcome, safe, stimulated and where children are free to enjoy learning and developing in confidence.

As an organisation working with children, young people and their families, Clapton Park URC will take all reasonable measures to ensure that the risks of harm to children's welfare are minimised. The trustees of



Clapton Park URC fully recognises that they have a duty to ensure arrangements are in place for safeguarding and promoting the wellbeing of children

The **purpose of this policy** is to safeguard and promote the welfare of children at **Clapton Park URC / Old Setting Rooms**.

Safeguarding and promoting the welfare of children is defined for the purposes of this policy as:

- Protecting children from maltreatment
- Preventing impairment of children's health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Taking action to enable all children to have the best outcomes.

In order to take all necessary steps to keep children safe and well, **Clapton Park URC / Old Setting Rooms** will:

- Safeguard children both preventatively and responsively
- Ensure the suitability of adults who have contact with children
- Promote good health, effective management of medical conditions, and the development of self-care in children & young people
- Have clear standards of behaviour for staff / volunteers and children / young people
- Manage behaviour by anticipating possible concerns, prevention strategies, and clear, fair responses to challenging behaviour
- Maintain records that document safeguarding concerns over time, including low-level worries about a child or young people that together may paint a picture of concern
- Ensure that all policies and procedures relating to safeguarding and wellbeing are updated annually in collaboration with the board of governors (or similar).

Who is responsible for Safeguarding?

No single professional can have a full picture of a child's needs and circumstances.

This policy applies to all staff, including paid staff, volunteers and sessional workers, agency staff, organisations contracted to deliver services within setting, one-off visitors, students or anyone working on behalf of **Clapton Park URC / Old School Rooms**.

This policy relates to all children (anyone up to their 18th birthday) with whom **Clapton Park URC / Old School Rooms** works.



This policy will be readily available via our website [www.theroundchapel.org.uk] for professionals, parents and partners.

The policy will be given to parents prior to children commencing, and following each update. Support and consideration will be given to those parents for whom English is not a first language.

Who the policy refers to

The term 'children' used in this policy refers to all babies, children and young people i.e. from birth to 18 years. We may have concerns about children before they are born, such as when a woman is pregnant; these concerns can also be referred for support.

Our policy reflects the duty of care we have towards all children that use our building. While our staff and volunteers who are directly working with children will adhere to this policy, it is a requirement of all organisations and individuals working with children who hire our spaces to sign up to our policy when working in the building.

Effective inter-agency working

To be successful this policy requires greater accountability and integration of services – where there are concerns agencies are to take appropriate actions to address concerns, working to agreed policies and procedures in full partnership with other agencies, particularly **London Borough of Hackney**, the **Learning Trust** and the **United Reformed Church Thames North Synod**. This safeguarding children policy is for all staff and volunteers (paid and unpaid) involved in delivering services as a church and a community centre.

The voice of the child

All staff will endeavour to ensure that their approach is child- and family-centred. This means that they will consider, at all times, what is in the best interests of the child, and how to approach families with compassion and respect.

Staff will always seek to understand and give voice to the lived experience of a given child and young person within a setting, at home and within their wider community, even if children and young people are unable / unwilling to express their experience themselves.

Identifying Abuse

Being alert to abuse and to the fact that 'it could happen here' is crucial to safeguarding:

- An abused child will often experience more than one type of abuse, as well as other difficulties.



- Abuse reduces resilience in children and puts them at further risk of abuse throughout their lives.
- Abuse and neglect can happen over a period of time, but can also be a one-off event.
- Child abuse and neglect can have major long-term impacts on all aspects of a child's health, development and well-being.

Indicators

The warning signs of child abuse and neglect can vary from child to child. All staff, including sessional staff, should log even minor concerns about incidents and behaviour changes, and any other worries about children and young people.

Abuse is a form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

There are four main categories of abuse and neglect:

- physical abuse
- emotional abuse
- sexual abuse
- neglect.

Physical Abuse

Physical abuse is deliberately physically hurting a child. It might take a variety of different forms, including hitting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.

Physical abuse can happen in any family, but children may be more at risk if their parents have problems with drugs, alcohol and mental health or if they live in a home where domestic abuse happens.

Babies and disabled children also have a higher risk of suffering physical abuse, and physical abuse in young children is more likely to lead to permanent injury or fatality.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child. Physical abuse can also occur outside of the family environment.



Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.

