



SAFEGUARDING CHILDREN

AND YOUNG PEOPLE POLICY AND

GUIDELINES

Safeguarding Children & Young People Policy

1. Introduction

- 1.1 Ipswich Borough Council provides a range of services and facilities to the community. The nature of the provision means inevitably employees, (permanent, temporary or contracted) and councillors of the organisation will come into contact with children, young people and their families in a variety of settings. IBC recognises it has a corporate responsibility towards safeguarding children and young people in those settings, while retaining a sense of proportion and maintaining the welfare of the child or young person as paramount.
- 1.2 The purpose of this policy is to ensure that in carrying out its functions the council has due regard for safeguarding the welfare of children and young people. The policy establishes employee and councillor responsibilities in relation to safeguarding the welfare of children and young people. It also outlines the reporting and recording procedures.
- 1.3 The guidance accompanying the policy provides advice for those employees and councillors working directly with children and young people.
- 1.4 This policy applies to all IBC services and activities and covers:
- employees
 - Councillors
 - partners and contractors working in our services
- 1.5 A flowchart of the corporate arrangements for implementing Safeguarding is provided at Appendix 1.

2. Principles

- 2.1 IBC is committed to ensuring that any child or young person who comes into contact with an employee or any aspect of its activities or services is listened to, feels safe and protected and has their views taken into account.
- 2.2 In so doing IBC acknowledges it is not its responsibility to investigate whether a child or young person is in need or that abuse has taken place but that all employees and councillors act upon any concerns they have, by referring to the appropriate authority and by accurately recording their concerns. IBC employees are required to cooperate with the Suffolk Safeguarding Children Board in dealing with any referrals.
- 2.3 IBC will accept responsibility for ensuring its councillors and employees know the referral criteria and ensure that employees' concerns are received and understood.
- 2.4 IBC will endeavour to ensure the suitability of all employees appointed to work with children and young people through robust recruitment and selection procedures, appropriate training and other working practices and procedures.
- 2.5 IBC requires all adults in the organisation to understand their responsibility to share concerns about the welfare of any child or young person with their line manager and the designated safeguarding children officer. The designated safeguarding children officers in the organisation are the Corporate Director with responsibility for Human Resources and the Organisational Development Manager.¹

¹ The designated officers will not assume the statutory role envisaged by the Children Act 2004. This responsibility will be held by the Director of Children and Young People's services.

2.6 Heads of Service are responsible for ensuring safeguarding issues are addressed in service plans and operational plans. Managers are responsible for ensuring appointed officers are equipped with the necessary skills, information and confidence to carry out this role.

3. Information Computer Technology (ICT)

The Borough Council * **“Information Security and ICT Acceptable Usage Policy”** is intended to ensure that technology provided to employees and councillors is used appropriately. It outlines expectations on data protection and acceptable use of the internet.

As a precaution, employees are asked not to email identifiable information relating to a safeguarding referral and to send it by hand or fax.

* available on IBC Intranet.

4. Licensing Authority

IBC, as a licensing authority, complies with the terms of the Licensing Act 2003 in relation to protecting children from harm. The Act requires that robust mechanisms are in place to ensure licensing applications are examined by the appropriate agencies (see para. 14.5.9 of statement of Licensing Policy).

*available on IBC Intranet.

5. Recruitment and Selection

IBC takes all reasonable steps to ensure unsuitable people are prevented from working in settings that bring them into close or unsupervised contact with children. Mandatory training for officers with recruitment and selection responsibilities ensures adherence to the IBC * **“Recruitment and Selection Good Practice Guidelines”**. * **“The Criminal Records Bureau Disclosures policy”** ensures information is sought to assess potential employees suitability for a post when applying for a position that may bring them into contact with children or young people. The council will comply with Independent Safeguarding Authority regulations when required.

* available on IBC Intranet.

6. Training

6.1 All employees should receive suitable information and/or training to raise awareness of their role in recognising, understanding and safeguarding children appropriate to their area of work. The mandatory requirement is as follows:

All staff	Induction or HR briefing
Staff with contact with children and families	Introductory Level 1*
Staff with regular contact with children and families	Multi Agency Level 2*
Specialist staff who work directly in child protection	Various specialist courses

* these courses need to be refreshed every three years

6.2 Designated officers and line managers should receive suitable training to enable them to deal with reported concerns and to support individuals reporting concerns.

