



---

# **SAFEGUARDING CHILDREN AND CHILD PROTECTION POLICY**

---

<b>Adopted by Utopia - for review by the Board of Directors</b>
<b>Updated August 2022</b>
<b>For review - Annually - Review targets annually</b>

<b>Role:</b>	<b>Name/ Details:</b>	<b>Contact:</b>
<b>Designated Safeguarding Lead</b>	<b>Danny Cooke</b>	<b>07955656819</b>
<b>Deputy Designated Safeguarding Lead</b>	<b>Gino King &amp; Vanessa Margetts</b>	<b>07590208448 07800587750</b>
<b>Nominated Director for Safeguarding and CP</b>	<b>Sarah Clarke</b>	<b>07858715305</b>
<b>Local Authority Designated Officer (LADO)</b>	<b>Pamela Cope</b>	<b><u>safeguardingunit@wirral.gov.uk</u></b>
<b>Head of Safeguarding Children</b>	<b>Joe Banham</b>	<b>0151 666 4371</b>
<b>Prevent Co-ordinator</b>	<b>Sgt Martin Leyland</b>	<b><u>Prevent@merseyside.police.uk</u></b>
<b>Director of Children's Services</b>	<b>Simone White</b>	<b>0151 606 2000</b>
<b>Integrated Front Door</b>	<b>Mon-Fri, 9:00am - 5.00pm Outside of these hours</b>	<b>Tel: 0151 606 2008 <u>ifd@wirral.gov.uk</u> Tel: 0151 677 6557</b>
<b>Police</b>	<b>101 for non-emergency but possible crime</b>	<b>999 101</b>
<b>Education Worker</b>	<b>Gemma Morris</b>	<b><u>gemmamorris@wirral.gov.uk</u></b>

### Record of Safeguarding Training:

<b>Type of Training:</b>	<b>Date completed:</b>	<b>Next due date:</b>
<b>Whole Centre Safeguarding Training (Due every three years)</b>	<b>06/09/2021</b>	<b>06/09/2023</b>
<b>Senior Designated Safeguarding Lead (DSL) (Due every 2 years)</b>	<b>9/12/2020</b>	<b>9/12/2022</b>
<b>Deputy Senior Designated Safeguarding Lead (DSL)(Due every 2 years)</b>	<b>02/07/2021</b>	<b>02/07/2023</b>
<b>Staff Refresher/updates (Annual)</b>	<b>06/09/2021</b>	<b>06/09/2022</b>
<b>Safer Recruitment Training Name &amp; Date of training (Due every 5 years)</b>	<b>29/5/2019</b>	<b>29/5/2024</b>

<b>SUMMARY</b>
----------------

**‘Local agencies have a duty under section 11 of the Childrens Act 2004 to ensure that they consider the need to safeguard and promote the welfare of children when carrying out their functions.’ Working Together to Safeguard Children (2018)**

**This Policy identifies the overall responsibility of the Managing Director and operational staff for ensuring the safety, health, wellbeing, reduction of risks, safeguarding and protection of young people with whom the Company engages in its operational activities.**

**This Policy identifies the responsibilities and obligations of staff to take immediate action where any concern regarding the safety, protection and wellbeing of young people is noted.**

**This Policy identifies the requirements of the company to work proactively with external authorities and communities of interest in the interests of protecting any young people the Company engages with in the course of its operational activities.**

**This Policy should also be read in conjunction with a number of other key documents, in particular, Keeping Children Safe in Education (2022), Working Together to Safeguard Children (2018), Guidance for safer working practices for those working with children and young people in education settings (2015) and Wirral Safeguarding Children Partnership procedures.**