Although the effects of emotional abuse might take a long time to be recognisable, practitioners will be in a position to observe it, for example, in the way that a parent interacts with their child.

Emotional abuse may involve deliberately telling a child that they are worthless, or unloved and inadequate. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction.

It may involve seeing or hearing the ill-treatment of another, which includes coercive control and domestic abuse.

It may involve serious bullying (including cyberbullying), 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 maltreatment of a child, although it may occur alone.

Sexual Abuse & Exploitation

Sexual abuse is any sexual activity with a child. You should be aware that many children and young people who are victims of sexual abuse do not recognise themselves as such. A child may not understand what is happening and may not even understand that it is wrong.

Sexual abuse can have a long-term impact on mental health. Sexual abuse may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside clothing. It may include non-contact activities, such as involving children in the production of sexual images, forcing children to look at sexual images or watch sexual activities, encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women and children are also perpetrators.

Child sexual exploitation is a form of sexual abuse where children are sexually exploited for Money, power or status. It can involve violent, humiliating and degrading sexual assaults. In some cases, young people are persuaded or forced into exchanging sexual activity for money, drugs, gifts, affection or status. Consent cannot be given, even where a child may believe they are voluntarily engaging in sexual activity with the person who is exploiting them. Child sexual exploitation doesn't always involve physical contact and can happen online. A



significant number of children who are victims of sexual exploitation go missing from home, care and education at some point.

Neglect

Neglect is a pattern of failing to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter. It is likely to result in the serious impairment of a child's health or development. Children who are neglected often also suffer from other types of abuse.

Neglect usually indicates a relationship issue between the parent and child.

A key task for staff and volunteers is to record all instances of neglect, however minor. This builds up a picture of the child's lived experience and provides the crucial evidence required at point of referral.

There are many different aspects in which neglect can manifest:

- Physical Neglect or Deprivation of Needs
- Medical Neglect
- Supervisory Neglect
- Environmental Neglect
- Educational Neglect
- Emotional Neglect

Child & Young People's Disclosures

Children and young people may disclose concerns to adults, and may do so knowing that what they are disclosing is a concern, and sometimes they will be unaware that their disclosure will signal concerns.

Wherever possible, staff/volunteers should make the time and space to listen and understand what the child / young person is disclosing. Don't be afraid to respond with compassion and empathy and to ask open questions if you're unsure about what the concerns are.



Especially vulnerable pupils

To ensure that all of our pupils receive equal protection we will give special consideration to children who are particularly vulnerable.

Children & Young People Especially Vulnerable

- Young carers
- Transgender children / young people
- Affected by parental substance misuse, domestic violence or parental mental health needs
- Asylum seekers
- Living away from home
- Vulnerable to being bullied, or engaging in bullying
- Living in temporary accommodation
- Live transient lifestyles
- Living in chaotic and unsupportive home situations
- Vulnerable to discrimination on the grounds of race, ethnicity, religion, disability or sexuality
- At risk of sexual exploitation
- Do not have English as a first language
- At risk of female genital mutilation (FGM)
- At risk of forced marriage
- At risk of being drawn into extremism.

This list provides examples of additionally vulnerable groups and is not exhaustive.

Our procedures to safeguarding children

All trustees, staff and volunteer appointments will be subject to a successful DBS check and that records will be maintained identifying details about these DBS checks . Only staff who have line management responsibilities or are directly overseeing volunteers will have access to these records. All of this will comply with our GDPR policy.

These records will be regularly reviewed and checks will be renewed after three years.

CPURC'S accessible safer recruitment policy will be followed when making any appointments that have responsibility for working with children.



All Premises and Nursery staff and volunteers will be subject to a DBS check.

At least 2 references will be sought for all staff and volunteers working with children and young people and these will be assessed prior to appointments being made

All new staff and volunteers will be provided with a formal induction programme that identifies, alongside other issues around employment and their position, the requirements of CPURC with regard to safeguarding children.

This formal induction process will be recorded and new staff and volunteers will sign off on completion of the process.

A record will be maintained of staff and volunteers who have undertaken this induction training and this will be available and accessible

Safeguarding training will be provided for all staff and volunteers, This training will be undertaken within 6 months of the post-holder starting work with CPURC and before any inter-agency training is undertaken

Any services provided or agencies working with CPURC will give appropriate priority to safeguarding children. They will share any concerns they may have at an early stage to encourage preventative action to be taken. These concerns include any signs of physical, emotional or mental abuse.