7. **Supervision & Support for staff**

IBC will ensure that:

- any concerns about abuse are acted upon at an early stage.
- Support, from an appropriately trained individual, is offered to those who report concerns.
- Confidentiality is maintained at all times and information only shared with the appropriate people (see para – Confidentiality)

8. **Confidentiality**

Considerations of confidentiality that may otherwise apply within the council may not override the right of the child to be protected from harm. Neither employees nor councillors can give absolute guarantees of confidentiality, or promises the information will not be shared with relevant agencies.

9. **Making referrals**

IBC will ensure that:

- Information is recorded relating to initial sharing of concern.
- All referrals excepting those from West Villa will be made using the IBC referral form (Appendix 2). Referrals are sent to one of the designated safeguarding children officers who must report it in writing (by fax) to Customer First, Children and Young People's Service, within 24 hours.
- Referrals from West Villa will be made by telephone and transcribed into the IBC referral form. West Villa staff must report it in writing (by fax) to Customer First, Children and Young People's Service, within 24 hours. Alternatively, where appropriate, West Villa will use the Common Assessment Framework and use the Safeguarding referral form contained within that document. Both types of referral will be copied to one of the designated safeguarding children officers for central records.
- Feedback on referrals received from Children and Young People's Service will be shared with the referrer and the designated safeguarding children officers
- Any reported concerns are kept secure and only made available to authorised staff, Children and Young People's Service and/or the police.

10. **Allegations Against Employees, Volunteers or Councillors**

10.1 All allegations will be dealt with in accordance with the Council's **Disciplinary Policy and Procedure**.* and or Whistleblowing Guide (Children's Care Services and/or the police will determine whether child protection or criminal investigations will take place).

10.2 Allegations against councillors will be dealt with through the monitoring officer and standards board mechanism. (Children and Young People's Service and/or the police will determine whether child protection or criminal investigations will take place).

**available on IBC intranet.*

11. **Photography and Filming**

- 11.1 IBC recognises the positive contribution that photography can make to the organisation, highlighting group and individual achievement and promoting services. The organisation also recognises the risk posed directly and indirectly to children and young people through the misuse of photographic images. Increased use of modern digital cameras, video recorders and mobile phones make pictures instantly available for distribution and not subject to the regulation that commercial developing provides. It is therefore necessary to have procedures in place to safeguard children and young people against inappropriate use of their photographic image.
- 11.2 IBC expects all employees and councillors to follow best practice as outlined in Appendix 3.

12. **Work experience and employment under age 18**

- 12.1 Managers are required to follow the Work Experience Management Guidance and Induction Checklist which directs them to considering the guidance attached with this policy before agreeing a work experience placement.
- 12.2 Managers are asked to demonstrate their duty of care towards employees under the age of 18 through offering the employee the opportunity to disclose any relevant safeguarding information which should be shared with the employer.

13. **Conclusion**

- 13.1 Ipswich Borough Council, through the production of this document, has demonstrated its commitment to safeguarding children and young people. The policy recognises the diverse nature of the services and facilities provided by the council and the duty upon all employees and councillors to act upon their concerns relating to children and young people's welfare.
- 13.2 IBC recognises the important contribution that members and employees may make to the process of safeguarding children and will encourage and facilitate their employees to contribute appropriately to the child protection process, and in particular in respect of Child Protection conferences, Core Groups, formal Protection Plans and information exchange.
- 13.3 The policy will be a working document, reviewed annually or more frequently to reflect changes in legislation and best practice.
- 13.4 Suffolk Safeguarding Children Board procedures and guidance for safeguarding children from harm are available on the internet at www.suffolkscb.org. IBC encourages employees to access these procedures and guidance.

GUIDELINES FOR WORKING WITH CHILDREN AND YOUNG PEOPLE

1. Purpose

- 1.1 These guidelines provide advice for staff and councillors and should be read in conjunction with the council's Safeguarding Children and Young People Policy.
- 1.2 They also provide advice about what to do if you are worried about the welfare of a child or young person.
- 1.3 *It is intended that everyone be aware of and abide by the policy. It is for anyone to use when there is a concern relating to a child or young person's safety and well being.*
- 1.4 This guidance aims not only to protect children and young people but to protect staff and councillors working for, and on behalf of, the council from situations where false allegations may occur.