**<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>**

**2**

**<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>**

**<https://www.wirral Safeguarding.co.uk/procedures/>**

<b>1</b>	<b>Introduction</b>
<b>2</b>	<b>Designation of Responsibilities</b>
<b>3</b>	<b>The Designated Person(s)</b>
<b>4</b>	<b>Listening to Children</b>
<b>5</b>	<b>Professional Abuse</b>
<b>6</b>	<b>Records and Record Keeping</b>
<b>7</b>	<b>Parents</b>
<b>8</b>	<b>Training</b>
<b>9</b>	<b>Staff Support</b>
<b>10</b>	<b>Monitoring and Evaluation</b>
<b>11</b>	<b>Multi Agency Involvement and Safer Recruitment</b>
<b>12</b>	<b>Confidentiality</b>
<b>13</b>	<b>Child Protection Referral Process</b>

## **SAFEGUARDING CHILDREN & CHILD PROTECTION POLICY**

### **ORGANISATION & ARRANGEMENTS FOR UTOPIA**

#### **1. INTRODUCTION**

- 1.1. It is the intent of Utopia (the 'Company') through this policy to ensure the safety, wellbeing, safeguarding, protection and reduction of risks of harm to young people with whom the Company engages across its operational activities. The management of health, safety and wellbeing in relation to young people is a key management task in the Company.
- 1.2. Safeguarding young people is everyone's responsibility. Everyone who comes into contact with young people and families has a role to play ensuring children and young people are safe from abuse, exploitation and harm. Utopia is committed to safeguarding children and aims to create a culture of vigilance.
- 1.3. This policy should be read alongside all other company policies and procedures.
- 1.4. This procedure document provides the basis for good practice within Utopia for Safeguarding work. It should be read in conjunction with the Wirral Safeguarding Partnership safeguarding Policies and Procedures. These are in keeping with relevant national procedures and reflect what both parties consider to be safe and professional practice in this context.

#### **2. DESIGNATION OF RESPONSIBILITIES**

- 1.1. Utopia will arrange to take all reasonable measures to ensure the risks of harm to young people are minimised
- 1.2. Utopia will arrange to take all appropriate actions to address concerns about the welfare of all its young people working to agreed local policies and procedures in full partnership with local services
- 1.3. In accordance with best practice the Company has a Senior Manager taking lead responsibility for dealing with safeguarding issues, providing advice and support to other staff, liaising with other staff and working alongside other agencies, to be known as the Designated Person. All staff will be made aware of this role:

**The Designated Safeguarding Person for Utopia is:**

**Danny Cooke (Managing Director)**

**Tel: 0151 644 1535**

**Mobile: 07955656819**

**Email: dcooke@utopiaproject.org.uk**

**In his absence the Designated Safeguarding Person is:**

**Gino King (Programme Lead)**

Tel: 07590208448

Email [gking@utopiaproject.org.uk](mailto:gking@utopiaproject.org.uk)

The Designated Safeguarding Person for hatch is:

Vanessa Margetts (Service Manager)

Tel: 0151 644 1535

Mobile: 07955656819

Email: [dcooke@utopiaproject.org.uk](mailto:dcooke@utopiaproject.org.uk)

2.4 The Directors are aware of the responsibilities the organisation and its staff have with regard to the protection of young people from abuse and from inappropriate and inadequate care and is committed to responding in all cases where there is concern.

### 3 THE DESIGNATED SAFEGUARDING PERSON(S)

3.1 Name: Danny Cooke

3.2 The above-mentioned Designated Safeguarding Person's responsibilities are:

- To be responsible for ensuring that effective communication and liaison with children's social care and other agencies takes place, as appropriate, in the event of staff having child protection concerns about a company beneficiary
- To ensure staff (and all other company stakeholders) have an understanding of a 'child in need' and child at risk of suffering abuse, the primary indicators and the Company's responsibilities within the Wirral Safeguarding Children's Partnership.
- To support and advise staff in their approach and response to child protection issues
- To provide specialist input to the planning of content and delivery of any Company personal, social, health and education programme of work with respect to child protection issues
- To maintain their knowledge and awareness of the issues, policies and practice of child protection, e.g. regular attendance at relevant training courses

3.3 In the event of a member of staff, creative associate or volunteer having a safeguarding concern about a young person, he/she will immediately inform the Designated Person and record accurately the events giving rise to the concern. The action to be subsequently taken will be in line with governing local authority protocols and this guidance will be followed scrupulously.