Each agency that works in partnership with CPURC will have a safeguarding policy in place and CPURC will ensure that each agency understands its contribution towards safeguarding children, for some this will be identifying and acting on concerns, for others this will be supporting the child once these concerns are identified

Essential information sharing between agencies is required for all services provided. Where there are any concerns, complaints, whistleblowing or allegations of abuse, these need to be shared with the lead officer for CPURC in the first instance and agreement reached about any action required. A record of any action undertaken will be made and shared as required.

Safeguarding Procedure in Setting

The trustees are responsible for safeguarding even if certain aspects are delegated to staff. Trustees are responsible for publishing the charity's safeguarding policy, stating that failure to follow the policy will be dealt with as a very serious matter. Safeguarding will be standing item on both trustee and staff meetings. The Centre Manger will also convene a quarterly Safeguarding meeting with all users and regular volunteers in the building, to update and inform them on changes to policy and to ensure issues or concerns are raised.



Designated Safeguarding Lead (DSL)

A Designated Safeguarding Lead (DSL) is appointed to support the management of safeguarding cases within the setting. Their name and contact details are:

[Joe Walker]

The Deputy Designated Safeguarding Lead(s) is/are:

[Fiona McAllister]

[Alison Davy]

A DSL or Deputy will be on site at all times during normal working hours. Staff and volunteers should be able to access DSLs for advice, information and signposting at all times during normal working hours. If, for some reason, the DSL is inaccessible, staff and volunteers must make a referral independently without delay, and liaising with the DSL as soon as is possible.

Recording

Recording of concerns should take place as close in time to the incident as reasonably possible, by filling an incident form, clearly noting the time of incident and of logging, and the person logging.

There are **computers** in the office place for this purpose for those sessional members of staff who do not have their own computer.

Where concerns are serious, in addition to logging concerns, staff should seek to speak to a DSL or deputy SL immediately either in person or by phone.

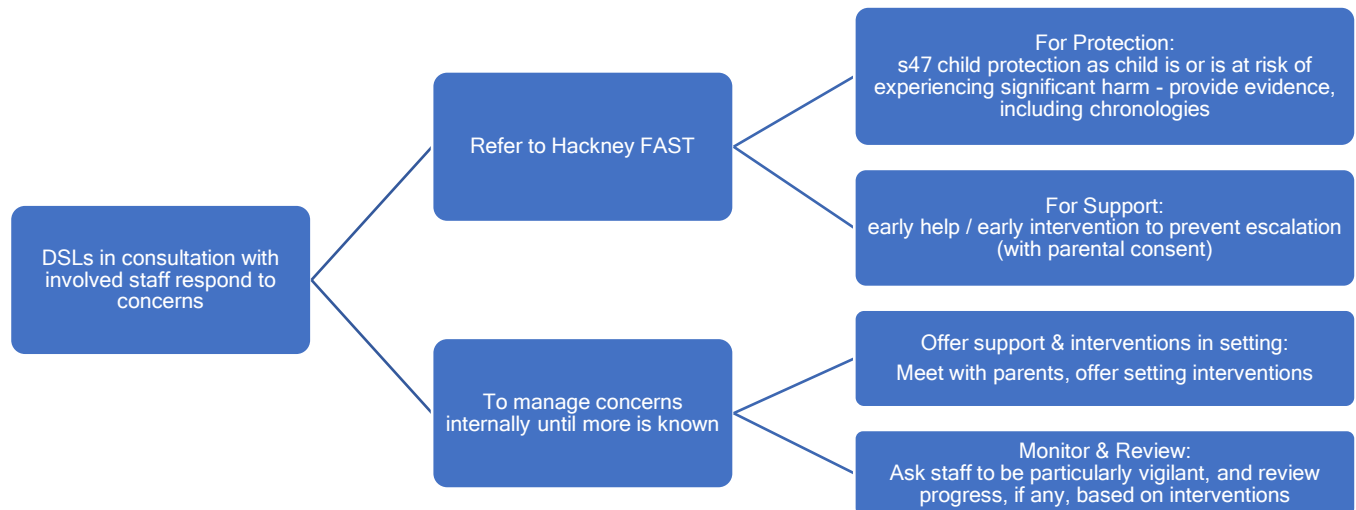
Information sharing

The Data Protection Act 2018 and GDPR 2016 **do not** prevent, or limit, the sharing of information for the purposes of keeping children safe. Fears about sharing information must not be allowed to stand in the way of the need to promote the welfare and protect the safety of children. Sharing information regarding safeguarding children and young people within setting enables staff to be especially vigilant around certain children.