2. Good Practice

- 2.1 When working with children and young people:
 - Always work in an open environment (e.g. avoid private or unobserved situations) and encourage an open environment (e.g. no secrets).
 - Treat children and young people fairly, with respect and dignity
 - Always put the welfare of each child and young person first, before achieving goals.
 - Maintain a safe and appropriate distance from a child or young person.
 - Build suitable relationships which empowers children and young people to share in the decision making process.
 - Make activities fun and enjoyable, and promoting fair play.
 - Ensure that if any form of physical contact is required, it should be provided openly. Children and young people should always be consulted and their agreement gained.
 - Keep up to date with the technical skills, qualifications and insurance required.
 - Involve parents/carers wherever possible. If parents are not present, staff should always work with at least one co- worker.
 - Ensure that mixed groups are accompanied by a male and female member of staff.
 - Give enthusiastic and constructive feedback rather than negative criticism.
 - Recognise the developmental needs and capacity of children and young people.
 - Secure parental consent in writing to give permission for the administration of emergency first aid and/or other medical treatment in their absence.
 - Be aware of any medicines being taken by participants, or existing injuries and where appropriate, a record must be kept if medication is taken by a young person.
 - Keep a written record of any injury that occurs, or incidents where a child or young person has become upset, along with the details of any treatment given or action taken.
- 2.2 Appropriate physical contact may be used to instruct, encourage, protect or comfort. When physical contact is required both the child or young person and employee/elected member should be clear about the context and appropriateness of that contact.
- 2.3 Physical contact should only be used when the aim is to:
 - Develop skills or techniques
 - Treat an injury or respond to discomfort
 - Prevent an injury
 - Meet the requirements of the particular activity.
- 2.4 Physical contact should:

- Never be in ways, or parts of the body, that may be considered inappropriate.
 - Meet the needs of the child or young person and not the needs of the adult.
 - Be fully explained to the child and young person and permission be sought, (with the exception of an emergency).
 - Not take place in secret or out of sight of others.
- 2.5 Be aware there are very few instances when one-to-one working is appropriate. Avoid taking children and young people to your home where they will be alone with you and avoid giving children and young people lifts in your car.
- 2.6 Occasionally the above is unavoidable, in that case ensure someone in charge in the organisation or the child or young person's carer is aware and has consented.
- 2.7 Employees and councillors should never:
- Engage in rough or sexually provocative games or those requiring extended physical contact.
 - Allow or engage in any form of inappropriate touching.
 - Make sexually suggestive comments to anyone, even in fun.
 - Humiliate, put down or degrade a young person as a form of control.
 - Allow allegations made by a child or young person to go unrecorded.
 - Do things of a personal nature for children or young people that they can do for themselves.
 - Invite or allow children or young people to stay with you at your home unsupervised.
- 2.8 If a child or young person is accidentally hurt or seems distressed in any manner, appears to be sexually aroused by your actions or misunderstands or misinterprets something said or done it should be recorded and the parent or carer informed.
3. **What to do if you are worried about a child's welfare**
- 3.1 Concerns about a child or young person's safety and welfare may vary in seriousness and in nature and you may be unsure about whether or not this warrants reporting. You may be unclear about where your responsibility lies in relation to child protection.
- 3.2 It is everyone's responsibility to act upon their concerns, but often it is only when information from different sources is put together that a clear picture, of the risks and needs of the child or young person emerges. Sharing your concerns with a designated officer who has been trained to support and advise you will help to focus on exactly what your concerns are and ensure the best possible outcomes for children and young people.
- 3.3 Whilst it is appropriate to respond to events, employees should never set out to interview or investigate themselves, because doing so is likely to make it difficult for police officers and social workers to investigate and act to protect. Children should be listened to and not silenced, but they should not be interviewed.
- 3.4 It is important for the employee or elected member to behave and act in such a way that the child or young person feels reassured.
- 3.5 It is important to keep an open mind about the possibility of abuse and to avoid giving the benefit of the doubt to an adult without having a sound basis for so doing.

