Pembroke Safeguarding
Children and Young People Policy

Pembroke Youth Service is committed to safeguarding young people at all times and preventing abuse or neglect of any kind. We recognise our responsibility to safeguard the welfare of all children and young people, by a commitment to practice which protects them and responds appropriately to any disclosures or concerns about potential abuse.

The terms *children and young people* refer to people who have not yet reached their 18th birthday. (The terms *children and young people* are generally used interchangeably*).*

We recognise that:

• the welfare of the child/young person is paramount,

• all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types from harm or abuse,

• working in partnership with children, young people, their parents, carers and agencies is essential in promoting young people's welfare.

The purpose of the policy:

• To provide protection for the children and young people who interact with Pembroke Youth service, including the children of adult members or users.

• To provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of, harm.

This policy is supported by procedural guidance which should be followed when there is suspicion of abuse or an allegation of abuse has been made.

We will have clear procedures in place to report suspected abuse and neglect to the relevant agencies in accordance with the guidelines of the local Safeguarding Children Partnership.

This policy applies to all staff, including managers and the board of directors, along with paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Pembroke Youth Service.

We will seek to safeguard children and young people by:

- valuing them, listening to and respecting them,
- recruiting staff and volunteers safely, ensuring all necessary checks are made,
- sharing information about concerns with agencies who need to know, and involving parents and children appropriately,
- providing staff and volunteers with support and appropriate training.

We are also committed to reviewing our policy and good practice annually.

Designated Person for Child Protection

Name: Mandi Leaves

Work Telephone number: 01752607277

Mobile Number: 07739157053

Designated Management Committee Child Protection Contact

Name: Will Watts

Work telephone number: 01752607277

Mobile number: 07791604028

Emergency contact no: 07884920059

Pembroke Youth Service Child Protection Procedures / Guidelines

Introduction

These procedures have been designed to ensure that the welfare and protection of any child and/or young person who accesses the services provided by Pembroke Youth Service. The procedures recognise that child protection can be a very difficult subject for workers to deal with to the extent that it is sometimes easier to close your eyes to what is happening or believe that it is somebody else's problem to deal with. Pembroke Youth Service is committed to the belief that protecting children and young people is everybody's responsibility and therefore the aim here is to provide guidelines that will enable all workers and volunteers to act appropriately to any concerns that arise in respect of a child/young person.

Pembroke Youth Service is committed to equal opportunities and cultural diversity. We promote relationships with our diverse partners. Pembroke Youth Service does not tolerate discrimination for any reason including religion, background, gender, age, sexual orientation or race.

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Section 1 - Recognising the Signs and Symptoms of Abuse

Pembroke Youth Service will ensure that identified staff members whether paid or unpaid, undertake appropriate training dependent upon their role to gain a basic awareness of the signs and symptoms of child abuse and recognises how concerns about a child or young person's safety can come to light. For example:

- a child or young person alleges that abuse has taken place or that they feel unsafe,
- a third party or anonymous allegation is received,
- a child or young person's appearance, behaviour, play, drawing or statements cause suspicion of abuse and/or neglect,

- a child or young person reports an incident(s) of alleged abuse which occurred some time ago,
- a report is made regarding the serious misconduct of a worker towards a child or young person.

Also see Appendix 1 for Definitions of Abuse

Section 2 Guidance on how to respond to a person disclosing abuse

DO's:

• Do treat any allegations extremely seriously and act at all times towards the child as if you believe what they are saying,

• Do tell the child they are right to tell you,

• Do reassure them that they are not to blame,

• Do be honest about your own position, who you have to tell and why,

• Do tell the child what you are doing and when, and keep them up to date with what is happening,

• Do take further action – you may be the only person in a position to prevent future abuse – tell your nominated person immediately,

• Do write down everything said and what was done.

DON'T's:

• Don't make promises you can't keep,

• Don't interrogate the child – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this,

• Don't cast doubt on what the child has told you, don't interrupt or change the subject,

• Don't say anything that makes the child feel responsible for the abuse,

• Don't do nothing – make sure you tell your Designated Safeguarding Officer immediately – they will know how to follow this up and where to go for further advice.