If in doubt about sharing, see: [Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers 2018.](#)

DSL Decision-Making

In consultation with [Hackney First Access Screening Team \(FAST\)](#) [0208 356 5500] if necessary, Clapton Park URC / Old School Rooms DSLs and involved staff will decide together:



Referrals

[Hackney First Access Screening Team \(FAST\)](#) [0208 356 5500 / fast@hackney.gov.uk] is Hackney's single point of referral to social care for concerns regarding children, young people and vulnerable adults:

- Early Help (parental consent needed)
- Child in Need
- Child Protection
- Adult Safeguarding

Referrals to [Hackney First Access Screening Team \(FAST\)](#) [0208 356 5500 / fast@hackney.gov.uk] should be made immediately when there is a concern that the child is suffering significant harm or is likely to do so.

It is good practice to notify Hackney First Access Screening Team (FAST) [0208 356 5500 / fast@hackney.gov.uk] by phone and/or email to discuss the case prior to sending a written referral. This will help determine the level of intervention and will also give children's social care and the police time to make arrangements to come and see the child that same day in setting, if deemed necessary.

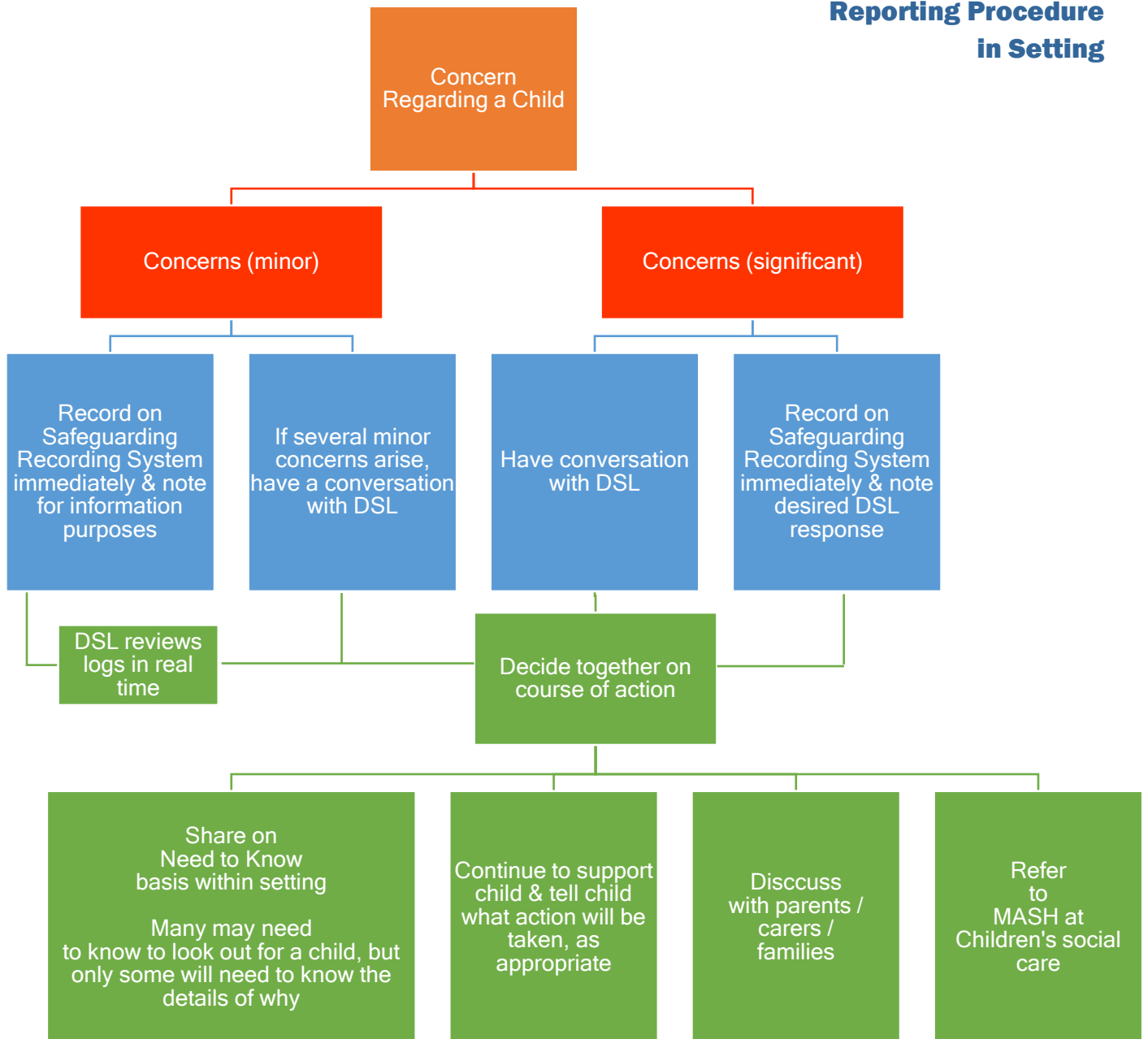
In setting, the DSL ordinarily takes responsibility for the referral process, in consultation with staff who know the child. Still, there are circumstances where another member of staff must refer without delay:



