



# **Dukes Barn Safeguarding Policy**

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## **Policy Statement.**

All staff at Dukes Barn are committed to good practice that ensures the safety of the young persons in our care. All staff, including freelance tutors and volunteers, accept and recognise our responsibilities to develop an awareness of the issues which cause children harm.

We will endeavour to safeguard the children by:

- ❑ Adopting child protection procedures in line with national Guidelines and adopting a code of conduct for all staff.
- ❑ Sharing information about child protection and good practice with the visiting school staff, and other responsible party leaders.
- ❑ Sharing information about concerns with agencies who need to know, and involving schools, parents, and children in an appropriate manner.
- ❑ Following carefully the procedures for recruitment and selection of staff, and by monitoring any visitors who require entry to the premises, maintenance personnel etc.
- ❑ Ensuring that all staff are aware of our policy and procedures for the safety of all persons in our care.
- ❑ Provide effective management for staff through effective supervision, support and training.
- ❑ We are an organisation that involves working with people over the age of eighteen but who are nonetheless vulnerable. This policy also applies to them.
- ❑ We recognise that the staff working with the young people in our care are also vulnerable to unfounded allegations. Guide lines as to appropriate behaviour and practice are in place to minimise the possibility of such an occurrence and to safeguard staff who could be placed in that situation.
- ❑ We recognise that whilst the children are with us for a relatively short space of time, this in no way diminishes our duty of care.

We are committed to reviewing our policy and good practice at regular intervals.



## **Designated person duties and responsibilities**

The designated person at Dukes Barn is the Head of Centre.

- ❑ The designated person shall ensure that he/she is conversant with the area of child protection and the agencies and procedures that may be involved.
- ❑ Establish contact with senior members of social services responsible for child protection in the catchment area:  
(Child Protection Officer at Derbyshire Social Services, 01629 531924 for advice about specific issues.  
For Safeguarding training contact Kathy Barrass 01629 531933
- ❑ Ensure that the policy of Dukes Barn is followed.
- ❑ Be aware of the local Safeguarding Children Board  
Contact Amanda Clarke, Head of Service for Children and Families, 01629 532181
- ❑ In liaison with the visiting organisation be responsible for referral where appropriate and maintain individual case records in a confidential manner.
- ❑ Ensure that information is available at the time of referral and that confirmation is sent in writing under confidential cover.
- ❑ Ensure that all staff employed are Enhanced DBS checked.
- ❑ Carry out staff induction training.



## **Safeguards**

### **Guidelines to all Dukes Barn Staff:**

You/We may become aware of child abuse in a number of ways.

1. A child may disclose that he/she is being abused elsewhere.
2. An individual within our organisation may become suspicious that a child is being abused.
3. A child may disclose or allege abuse by someone within our organisation.

In the event of any of the above appropriate action and procedure are given elsewhere in this document. It is convenient to divide child protection into two areas:

- (i) When staff have concerns regarding the welfare of a child (or if they disclose to a member of staff)  
or
- (ii) Young people making allegations about staff.

We need therefore to implement safeguards that are appropriate to ensure the safety of all concerned and the following guidelines must be followed.

### **Staff Guidelines**

- ❑ Do not spend an excessive amount of time alone with children.
- ❑ Do not take children alone in a car on journeys however short.
- ❑ Do not take children to your home.

If it is unavoidable that these things happen it must be with the full knowledge of the Visiting Teacher (Group Leader) and the Head of Centre and the parents of the child.



## **Relationships with children.**

We need to be clear at all times that relationships with the people in our care are kept at an appropriate distance. The young people should be made aware that friendliness does not constitute a friendship that could lead to a closer dependence on their part, therefore **DO NOT**

- ❑ Engage in rough physical games, this includes horse-play
- ❑ Allow or engage in inappropriate touching
- ❑ Allow children to use inappropriate language unchallenged.
- ❑ Allow bullying within the group to go unchallenged
- ❑ Make sexually suggestive comments about or to a child, not even in fun
- ❑ Allow allegations made by a child to be ignored or go unrecorded
- ❑ Do things of a personal nature for children.

## **NOTES**

Students with severe disability who require personal and intimate care are accompanied by their own carers and we should not get involved in this aspect of their care.