3.4 If a member of staff, creative associate or volunteer feels that a concern should be acted upon and it is not referred then they have a right to refer direct to Social Services. If this is the case, the referee should inform the Designated Person of the action.

### 4 RESPONDING TO CONCERNS

**4.1** Some staff will have a particular contribution to make in listening to young people who have been through the experience of abuse. It is important that any staff member taking an account of a safeguarding matter carefully listens, reassures but does not promise the young person confidentiality. If a young person makes a further disclosure during a time where there is a criminal investigation ongoing, a current child protection matter or are engaging in therapeutic support it is important that any information disclosed is appropriately and accurately shared with the relevant local authority responsible for ensuring the protection and wellbeing of young people.

If a disclosure is made by a young person to a staff member, accurate recordings must be made at the earliest opportunity and a referral will be made to the relevant authority within 24 hours. All staff will be made aware that if they are chosen by a young person to hear a disclosure they need to take account of the guidance given in the Working Together To Safeguard Children 2018 document.

**4.2** Working Together to Safeguard Children states that young people have said that they need;

- **Vigilance:** to have adults notice when things are troubling them
- **Understanding and action:** to understand what is happening; to be heard and understood; and to have that understanding acted upon
- **Stability:** to be able to develop an ongoing stable relationship of trust with those helping them
- **Respect:** to be treated with the expectation that they are competent rather than not
- **Information and engagement:** to be informed about and involved in procedures, decisions, concerns and plans
- **Explanation:** to be informed of the outcome of assessments and decisions and reasons when their views have not met with a positive light
- **Support:** to be provided with support in their own right as well as a member of their family
- **Advocacy:** to be provided with advocacy to assist them in putting forward their views
- **Protection:** to be protected against all forms of abuse and the right to special protection and help if a refugee

**DO NOT!**

- Jump to conclusions or make promises you cannot keep
- Try to get the child to disclose - let the child talk and ask only the questions you need to know to ensure immediate safety
- Speculate or accuse anybody
- Ask any leading questions, e.g. was it Daddy/Mummy? etc, or any questions requiring a YES/NO answer

## DEALING WITH A DISCLOSURE MADE BY A CHILD - ADVICE FOR ALL MEMBERS OF STAFF

If a young person discloses a safeguarding concern, the member of staff or volunteer should follow this guidance:

**Receive** - Listen actively, open body language, accept, non-judgmental. Use TED (tell, explain, describe)

**Reassure** - 'You've done the right thing by coming to me', re-assure the young person that you have listened and hear what they are saying; don't promise what can't be delivered

**Respond** - Tell what you are going to do and do it. Ensure the young person is ok before leaving

**Report** - As soon as possible, to the Designated Senior Lead

**Record** - Is Vital - facts, no opinions - When? Where? Who? What?

- Inform the Designated Safeguarding Lead without delay and follow safeguarding process.

Complete the Safeguarding incident form and inform the Designated Safeguarding Lead via email.

### MAKING A REFERRAL

If a child or young person is at risk of harm, abuse or neglect please report it to the Integrated Front Door

**Mon-Fri, 9:00am - 5.00pm Tel: 0151 606 2008**

**Outside of these hours Tel: 0151 677 6557**

**Email: [IFD@wirral.gov.uk](mailto:IFD@wirral.gov.uk)**

**In an emergency always call police on 999.**

**If you think there has been a crime but it is not an emergency call 101.**

#### 4.3 Utopia will support young people by

- Ensuring the content of the curriculum includes social and emotional aspects of learning; Through our personal development programme, young people are encouraged to talk about feelings and learn how to deal with adversity, are listened to, and know to whom they can turn to for help and advice;
- Supporting the young person's development in ways that will foster security, confidence and independence thereby developing their self esteem.
- Providing young people with positive adult role models who they feel comfortable in talking to about difficulties they are facing