- If for some reason (e.g., during the summer break), the DSL is not available, the referral should be made without delay by any other member of setting staff
- If you disagree with your DSL's decision not to refer a case to MASH, it is your responsibility to refer the case, and to respectfully inform the DSL that you are doing so.

Should another member of staff refer instead, the DSL must be consulted and updated as soon as possible.

Reporting Procedure in Setting





Whistleblowing

Whistleblowing is 'making a disclosure in the public interest' and occurs when a worker (or member of the wider setting community) raises a concern about danger or illegality that affects others, for example pupils in the setting or members of the public.

All staff are made aware of the duty to raise concerns about the attitude or actions of staff in line with the setting's Code of Conduct / Whistleblowing policy.

We want everyone to feel able to report any child protection / safeguarding concerns. However, for members of staff, parents or others who feel unable to raise these concerns internally, they can call the NSPCC whistleblowing helpline on: 0800 028 0285 (line is available from 8:00 AM to 8:00 PM, Monday to Friday) or email: help@nspcc.org.uk.

Staff are also able to contact the Local Authority Designated Officer Hackney LADO on 0208 356 4569 / LADO@hackney.gov.uk.

Local contact numbers

CPURC'S Chair of Trustees - Rev. John Campbell

Clapton Park URC, Old School Rooms,

2 Powerscroft,

London E5 0PU.

CPURC/Old School Rooms Safeguarding Team

Lead officer - Joe Walker (Centre Manger)

Safeguarding officers: Emma Spinelli (Nursery Manager), Fiona McAllister (Community Development Manger - Families) and Alison Davy (Drop-in Manager)

Safeguarding Trustee: Abi Kingston

Clapton Park URC, Old School Rooms, 2 Powerscroft, London E5 0PU.

Safeguarding@theroundchapel.org.uk

Telephone: 020 85339676



City and Hackney Safeguarding Children Board (CHSCB)

The City & Hackney Safeguarding Children Board (CHSCB) is the key statutory body overseeing arrangements for safeguarding children and young people across the City of London and the London Borough of Hackney

Web site: <http://www.chscb.org.uk/>

Address: CHSCB, Hackney Service Centre,

1 Hillman Street, Hackney,

London E8 1DY

Worried About a Child?

Please contact City of London Children & Families Team

Phone: 0207 332 3621

Hackney First Access Screening Team (FAST)

Phone: 0208 356 6956

E-mail: Fast@hackney.gov.uk

Emergency Duty Social Worker - out of hours service:

For emergency out of hours (5pm – 9am), please contact:

Emergency Duty Team for children aged 0 - 18

Phone: 0208 356 2710

Worried about an adult?



Emergency Duty Team for adults

For emergency out of hours (5pm - 9am) adults social care service, please contact:

Phone: 020 8356 2300

Police Hackney Child Abuse Investigation Team

1 Cam Road, Stratford,

London E15 2SY

Telephone: 020 8217 6552 or 999 (in an emergency)

Children's Social Services Children and Families Access and Assessment Centre

1 Hillman Street,

London E8 1DY

Telephone: 020 8356 5500 (Duty Main Line for daytime calls)

020 8356 2346 (Emergency Out of Hours calls)

For more information please go to www.hackney.gov.uk/childprotection.htm