

# **Safeguarding and Child Protection Policy**

**CROPS**

January 2023

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# 1. Organisation Details

CROPS

Address: 68a Westgate, PE1 1RG

Tel No: 01733 352701

General Email address: hello@crops.org.uk

Director: Matt Wild

Director Contact Telephone / Email: 01733 352701 matt.wild@crops.org.uk

**Safeguarding Trustee Name:** Steve Warburton

Safeguarding Trustee Contact Telephone / Email: releasingsuccess@gmail.com

**Safeguarding Coordinator Name:** Matt Wild

Safeguarding Coordinator Contact Telephone / Email: 01733 352701 matt.wild@crops.org.uk

Charity Number: 1157651

The following is a brief description of our organization, and the type of work / activities we undertake with children and young people:

*CROPS (Christian Options in Peterborough Schools) are a Christian education charity who predominately work in schools. CROPS aim to help children and young people gain an understanding of the Christian Faith, and its relevance to life today. In its work in schools, CROPS also support the needs of young people pastorally through a mentoring project and lunchtime clubs, developing the whole individual.*

*CROPS provide a wide range of resources to primary and secondary schools through assemblies, lunch-clubs, curriculum input for Religious Education, chaplaincy work, special 'off-timetable' projects, and targeted pastoral support in liaison with school pastoral teams.*

*In addition to this, CROPS support local youth workers and youth work in churches through events like 'Togethert' (monthly youth worship-outreach event) and 'Letton Houseparty' a residential/retreat; as well as running a Gap Year programme for school leavers.*

## 2. Our Commitment

CROPS recognise the need to provide a safe and caring environment for children, young people and adults. We acknowledge that children, young people and adults can be the victims of physical, sexual and emotional abuse, and neglect.

We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”.

We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

CROPS have therefore adopted the procedures set out in this safeguarding policy in accordance with statutory guidance. We are committed to build constructive links with statutory and voluntary agencies involved in safeguarding.

### **CROPS will:**

- Endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- Support the Safeguarding Coordinator(s) in their work and in any action they may need to take in order to protect children and adults with care and support needs.
- Safely recruit, train and support all those with any responsibility for children, young people and adults to have the confidence and skills to recognise and respond to abuse.
- Ensure that there is appropriate insurance cover for all activities involving children and adults undertaken in the name of the parish.
- Display details of who to contact if there are safeguarding concerns or support needs where appropriate.
- Listen to and take seriously all those who disclose abuse.
- Offer support to victims/survivors of abuse regardless of the type of abuse, when or where it occurred
- Ensure that health and safety policy, procedures and risk assessments are in place and that these are reviewed annually.
- Review the implementation of the Safeguarding Policy, Procedures and Practices at least annually.

### **3. Prevention**

We recognise that high self-esteem, confidence, supportive friends and good lines of communication with a trusted adult help to protect children.

#### CROPS will therefore:

- Establish and maintain an environment where children feel safe, including in a digital context, and are encouraged to talk and are listened to.
- Ensure children know that there are adults whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon as appropriate.

#### **Safer recruitment – Staff**

CROPS recognises that appropriate recruitment and selection procedures are a vital part in developing and maintaining a safe environment for children and young people.

CROPS will ensure all workers will be appointed, trained, supported and supervised in accordance with government guidance on safe recruitment. This includes ensuring that:

- There is a written job description / person specification for the post
- Those applying have completed an application form and a self-declaration form
- Those short listed have been interviewed
- Safeguarding has been discussed at interview
- Written references have been obtained, and followed up where appropriate
- A disclosure and barring check has been completed where necessary (we will comply with Code of Practice requirements concerning the fair treatment of applicants and the handling of information)
- Qualifications where relevant have been verified
- A suitable training programme is provided for the successful applicant
- The applicant has completed a probationary period
- The applicant has been given a copy of the organisation's safeguarding policy and knows how to report concerns.

#### **Safer recruitment – Volunteers**

- All volunteers will be asked to complete an application form
- All volunteers will be asked to complete a self-declaration form
- All volunteers will be asked to provide suitable references
- All volunteers will be asked to attend an interview
- A self-declaration form will be used so that interviewed applicants can declare and discuss any convictions (and their context) with the organisation

## **Safeguarding training**

CROPS is committed to on-going safeguarding training and development opportunities for all workers, developing a culture of awareness of safeguarding issues to help protect everyone. All our workers will receive induction training and undertake recognised safeguarding training on a regular basis.

CROPS will also ensure that children and adults with care and support needs are provided with information on where to get help and advice in relation to abuse, discrimination, bullying or any other matter where they have a concern.

## **4. Practice**

**The Designated Safeguarding trustee is:** Steve Warburton

**The Designated Safeguarding coordinators are:** Matt Wild and Chris Wild

CROPS will:

Ensure every member of staff and volunteer working with children knows:

- the name of the designated safeguarding coordinator
- how to identify the signs of abuse and neglect;
- how to pass on and record concerns about a child;
- that they have an individual responsibility to be alert to the signs and indicators of abuse; and for referring child protection concerns to the DSC
- that they have a responsibility to provide a safe environment in which children can learn;

Ensure all staff members undergo safeguarding and child protection training at induction. Ensure that staff training is regularly updated and that in addition to this training all staff members receive regular safeguarding and child protection updates as required **but at least annually**.