### **Activity Instructors:**

- ❑ Group ratios will be one Instructor plus one other adult to 10 Children, any variance to this ratio will be at the discretion of the Head of Centre
- ❑ Any mini-bus journey must always have 2 adults on board
- ❑ Respect the need for every child to be in an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- ❑ Any individual found to be bullying despite having been appropriately warned about their behavior must be brought to the attention of the school staff and the Head of Centre
- ❑ If behavior threatens the safety of the Group the activity must be suspended
- ❑ If there is a need for any reason to talk to a child separate from the rest of the group always have another adult with you
- ❑ The MLTE, BOF, and NCA all have notes regarding good practice for adults working in their areas of operation. In general the guiding principles are **openness, explanation, and consent**  
For example when fitting a climbing harness: demonstrate openly in front of the group, explain what you are going to do, if you wish to involve an individual get consent from them. Many young people manage to put a harness on themselves but adjustments may have to be made and safety is paramount.
- ❑ It is unacceptable to be alone with individual children in a closed area or to enter occupied dormitories or bathrooms unless accompanied by another adult
- ❑ Be aware of the possibility of children placing you in an inappropriate position in their affections (!) and have sensible strategies for dealing with this. If you need advice or guidance on this see the Head of Centre
- ❑ If you feel you could be at risk of an allegation due to unforeseen circumstances it is wise to write down the details and give a copy to the Head of Centre for your own protection
- ❑ If a young person gives you cause for concern (or if they disclose to a member of staff) this must be reported in a confidential manner to the Head Teacher and the Head of Centre. The confidence must be respected, do not involve any non-interested party
- ❑ If you feel you require further training in your understanding of child protection please ask the Head of Centre and this will be arranged.



### **Domestic and Admin Staff:**

- ❑ Respect the need for every child to be in an environment where safety, security, praise, recognition and opportunity for taking responsibility are available
- ❑ It is unacceptable to be alone with individual children in a closed area or to enter occupied dormitories unless accompanied by another adult
- ❑ Cleaning of Dormitories and Toilet areas will be undertaken when children are off the premises and appropriate notices displayed, if a lone child does enter during this time leave that area until they vacate
- ❑ Be aware of the possibility of children placing you in an inappropriate position in their affections (!) and have sensible strategies for dealing with this. If you need advice or guidance on this see the Head of Centre
- ❑ If you feel you could be at risk of an allegation due to unforeseen circumstances it is wise to write down the details and give a copy to the Head of Centre for your own protection
- ❑ If a young person gives you cause for concern (or if they disclose to a member of staff) this must be reported in a confidential manner to the Teacher or Leader in charge and the Head of Centre. The confidence must be respected, do not involve any non-interested party
- ❑ If you feel you require further training in your understanding of child protection please ask the Head of Centre and this will be arranged.

### **Deliveries:**

- ❑ Normally these are made at the kitchen entrance and there should be no need for the personnel to enter the residential part of the building, please ensure this is so
- ❑ All other visitors including tradesmen (electricians etc.) must report to Reception, (the office). Try to ensure that this happens, any person you find wandering around the building must be politely and appropriately challenged
- ❑ No maintenance work may be carried out where the possibility of unsupervised access to children exists



### **Staff Recruitment Policy.**

- All staff will be qualified and experienced to carry out the duties allocated to them.
- References will be checked.
- All staff will have an enhanced Disclosure and Barring Service Check.
- Induction training will include an understanding of our policies and procedures and regulations regarding:
  - Emergency Procedures Fire etc.
  - Child Protection.
  - Health and Safety.
  - Hygiene.
- All staff must agree to accept any further training felt appropriate by the organisation. A First Aid Certificate will be a part of this training.





## How to respond where abuse is alleged or suspected

### Introduction:

It should be understood by all concerned that the term abuse is not confined to sexual activity. The following definitions are taken from 'Working Together to Safeguard Children' (Dept. of Health, Home Office, and Dept. of Education).

1. Physical abuse.
2. Emotional abuse
3. Sexual abuse.
4. Neglect.

Further details are available in the office.

Recognising child abuse is not easy, and it not our/your responsibility to decide whether abuse has taken place. We do however have a responsibility to act if we/you have a concern. Guidance as to recognition of possible abuse is again available in the NSPCC publication 'First Check' again kept in the office.

It is convenient to divide 'child protection' into two areas.

- (i) Procedure for when staff have concerns regarding a child's welfare, (or a child discloses to a member of staff).
- (ii) Practice and policy procedures regarding young people making allegations concerning staff.

A member of staff responding to a child making an allegation of abuse should take the following action:

- Stay calm
- Listen carefully
- Find an opportunity to explain that the information is likely to be shared with others in a confidential manner. **Do not promise to keep secrets**
- Reassure the child that they have done the right thing in telling you
- Do not discuss with any person who is not involved
- Report to the Head of Centre at the first opportunity, the designated person for child protection issues, who will involve the Senior Teacher or Group Leader



Observing what is considered inappropriate behaviour on the part of staff:

- Report concerns to the Head of Centre at the earliest opportunity
- In all cases details should be written down dated and filed in the office in a confidential file only available to the Head of Centre

The Head of Centre must ensure that the appropriate action and involvement of relevant Authorities are as within the NSPCC guidelines.

- If the complaint involves the designated person then the Chairman of the Board of Trustees should be advised.

It is of course the right of any individual as a citizen to make direct referrals to the local Social Services Department or the police, however we strongly advise that you follow the guidelines contained in this policy. If you feel that the designated person has not responded appropriately to your concerns then it is open to any member of staff to make a direct referral.