Section 3 Managing Allegations made against a member of Staff / Volunteer

Pembroke Youth Service will ensure that any allegations made against members or a member of staff will be dealt with swiftly and in accordance with these procedures:

- The worker must ensure that that the child is safe and away from the person against whom the allegation is made,
- The Designated Person for child protection should be informed immediately. In the case of an allegation involving the named person, alternative arrangements should be sought to ensure that the matter is dealt with by an independent person.
- The named person should contact **Jane Parmenter**, the local authority designated officer (LADO) on **01752 306340** for advice on how to proceed with the immediate

situation. Outside of working hours the Emergency Duty Team **01752 346984** can give advice and/or in the event of an emergency situation arising, the police,

- The individual who first received/witnessed the concern should make a full written record of what was seen, heard and/or told as soon as possible after observing the incident/receiving the report. It is important that the report is an accurate description. This report must be made available on request from either the police and/or M.A.S.H. 01752 304339 or 01752 668000.

Section 4 Safe recruitment practices

Pembroke Youth Service will use the following checklist for safer recruitment:

1. Write a clear job/role description (what tasks the applicant will do) and a role profile (what skills the person will be expected to have).
2. Use application forms to assess the candidate's suitability for the role. This makes it easier to compare the experience of candidates and helps you to get all of the important information you need to ask.
3. Make it clear that Pembroke Youth Service has a commitment to safeguarding and protecting children. You could include this in a job application pack.
4. Where possible have a face-to-face interview with pre-planned and clear questions. Include a question about whether they have any criminal convictions, cautions, other legal restrictions or pending cases that might affect their suitability to work with children.
5. Check the candidate's identity by asking them to bring photographic ID.
6. Check the candidate actually holds any relevant qualifications they say they have.
7. Apply for a Disclosure and Barring Service check if appropriate to the individual's role.
8. Take up references for all members of frontline staff who have regular contact with children. Ask specifically about an individual's suitability to work with children.
9. Provide a copy of your organisation's child protection policy and procedures.

Section 5 Induction and Training for Staff and Volunteers

All staff and volunteers will be given details of this safeguarding policy, as well as how to use our policies and procedures, as part of their induction as well as the health and safety procedures. All new staff and volunteers should be adequately supervised and their progress reviewed on a regular basis. All new staff and volunteers will need to complete an enhanced Disclosure and Barring Service (DBS) check when they join and every 3 years thereafter.

Pembroke Youth Service will identify which staff and volunteers are required to participate in the relevant Child Protection training courses and be responsible for arranging this training and ensuring relevant updating takes place.

Section 6 Photography & Filming

We will not permit photographs, video or other images of children or young people to be taken without the consent of the parents/carers and children. Should Pembroke Youth Service require photographs, video or other images of children or young people for our own promotional purposes, Pembroke Youth Service will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform Pembroke Youth Service immediately.

Section 7 Internet, Social Media and Mobile Phone acceptable use

Pembroke Youth Service understand the importance of emerging technologies for children's education and personal development but recognise that appropriate safeguards need to be in place to ensure children are kept safe at all times. Risks include access to inappropriate or illegal content, online bullying, online grooming and radicalisation. Controls will be put in place to manage access to technology during youth work sessions. Staff and volunteers will remain alert to these potential risks and raise any concerns to the safeguarding lead.

Section 8 - A Named Person(s) for Child Protection

Pembroke Youth Service has an appointed individual who are responsible for dealing with any child protection concerns. In their absence, a deputy will always be available for workers to consult with. The named persons for Child Protection within Pembroke Youth Service are:

Designated Person for Child Protection
Name: Mandi Leaves
Work telephone number: 01752607277
Mobile number: 07739157053

Designated Trustee/Management Committee Child Protection Contact
Name: Will Watts
Work telephone number: 01752607277
Mobile number: 07791604028
Emergency contact no: 07884920059

The role and responsibilities of the named person(s) are:

- To ensure that all staff are aware of what they should do and who they should go to if they are concerned that a child/young person may be subject to abuse or neglect.