- Teaching young people to recognise the importance of safeguarding themselves so that they can recognise when they are at risk and how to get help when they need it.
- Having a behaviour policy that supports the needs of vulnerable people. Utopia will have clear expectations in relation to standards of behaviour and conduct that is reflective of the young people we work with and their individual needs.
- Acknowledging the importance of contextual safeguarding which considers wider environmental factors in a young person's life that may impact their safety, welfare or progress.
- Maintain accurate links with referring schools to ensure progress and wellbeing is monitored closely.

## **5 PROFESSIONAL ABUSE**

**5.1** Staff, volunteers or creative associates who hear an allegation against another peer professional at Utopia should report the matter to the Designated Safeguarding Person, unless that person is the one against whom the allegation is made

**5.2** Any incident that call's into question the conduct of a member of Utopia staff must be referred to the designated safeguarding person and this will be forwarded to the Local Authority Designated Safeguarding Officer (LADO).

**5.3** Referral is to the Designated Person, unless they are the one accused; in that case the Secondary Designated Person should be contacted and, failing that, the Company's Board of Directors:

Danny Cooke

Christopher Black

Phil Murray

Sarah Clarke

Rachel McCoosh

Anthony Kirwan

**5.4** Any instances of professional abuse should be recorded and handled in conjunction with Utopia's whistle blowing policy.

## **6 RECORDS AND RECORD-KEEPING**

All records and witness statements relating to safeguarding concerns will be kept confidential. Access will only be via the Board of Directors and the Designated Person(s). All relevant safeguarding information will be shared with the appropriate agencies e.g. School or Local Authority

## **7 PARENTS AND CARERS**

**7.1** All parents will have access to a statement regarding the Company's responsibility in this area. This will be included in relevant Company literature and website publications:



**‘Parents should be aware that Utopia will take any reasonable action to ensure the safety of its young people. In cases where the Company has reason to be concerned that a young person may be subject to ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow Wirral Safeguarding Children Partnerships Procedures and inform the relevant authority of their concern’**

**7.2 In general, staff should always discuss any concerns they have with the young person’s parents/carers. It is important that we share our concerns. However, staff should not discuss concerns if they believe that this would place the young person at greater risk or lead to loss of evidence for a police investigation.**

**7.3 It is important to record and consider the young person’s wishes and feelings, as part of planning what action to take in relation to concerns about their welfare. Capturing the lived experience of the young person is paramount to ensure that actions remain young person-centred**

## **8 TRAINING**

**The Company recognises the importance of regular learning and development for staff and associates:**

- The Designated Person(s) will attend appropriate training**
- All staff and associates who come into contact with young people will receive training in safeguarding and other courses that promote their understanding in the welfare and protection of young people**
- All staff, volunteers and casual/part-time associates will be fully briefed concerning their responsibilities within child protection procedures, prior to commencing their duties**

## **9 STAFF SUPPORT**

**The stress on staff involved in any aspect of child protection work is considerable and the Company will ensure that such staff are properly supported. The Board of Management and the Designated Person(s) are responsible for ensuring that support from outside the Company is sought wherever appropriate.**

### **9.1 Designated Support**

**9.1.1 The Integrated Front Door**

**9.1.2 Educational Welfare Officers**

**9.1.3 Health Education Coordinators**

**9.1.4 Wirral Safeguarding Children Partnership Website**

## **10 MONITORING AND EVALUATION**

**The Company’s Board of Directors is ultimately accountable for this Safeguarding Policy in accordance with local authority guidance and any locally-agreed procedures and policy is made available to interested stakeholders.**

**10.1 There is a recognised need for the Company to implement ongoing monitoring of this Policy:**

- Knowledge of the system by all staff, creative associates and volunteers**

- Awareness of key issues by children and parents/relatives
- The use of cross-agency procedures
- Training and operational delivery
- The nature of and responses by the Company to incidents

10.2 The Designated Person and other relevant members of staff will together provide an annual update to the Board of Directors regarding the implementation and review of this Policy.