Ensure that all staff, paid and unpaid, recognise their duty and feel able to raise concerns about poor or unsafe practice in regard to children and that such concerns are addressed sensitively and effectively in a timely manner.

Ensure that this policy is available publicly either via the website or by other means.

## **Record Keeping**

CROPS will:

Keep clear, detailed, accurate, written records of concerns about children (noting the date, event and action taken), even where there is no need to refer the matter to Social Care immediately.

Ensure all paper records are kept securely, and in a locked location.

## **Confidentiality and information sharing**

The Data Protection Act 2018 does not prevent school staff from sharing information with relevant agencies, where that information may help to protect a child

CROPS will ensure staff and volunteers are aware that they have a professional responsibility to share information with other agencies in order to safeguard children

## 5. Responding

### Responding to allegations of abuse

Under no circumstances should a volunteer or worker carry out their own investigation into an allegation or suspicion of abuse. Follow procedures as below:

- Documenting a concern

The worker or volunteer should make a report of the concern in the following way:

- The person in receipt of allegations or suspicions of abuse should report concerns as soon as possible to:

**Name: Matt Wild**

**Tel:** 07802410126

**Email:** matt.wild@crops.org.uk

The above is nominated by the Leadership to act on their behalf in dealing with the allegation or suspicion of neglect or abuse, including referring the matter on to the statutory authorities.

- In the absence of the Safeguarding Co-ordinator or, if the suspicions in any way involve the Safeguarding Co-ordinator, then the report should be made to:

**Name: Steve Warburton**

**Tel:**

**Email:** releasing success@gmail.com

If the suspicions implicate both the Safeguarding Co-ordinator and the Deputy, then the report should be made in the first instance to:

**thirtyone:eight** PO Box 133, Swanley, Kent, BR8 7UQ.

Tel: 0303 003 1111.

Alternatively contact Social Services or the police.

- The Safeguarding Co-ordinator should contact the appropriate agency or they may first ring the **thirtyone:eight** helpline for advice. They should then contact social services in the area the child or adult lives.

**Children's Social Services:**

**Tel:** 01733 864180

**Out of hours Tel:** 01733 234724

- The Safeguarding Co-ordinator may need to inform others depending on the circumstances and/or nature of the concern
  - Chair or trustee responsible for safeguarding who may need to liaise with the insurance company or the charity commission to report a serious incident.
  - Designated officer or LADO (Local Authority Designated Officer) if the allegation concerns a worker or volunteer working with someone under 18.
- Suspicions must not be discussed with anyone other than those nominated above. A written record of the concerns should be made in accordance with these procedures and kept in a secure place.
- Whilst allegations or suspicions of abuse will normally be reported to the Safeguarding Co-ordinator, the absence of the Safeguarding Co-ordinator or Deputy should not delay referral to Social Services, the Police or taking advice from thirtyone:eight.
- CROPS will support the Safeguarding Co-ordinator/Deputy in their role and accept that any information they may have in their possession will be shared in a strictly limited way on a need to know basis.
- It is, of course, the right of any individual as a citizen to make a direct referral to the safeguarding agencies or seek advice from thirtyone:eight, although the Leadership hope that members of the place of worship / organisation will use this procedure. If, however, the individual with the concern feels that the Safeguarding Co-ordinator/Deputy has not responded appropriately, or where they have a disagreement with the Safeguarding Co-ordinator(s) as to the appropriateness of a referral they are free to contact an outside agency direct. We hope by making this statement that the Leadership demonstrate its commitment to effective safeguarding and the protection of all those who are vulnerable.

The role of the safeguarding co-ordinator/ deputy is to collate and clarify the precise details of the allegation or suspicion and pass this information on to statutory agencies who have a legal duty to investigate.

**Detailed procedures where there is a concern about a child:**

**Allegations of physical injury, neglect or emotional abuse.**



If a child has a physical injury, a symptom of neglect or where there are concerns about emotional abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact Children's Social Services (or thirtyone:eight) for advice in cases of deliberate injury, if concerned about a child's safety or if a child is afraid to return home.
- Not tell the parents or carers unless advised to do so, having contacted Children's Social Services.
- Seek medical help if needed urgently, informing the doctor of any suspicions.
- For lesser concerns, (e.g. poor parenting), encourage parent/carer to seek help, but not if this places the child at risk of significant harm.
- Where the parent/carer is unwilling to seek help, offer to accompany them. In cases of real concern, if they still fail to act, contact Children's Social Services direct for advice.
- Seek and follow advice given by thirtyone:eight (who will confirm their advice in writing) if unsure whether or not to refer a case to Children's Social Services.

### **Allegations of sexual abuse**

In the event of allegations or suspicions of sexual abuse, the Safeguarding Co-ordinator/Deputy will:

- Contact the Children's Social Services Department Duty Social Worker for children and families or Police Child Protection Team direct. They will NOT speak to the parent/carer or anyone else.
- Seek and follow the advice given by thirtyone:eight if for any reason they are unsure whether or not to contact Children's Social Services/Police. Thirtyone:eight will confirm its advice in writing for future reference.