- Ensure that any concerns about a child/young person are acted on, clearly recorded, referred on where necessary and, followed up to ensure the issues are addressed.

- The Named Person will record any reported incidents in relation to a child/young person or breach of Child Protection policies and procedures. This will be kept in a secure place and its contents will be confidential.

Section 9 - Recording and managing confidential information.

If Pembroke Youth Service becomes concerned that a child/young person may be at risk of significant harm, then the organisation has a duty to refer their concerns to the relevant agencies / Multi Agency Safeguarding Hub. Where possible this should be done with the child's/young person's consent, but, if necessary, such consent should be set aside in the interests of the child/young person concerned.

Staff (paid / unpaid) will be responsible for completing the incident report form (in Appendix 3). This is for recording concerns / allegations of abuse, harm and neglect and the person who receives the allegation or has the concern should complete the pro-forma.

Access to those records needs to be limited to people in named roles who either need to know about the information in those records and/or who manage the records/files. Record keeping is also governed by the General Data Protection Regulations Act 2018.

Section 10 Avoiding accidents and running safe events

The organisation will strive to identify and manage physical risks to children and young people when they take part in activities through:

- having a health and safety policy and risk assessment process in place covering the venue and activities;
- carrying out risk assessments in advance of outings and special events;
- ensuring that there are regular checks on equipment used by children, staff and volunteers in the organisation;
- having clear guidelines on parental consent to activities and, where appropriate, the consent of young people;
- users completing a registration form giving us details about their needs (medical, dietary, allergies, care needs), these will be kept easily available during sessions;
- There being a trained designated first aider.

Section 11 Reviewing Policies and Procedures

Pembroke Youth Service will review this policy on an annual basis and this will be signed by Youth Team Leader or his/her deputy when the revised policy has been accepted. Any changes/amendments will be clarified and shared with staff and where significant changes appear these must be relayed to parents/carers.

Date that the policy was last amended / reviewed

Signature of the Safeguarding Lead:



Date of the next Review:

14.03.2027

Appendix 1

Definitions 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/carer fabricates the symptoms of, or deliberately induces illness in a child.

EMOTIONAL ABUSE: Is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, 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, though it may occur alone.

SEXUAL ABUSE: Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images, watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

NEGLECT: Is the 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. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer 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

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Appendix 2

Useful Contacts/Support Organisations

If you have concern that a child is being harmed as a result of abuse or neglect, you must not keep these concerns to yourself. Keeping children safe is everyone's responsibility.

You need to ensure that you either speak to your own organisations 'Designated Safeguarding Officer' or the Devon Multi Agency Safeguarding Hub (MASH) both of whom can listen to and record your concern and then take appropriate action.

In Devon, these are the numbers that you can ring for advice and to make a referral:

- Pembroke Youth Service Designated Safeguarding Officer Contact Phone Number 01752607277.
- **Plymouth Multi Agency Safeguarding Hub (MASH)**
  Tel: 01752 668000
  Select Children's Services – Option 1
  Email: MASH@plymouth.gov.uk
- If you have reason to believe that a child is at immediate risk of harm, ring the police on 999.
- NSPCC 24 hour National Child Protection Helpline on 0808 800 5000.

Appendix 3

Initial Issue/Concern Reporting Form

Please provide information on this form, if you have a concern or an issue relating to someone or something at your youth club.

Name of child/adult:	**Male/Female** **Age/Date of Birth:**
Address:	
What is the concern? (include details of the person whose behaviour has raised concerns)	
When and where did this concern/incident occur?	
Do you have any other comments?	
Your name:	**Club:** **Club Role:**
Address:	Email address: Mobile Phone No:

Approval and sign-off:

Approved by (full name):	
Role:	
Signature:	
Review date:	
Document version:	
Date read:	

Version Control:

Date	Notes	Staff Name
21.02.25	Added paragraph about DBS checks, online safety risks, GDPR	Will Watts
10.04.26	Added additional paragraph from PCH safeguarding policy regarding purpose of the policy and in section 4.8 an add-on comment was inserted	Gianna Schorno
10.04.26	Added additional definition of children and young people from the PCH policy	Gianna Schorno