



Growing Young Minds

G. Y. M

Safeguarding Policy

Date: December 2017

This policy applies to all staff, including senior managers and the board of trustees, paid staff, volunteers and seasonal workers, agency staff, students or anyone working on behalf of **Growing Young Minds**.

The purpose of this policy is:

- to protect children and young people who receive **Growing Young Minds** services.
- to provide staff with the overarching principles that guide our approach to safeguarding. **Growing Young Minds** 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 practice in a way that protects them.

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
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children

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.



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

- valuing them, listening to and respecting them
- adopting child protection 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 and training
- recruiting staff and volunteers safely, ensuring all necessary checks are made
- sharing information about child protection and good practice with children, parents, staff and volunteers
- sharing concerns with agencies who need to know, and involving parents and children appropriately

Behaviour and abuse

We should all aim to promote an environment of trust and understanding. Those working with children/vulnerable adults should not tolerate unsociable behaviour but should try to ensure good working relationships.

All tutors, staff and workers at **Growing Young Minds** have a strict duty never to subject any child/vulnerable adult to any form of harm or abuse. This means that it is unacceptable, for example, to treat a child/vulnerable adult in any of the following ways:

- to slap
- to hold them in such a way that it causes pain, or to shake them
- to physically restrain them except to protect them from harming themselves or others
- to take part in horseplay or rough games
- to allow or engage in inappropriate touching of any kind
- to do things of a personal nature for the person that they can do for themselves (this includes changing clothing, or going to the toilet with them unless another adult is present)
- to allow or engage in sexually suggestive behaviour within a person's sight or hearing, or make suggestive remarks to or within earshot
- to give or show anything which could be construed as pornographic
- to seek or agree to meet them anywhere outside of the normal workplace without the full prior knowledge and agreement of the parent, guardian or carer.
- to engage with them online in an unacceptable manner.

Suspensions of abuse

Any worker who witnesses or suspects abusive behaviour towards a child/vulnerable adult should record the details and report it to Joanne Powell, Managing Director. It is NOT the individual's responsibility to investigate his/her suspicions - this requires expertise he/she is not expected to have.

Any allegations of abuse made against anyone working for **Growing Young Minds** will be thoroughly investigated and dealt with through our disciplinary procedure for employees. Serious breaches may lead to dismissal (for employees) or termination of any agreement (for tutors, workers or volunteers).



A **Growing Young Minds** Director will appropriately record an allegation or reported incident. He/she will be responsible for contacting the statutory child protection agency such as the Local Safeguarding Children Board or the police if necessary.

Confidentiality

All personal information regarding children/vulnerable adults is highly confidential and should only be shared with appropriate people on a need to know basis. Information will be stored in the Growing Young Mind offices at 6 Milton Road, access limited to employees who are required to access it to fulfil their duties and will only be kept for as long as is needed.

Contact outside of work

Contact should not be made with any of the children/vulnerable adults with whom we are working for any reason unrelated to the particular work. In particular, our self-employed tutors and employees are required to maintain our reputation for integrity and responsibility in dealing with such people, and should not enter into any social or other non-work related arrangements with them.

Gifts and inducements

On no account should anyone from **Growing Young Minds** give a child/vulnerable adult a gift or buy refreshments etc which could be in any way considered as a bribe or inducement to enter into a relationship with the **Growing Young Minds** person or give rise to any false allegations of improper conduct against the individual.

DBS

Growing Young Minds will ensure that all self-employed tutors, workers or volunteers have a recent DBS check that show they are able to work with children and young adults. **Growing Young Minds** will hold a copy of each DBS check on file.

Communicating this policy and concerns

All employees and workers at **Growing Young Minds** will be made aware of this policy.

A copy of the policy shall be provided to any person who requests it.

Any concerns about the assignment or people involved should be addressed with a **Growing Young Minds** Director.

Breach of this policy

Failure to follow the guidelines in this policy is considered a serious offence and will be investigated thoroughly and dealt with through our disciplinary procedure for employees. Serious breaches may lead to dismissal (for employees) and termination of any agreement (for self-employed tutors, workers or volunteers).