### **Allegations of abuse against a person who works with children/young people**

If an accusation is made against a worker (whether a volunteer or paid member of staff) whilst following the procedure outlined above, the Safeguarding Co-ordinator, in accordance with Local Safeguarding Children Board (LSCB) procedures will:

- Liaise with Children's Social Services in regards to the suspension of the worker
- Make a referral to a designated officer formerly called a Local Authority Designated Officer (LADO) whose function is to handle all allegations against adults who work with children and young people whether in a paid or voluntary capacity.

- Make a referral to Disclosure and Barring Service for consideration of the person being placed on the barred list for working with children or adults with additional care and support needs. This decision should be informed by the LADO if they are involved.

## **Responding when a child or young person discloses abuse**

It is likely that a child or young person who has been abused will have given a lot of thought as to whether they should disclose the abuse. It is highly likely that they will be nervous and afraid that they might be rejected, blamed or not believed. It is important that staff and volunteers follow the steps outlined below:

### **Stay calm**

Remain calm and natural. You have been approached because you are trusted, not because you are an expert counsellor. Do not promise to keep the information secret; you may have to inform an appropriate person. You must take any disclosure seriously and reassure the young person that you believe them.

### **Listen and take the allegation seriously**

Listen to what the child or young person is saying. Give them the time and opportunity to tell you as much as they are able and willing to.

Do not pressurise them and allow them to disclose information at their own pace. You should not investigate, ask leading questions or ask specific or explicit questions.

You should only clarify what they are willing to tell you in their own words. Try to do this in an appropriate place, such as a room where other people can see in through an open door or window.

Whilst it's important to respect the young person's privacy it should not be at the expense of other child protection measures.

### **Reassure**

Reassure them that you believe what they are saying and that you know it is not their fault. You should also give them some indication of what you will do next with the information that they have given you.

### **Confidentiality**

Reiterate that you cannot promise to keep the information secret. You must take any disclosure seriously. Details of the disclosure should only be passed onto the safeguarding coordinator or safeguarding trustee who should refer the case to the appropriate authorities

Wherever possible you should try not to discuss any concerns that you have about a child or young person in a way that may lead others to suspect that they are being abused.

## 6. The 4 Categories of abuse

**Physical Abuse** - may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Neglect** - persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development.

It may occur during pregnancy as a result of maternal substance misuse.

It may involve the neglect of or lack of responsiveness to a child's basic emotional needs.

It also includes parents or carers failing to:

- Provide adequate food, clothing and shelter including exclusion from home or abandonment
- Protect a child from physical and emotional harm or danger
- Ensure adequate supervision including the use of inadequate care-givers
- Ensure access to appropriate medical care or treatment

**Emotional Abuse** - Is the persistent emotional maltreatment so as to cause severe and adverse effects on a child's emotional development.

It may involve conveying to a child that they are:

- Worthless
- Unloved
- Inadequate
- Valued only insofar as they meet another persons needs

It may include:

- not giving the child opportunities to express their views
- deliberately silencing them
- 'making fun' of what they say or how they communicate

It may also feature age or developmentally inappropriate expectations being imposed on children including:

- interactions that are beyond the child's developmental capability
- overprotection and limitation of exploration and learning
- preventing participation in normal social interaction.

It may involve:

- Seeing or hearing the ill-treatment of another
- Serious bullying (including cyberbullying) causing children frequently to feel frightened or in danger
- The exploitation or corruption of children

Some level of emotional abuse is involved in all types of maltreatment although it may occur alone

**Sexual Abuse** – involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

This may involve:

- physical contact including assault by penetration (e.g. rape or oral sex)
- non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing
- non-contact activities involving:
  - children in looking at, or in the production of, sexual images,
  - children in watching sexual activities
  - or encouraging children to behave in sexually inappropriate ways
  - grooming a child in preparation for abuse (including via the internet).

Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

## 7. Important Contacts - Cambridgeshire and Peterborough

Cambridgeshire and Peterborough Safeguarding Children Partnership Board – Safeguarding Inter-Agency Procedures <http://www.safeguardingcambspeterborough.org.uk/children-board/>

Education Safeguarding Team

[ECPSGeneral@cambridgeshire.gov.uk](mailto:ECPSGeneral@cambridgeshire.gov.uk)

Police Child Abuse Investigation Unit

Tel: 101

### Useful Contacts - Peterborough

Early Help

Tel: 01733 863649

Customer Service Centre – social care referrals

Tel: 01733 864180

Emergency Duty Team (Out of hours)

Tel: 01733 234724

Local Authority Designated Officer (LADO)

Gisela Jarman

Tel: 01733 864038

Jane Bellamy

Tel: 01733 864790

## 8. Declaration

This policy was ratified on .....

and will be reviewed on .....

Signed by the Chair of Trustees

Designated Safeguarding Coordinator

PP- 



SAFEGUARDING TRUSTEE.