## 11 Multi Agency Involvement and Safer Recruitment

11.1 Utopia is aware of the legislation that surrounds the protection and welfare of young people. As a company providing services to young people on the Wirral this safeguarding policy should also be read in conjunction with the Working Together To Safeguard Children 2018, Keeping Children Safe in Education 2022 and Guidance for safer working practices (2015) and Wirral Safeguarding Children Partnership Procedures.

11.2 Utopia will prevent people who pose risks to children from working within the organization by ensuring that all individuals working in any capacity have been subjected to safeguarding checks in line with our safer recruitment policy and Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, September 2022. In addition to obtaining the DBS certificate described, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching.

11.2 Utopia is aware that any matters that arise surrounding children at risk of child exploitation will be dealt with in accordance with safeguarding procedures laid out in this document and with reference to the Local Safeguarding Board's Pan Merseyside Multi Agency Protocol.

11.3 The Lead Designated Person for the Company is responsible for remaining up to date with relevant training and legislation in relation to Child Exploitation in addition to ensuring that all staff are aware of the referral process.

11.4 The Lead Designated Person is responsible for ensuring knowledge and awareness of local issues is kept up to date through regular training.

## 12 Confidentiality

12.2 Utopia places a massive emphasis on personal development and as such some sensitive information is likely to be shared by young people to its staff. Utopia staff want its young people to feel comfortable in sharing information that may be troubling or concerning them. Therefore Utopia will only share information to parents, carers, schools or other relevant agencies when there is a risk associated with not doing so. Examples of this risk may include but are not limited to

- Safeguarding referrals
- Threats of violence towards others
- Criminal investigations

**12.3** If a member of staff is required to break a young person's confidence for any reason Utopia staff will endeavour to inform and explain the process of doing so to the young person. Throughout the referral process staff will communicate any relevant information to the young person unless prevented from doing so by law.

**12.4** Staff do not need the parents' consent to make a referral if they consider the young person is in need of protection, although parents will ultimately be made aware of which organisation made the referral. If parents refuse to give consent to a referral but you decide to continue, you need to make this clear to the Integrated Front Door

### **13 Lone Working**

**13.1** On occasion staff may be required to transport young people to and from the Utopia centre. Agreement must be obtained from parents, carers or the referral agency before providing transportation.

**13.2** Staff providing transport for young people on a lone basis must have received verbal consent from the head of centre. All staff have a right to refuse to transport any young person if they feel that their personal safety may be compromised.

**13.3** At times in the centre young people may take part in 1-1 sessions involving literacy, numeracy or personal development. All reasonable steps will be taken to ensure that 1-1's will be conducted in a suitable environment where young people feel safe and secure by operating an open door policy and ensuring that all working environments are suitably visible to other centre users.