Safeguarding at Ipswich Borough Council

Children's Trust (SCC)

- Director/Cllr Level
- IBC Contacts
 - Cllr Nadia Cenci
 - Jonathan Owen

Suffolk Safeguarding Children's Board (SCC)

- Director Level
- 1 Director representing all 6 Districts (T.Osmanski – SCDC)
- 4 mtgs/yr
- IBC Contact - Jonathan Owen

Suffolk Leads Network

- Group for lead District on SSCB to disseminate info to all Districts
- IBC Contact – David Field

Professional Advisory Group (SCC)

- Mtgs every 6 weeks
- Policy advisory/development
- Safe recruitment
- IBC Contact – Claire Budgen

Other SCC Groups – limited applicability to District functions – No IBC involvement

Safeguarding training provided

IBC Safeguarding Steering Group

- Monitor IBC Action plan(s)
- IBC Policy development
- Mtgs every 3 mths
- Members
 - Cllr Nadia Cenci (PH Safeguarding)
 - Jonathan Owen - Designated Officer
 - David Field
 - Claire Budgen - Designated Officer
 - Billy Brennan
 - Elaine Aylott
 - Cliff James (SCC) – invited to maintain close contact with SSCB and SCC

IBC Good Practice Network

- IBC Safeguarding network
- Membership – all areas with key Safeguarding responsibilities
 - Facilitated by HR – Claire Budgen
 - Advised by – Elaine Aylott
 - Representation from Sports, Housing, Licensing, Streetcare, CSC and others as appropriate
 - Mtgs every 3 mths

Ipswich Borough Council - Safeguarding Referral Form

Please use this form as a prompt, recording any additional information on the back or on another sheet of paper. Do not complete electronically, please print and complete. **Remember it is not for you to investigate but to record accurately all the information you receive or observe.**

Child's name, address, tel. no, date of birth	Child's parents or guardian's details where known.	Details of person reporting concern/suspicion/allegation
What is the concern/suspicion/allegation?		
What were the signs or symptoms you or others have observed? (include here what the child has told you)		
Where did this occur? (as far as you know)		
When did this happen? (as far as you know)		
If some earlier signs/symptoms were noticed before today, when and where was this?		
Who else may have been present or have relevant information?		
<i>Who has been informed? You must inform the Designated Safeguarding Officer, and/or your line manager immediately and the child's parents/guardian/carer unless it's likely they are responsible.</i>		
Date & time of verbal referral	Referred by	
Date Record of Concern forwarded	Forwarded by	
Person completing the form: Position with IBC	Tel. No.	
Line Manager		
Signed	Date	

Send or hand this form (in an envelope marked private and confidential) to the Designated Safeguarding Children Officer, Claire Budgen or Jonathan Owen, as a matter of urgency.

GUIDELINES ON THE USE OF PHOTOGRAPHY WITHIN IBC FACILITIES AND SERVICES

1. **Introduction.**

- 1.1 IBC recognises the positive contribution that photography can make to the organisation, highlighting group and individual achievement and promoting services.
- 1.2 The organisation also recognises the risk posed directly and indirectly to children and young people through the misuse of photographic images.
- 1.3 Increased use of modern digital cameras, video recorders and mobile phones make pictures instantly available for distribution and not subject to the regulation that commercial developing provides.
- 1.4 Photographs can be used as means of identifying children when they are accompanied with personal information. Any information, however innocent, can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse. The content of the photo can be used or adapted for inappropriate use.
- 1.5 It is therefore necessary to have procedures in place to safeguard children and young people against inappropriate use of their photographic image.
- 1.6 The purpose of this guidance is to ensure that Ipswich Borough Council prevents the inappropriate use and distribution of photographic and film material. It applies to any equipment capable of capturing a still or moving image, such as cameras and mobile phones.

2. **Ipswich Borough Council will follow these Guidelines:**

- Signs will be displayed and/or information will be printed on tickets, leaflets etc to ensure that participants are aware that filming and photography will be taking place.
- Service areas organising publicity and promotional events involving children should inform their line manager and obtain prior permission for photography and filming from parents/carers or responsible adult (e.g. teacher)
- Parents and carers will be asked to concentrate their photography or filming on the people in their charge.
- Limited identifying information will be used, such as a child’s first name and age, for council’s publicity purposes unless written permission is given by a parent/carer for more details to be released.
- Photographers employed by IBC will be required to make a declaration that they have no child-related convictions.
- Photographers employed by IBC will need to have authorisation from the organisation, their line manager, to photograph or film children without another council employee being present.
- Media photographers follow the national code of practice set by the Press Complaints Commission. This requires that, for young people under the age of 16, they obtain consent before photographing or filming, from a parent or responsible adult (e.g. school teacher).
- Photographs as evidence: In some circumstances it is reasonable to photograph an incident or situation involving a child or young person (provided it does not distress them) in order to evidence the expressed concern, (e.g. a Parking Attendant observes a child left unattended in a car).