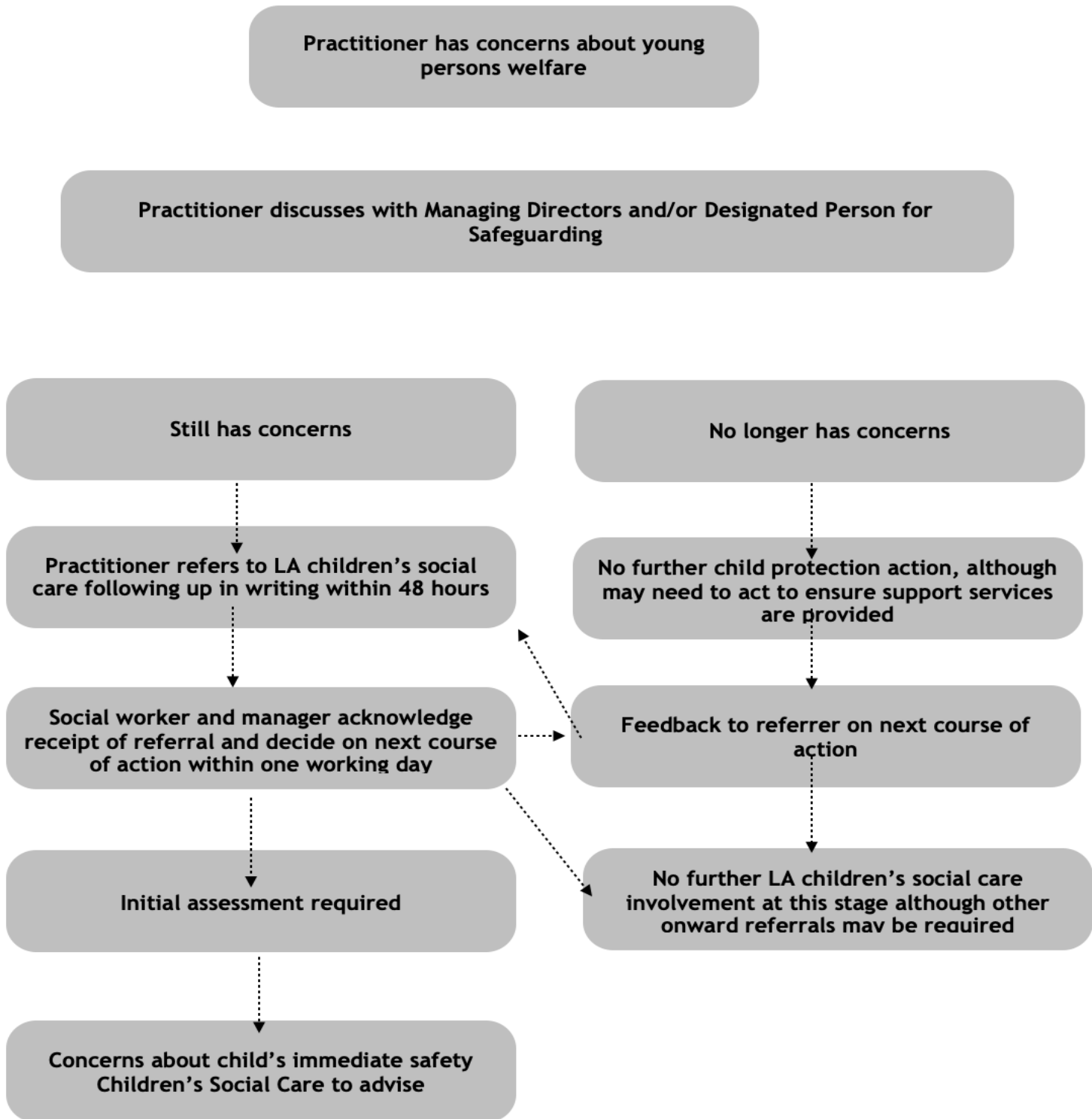
**13.4** Online learning on a 1-1 basis should be considered normal practice and the video environment should be regarded as a 'room' within the centre. Staff will have the same expected professional behaviours and safeguarding roles as set out in the centre and staff handbooks. Due to the nature of remote working there are some additional responsibilities and considerations as laid out in the safeguarding appendix.

### **14 SITE SECURITY**

**14.1** All staff members have a responsibility to ensure the centre is secure and for reporting concerns that may come to light.

**14.2** Visitors are expected to sign in and out in the office visitors' log and to display a visitor's badge while on site. Any individual who is not known or identifiable will be challenged for clarification and reassurance.

### Child Protection Referral Process



**If you do not subscribe or support this Policy, then you should as a matter of urgency inform your Line Manager. Failure to observe this Policy may lead to disciplinary action.**